

**AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, JANUARY 24, 2017, 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING**

- I. CALL TO ORDER – Council President, JR Carpenter
- II. ROLL CALL
- III. MINUTES – meeting held January 10, 2017
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
  - A. Mayor Tom Joyce asks for approval of Ms. Sondra Wallace for Personnel Director for the City of Parkersburg.
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
  - 1. Resolution adopting a motto as guidance for conducting the affairs of the City by Parkersburg City Council. (Sponsored by Councilmen Reed, Stanley and Barber.)
  - 2. Resolution amending Rule XVI, Council Committees, of the rules and regulations of City Council to create special committees. (Sponsor, Councilman Reed; co sponsors, Councilmen Stanley, Barber, and Kuhl.)
  - 3. Resolution creating a Youth Achievement Committee for the purpose of publicly recognizing youth for community achievements; and creating a Public Safety Achievement Committee to recognize those who went above and beyond the call of duty. (Sponsored by Councilmen Reed; co-sponsored Councilmen Stanley, Kuhl, and Barber.)
  - 4. Resolution accepting the lot along Avery Street and adjacent and contiguous to the southerly base of Quincy Steps, be part of Parkersburg Quincy Hill Park. (Sponsored by Councilmen Carpenter, Reynolds, Fox, Mercer, and Kuhl.) Map 80, Parcel 126.
  - 5. Resolution creating a Special Revenue Fund designated as 039 – WVHDF (West Virginia Housing Development Fund) to accumulate expenditures related to the demolition program, and to accumulate repayment contributions from the General Fund. (Sponsored by all members of City Council.)

"next page"

6. Resolution requesting approval from the State Auditor's Office for a budget revision in the amount of \$100,000.00, moving that amount from the General Fund to the WVHDF Demolition Fund. (Sponsored by all members of City Council.)
7. Resolution requesting approval from the State Auditor's Office for a budget revision in the amount of \$98,000.00 to reflect the award of a WV Department of Environment Protection REAP grant. (Sponsored by all members of City Council.)

VIII. ORDINANCE, FIRST READING:

8. An ordinance authorizing the lease/purchase financing of street paving and signage equipment, \$693,536.03, 2.09%, 60 months, BB&T. (milling machine, paver, 5-ton roller, one-ton roller, backhoe, sign truck, and one fuel truck.) (Sponsored by all members of City Council.)

IX. MISCELLANEOUS

9. Communication from the Department of Health and Human Resources, Bureau for Public Health, stating their approved fee schedule for the Mid Ohio Valley Health Department. (receive and file)

IX. ADJOURNMENT

CASTO & HARRIS, INC., SPENCER, WV, RE-ORDER NO. 12275-13

The Council of the City of Parkersburg met in regular session Tuesday, January 10, 2017 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, and joined in the Lord's Prayer and Pledge of Allegiance prior to the beginning of the meeting.

The meeting was called to order by Council President, JR Carpenter, who presided over the meeting. The Clerk noted those members attending as Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, Mike Reynolds, John Reed, Zach Stanley, Jeff Fox, and JR Carpenter.

MINUTES – Mr. Reynolds moved, seconded by Mr. Stanley, to approve the minutes from the meetings held December 20, 2016 and January 3, 2017, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Councilman Reynolds reported that the Municipal Tree Commission met today and discussed their budget and upcoming tree planting projects this year throughout our rights of way. Public Works Director, Everett Shears also attended, he said.

At this time, President Carpenter announced committee appointments for 2017, as follows:

CITY COUNCIL COMMITTEES

2017

FINANCE COMMITTEE

John Reed, Chairman  
 Zach Stanley, Vice Chairman  
 Sharon Kuhl  
 Bob Mercer  
 Mike Reynolds

PERSONNEL COMMITTEE

Bob Mercer, Chairman  
 Dave McCrady, Vice Chairman  
 Zach Stanley  
 Eric Barber  
 Jeff Fox

PUBLIC WORKS COMMITTEE

Sharon Kuhl, Chairman  
 Jeff Fox, Vice Chairman  
 Eric Barber  
 Dave McCrady  
 JR Carpenter

Area Roundtable – Sharon Kuhl  
 Wood County Recreation – Bob Mercer  
 Municipal Planning Commission – Dave McCrady  
 Municipal Tree Commission – Mike Reynolds  
 Holiday in the Park – Eric Barber  
 PKB – John Reed  
 URA – Mike Reynolds, Chairman  
 URA – Jeff Fox, Vice Chairman  
 Bicycle Committee – Eric Barber  
 Downtown Façade Committee – JR Carpenter  
 Storm water Committee – John Reed

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce stated that a recent \$650,000.00 grant for addiction recovery to be used to renovate the building on Emerson Avenue in the old National Guard facility, and was a very big project for our community. He also thanked participating banks and individuals who made this grant possible.

The Mayor told Council he has answered minor complaints and calls during his first ten days, with all resolved.

Mayor Joyce told Council he had never attended a Building Enforcement Agency meeting during his previous time on City Council, but attended one this week. He encouraged Council to attend one of these meetings, and see how the code department works. We will have eight more homes ready for demolition, he said. BEA meets once a month and they do good work, he said.

Public Works Director, Everett Shears, reported to Council on man-hours, salt, and equipment used during the snow recently over the weekend. We have 1,402 ton of salt left in our dome, and he thanked the employees for making our roads safe. He also offered to drive any member of Council through their districts if they would call his office so he could arrange his schedule.

PARKERSBURG, W. VA., January 10, 2017

Mayor Joyce told council that a condensed version of our Memorial Bridge inspection report will be distributed to them within the next day or so.

PUBLIC FORUM – Ms. Debra Hendershot, 4809 Emerson Avenue, welcomed Mayor Joyce and all members of our City Council to their new positions and said everyone was excited for the change.

Ms. Kuhl thanked Mayor Joyce and Mr. Shears for their quick response during the snow over the weekend. She said she was proud to be part of an administration that takes concerns so quickly.

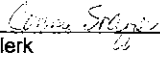
Mr. Carpenter said he had been approached by Wood County Juvenile Drug Court personnel, who would like for the City to send a representative from law enforcement to their Wednesday sessions. The majority of the juveniles are from the City, he said, and they would like to have someone during the hearings. Mr. Carpenter also asked for an update on the proposed site visit concerning a pigeon problem in our City. Mayor Joyce said he would look into it by the next meeting.

#### RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Roger Brown, 606 Neal Street, Parkersburg, WV be appointed to serve as a member of the Board of Zoning Appeals for an unexpired term to expire April 12, 2019.


MOTION – Mr. Reynolds moved, seconded by Mr. Stanley, to adopt the resolution, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:45 PM.

  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

## RESOLUTION



WHEREAS, the Council of the City of Parkersburg, newly elected on November 8, 2016, desires to have a motto as their guidance for conducting the affairs for the City of Parkersburg; and

WHEREAS, the following motto is proposed and offered for consideration:

**WE ARE A COMMUNITY**  
**AND WE WILL**  
**COOPERATE WHEN POSSIBLE**  
**COMPROMISE WHEN NECESSARY**  
**CONFRONTATION IS NOT AN OPTION**

**MOTTO OF THE PARKERSBURG CITY COUNCIL**

Dave McCrady, District 1  
Sharon A. Kuhl, District 2  
Robert Mercer, District 3  
Eric Barber, District 4  
JR Carpenter, District 5  
Mike Reynolds, District 6  
John Reed, District 7  
Zachary T. Stanley, District 8  
Jeff Fox, District 9  
Tom Joyce - Mayor

**RESOLUTION AMENDING RULE XVI,  
COUNCIL COMMITTEES, OF THE RULES  
AND REGULATIONS OF CITY COUNCIL RELATIVE  
TO THE CREATION OF SPECIAL COMMITTEES**

WHEREAS City Council desires to establish two (2) special committees the purpose of which said committees is to allow for public recognition of certain outstanding and exemplary individuals and groups within our community; and

WHEREAS it is necessary to amend Rule XVI, Council Committees, of the Rules and Regulations of City Council in order to effect Council's wishes.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Rule XVI, Council Committees, of the Rules and Regulations of City Council be and it is hereby amended as to the first paragraph thereof as follows:

All standing and special committees, and the chairman thereof, shall be appointed by the presiding officer at regular or special meetings. All committees shall consist of five (5) members, including the chairman. However, in addition to the preceding, City Council may by Resolution establish such special City Council committees and their composition in number and membership as it may deem proper and warranted.

The remainder of Rule XVI is not affected by this amendment and is hereby re-adopted in total.

SPONSORED BY COUNCILMEN: Reed, Stanley and Barber

\*The amended portion is underlined

**RESOLUTION ESTABLISHING TWO SPECIAL  
COMMITTEES OF CITY COUNCIL FOR THE  
PURPOSE OF PROVIDING FOR PUBLIC  
RECOGNITION OF CERTAIN OUTSTANDING AND  
EXEMPLARY INDIVIDUALS OR GROUPS  
WITHIN OUR COMMUNITY**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that there be and there is hereby established two (2) special committees of City Council as follows:

- I. Youth Achievement Committee which special committee shall consist of three (3) members as follows:

Sharon Kuhl, Chairman and two (2) additional members of City Council as shall be selected by said chairman.

The purpose of said special committee is to seek the input of youth leaders be they teachers, scout leaders, ministers, leader of youth groups or others who deal with our youth with the intent to find and publicly recognize through City Council any youth who has by her, his or their activities, work or otherwise done some act or deed or accomplished some goal or task worthy and deserving of special recognition.


- II. Public Safety Achievement Committee which special committee shall consist of three (3) members as follows:

Bob Mercer, Chairman, and two (2) additional members of City Council as shall be selected by said chairman.

The purpose of said special committee is to seek the input of the Chief of the Fire Department, the Chief of the Police Department and such other first responder and public safety services with the intent to find and publicly recognize through City Council any first responders or other individuals who provide a public safety service and which individual's or group's actions go above and beyond the normal or customary call of duty in providing fire, police or other public safety services to our community.

SPONSORED BY COUNCILMEN: Reed, Stanley and Barber

**RESOLUTION**



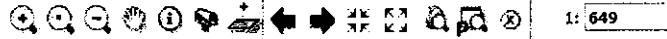
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the lot along Avery Street and adjacent and contiguous to and at the southerly base of the steps known as the Quincy Hill Steps and which lot is identified as Map 80, Parcel 126 (32.5 x 75') and more particularly described in that Deed of Record in Deed Book 1069, at Page 199 together with the said Quincy Hill Steps and the easterly part of that paper street known as 10<sup>th</sup> Street and running easterly from Avery Street be hereafter accepted as, and be a part of, the Parkersburg Quincy Hill City Park.

SPONSORED BY COUNCILMEN:

Sponsored by Councilmen Carpenter, Reynolds, Fox, Mercer, and Kuhl



Wood County Map Portal  
Wood County, West Virginia



Find Places

Map a location:

Wood County Map

Go

Find an Address:

example: 100 Main Street

Go

Find a Cemetery on the Map:

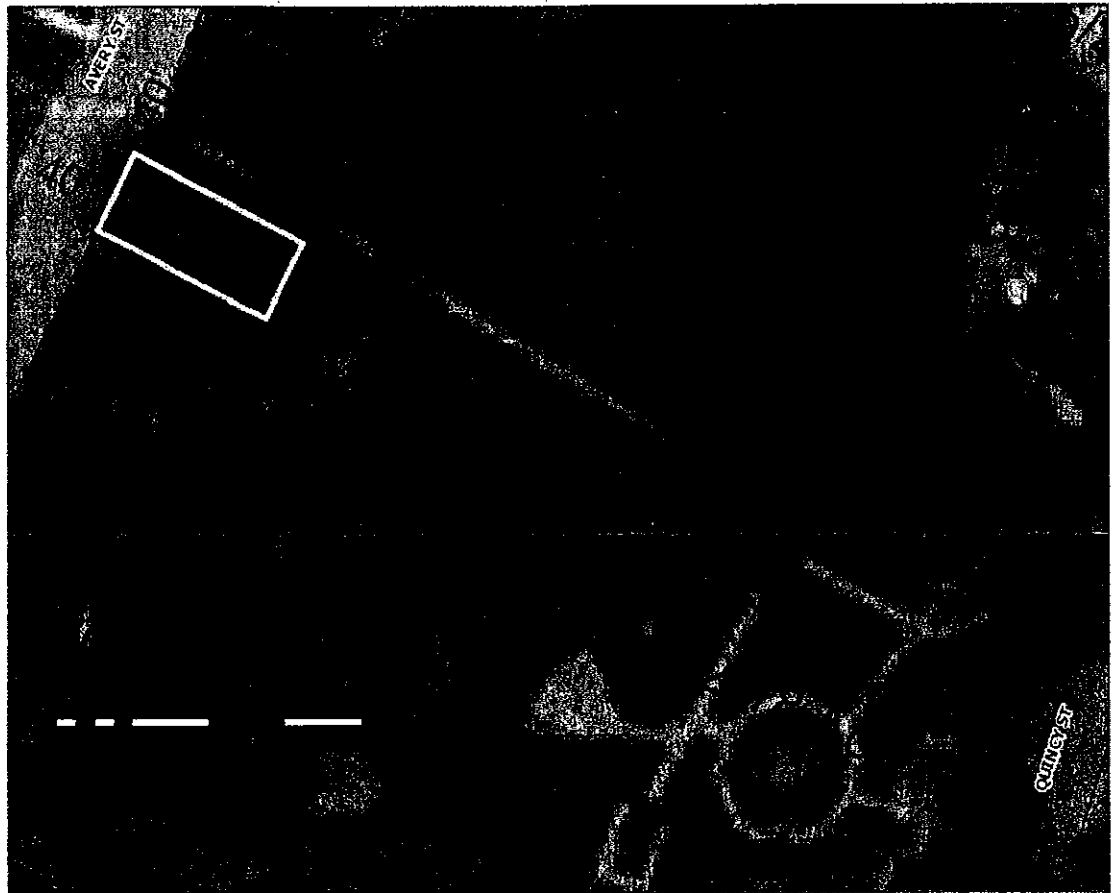
Map Layers

Layers


- Acreage Text
- Parcel Text
- Cemeteries
- Places
- Structures
- Zoning
- Voter Precincts
- Footprints
- Parcel Hooks
- Contours
- Driveways
- Highways
- Main Roads

Note:

For more information on FEMA Flood Area Mapping and to search for official FEMA flood maps (use the Firm Panel Number), visit: [FEMA Map Service Center](#)



## RESOLUTION



BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG THAT, to ensure the proper accounting and transparency of expenditures, line of credit liability balances, and accumulation of repayment contributions related to the West Virginia Housing Development Fund Demolition Program, a Special Revenue Fund, designated as "039 – WWHDF Demolition Fund", is hereby established and shall serve the following functions:

- 1) The Fund will be used to accumulate expenditures related to the WWHDF Demolition Program per the guidelines and limitations as set forth in the line of credit agreements between the City and the WWHDF, and the associated reimbursement drawdown revenues.
  
- 2) To accumulate repayment contributions from the General Fund to ensure timely remittance of amounts due to best avoid interest charges as outlined in the line of credit agreements.

SPONSORED BY COUNCILMEN:

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	381-000-002	REIMBURSEMENTS - WVHDF	(100,000.00)		EST. WVHDF DEMO FUND
001	436-220-000	ADVERTISING & LEGAL PUB		(3,200.00)	EST. WVHDF DEMO FUND
001	436-230-000	CONTRACTUAL SERVICES		(96,800.00)	EST. WVHDF DEMO FUND
001	424-567-020	CONTRIB - WVHDF		(100,000.00)	EST. WVHDF DEMO FUND
001	444-566-039	CONTRIB - WVHDF DEMO FUND		100,000.00	EST. WVHDF DEMO FUND
			(100,000.00)	(100,000.00)	

Pursuant to the resolution establishing Special Revenue Fund 036, WVHDF Demolition Fund, the above resolution proposes a budget revision to remove the currently budgeted revenues and expenditures associated with the program from the General Fund and appropriates a contribution to the WVHDF Demolition Fund. To provide for ease of accounting and transparency, revenue earned and expenditures incurred to date will be moved to the new fund, and future revenue and expenditures will be accumulated in the new fund as well as General Fund contributions to fund repayments per the line of credit agreements.

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	366-557-000	STATE GRANTS - REAP	98,000.00		REAP GRANT AWARD
001	809-230-000	CONTRACTUAL SERVICES		2,000.00	WEBSITE UPGRADE
001	809-341-000	SUPPLIES		6,000.00	CONTAINER MATERIALS
001	809-458-000	CAPITAL OUTLAY - OTHER IMP		40,000.00	PAVING OF REC. CTR DRIVE
001	809-459-000	CAPITAL OUTLAY - EQUIPMENT		50,000.00	SKID STEER LOADER
			<u>98,000.00</u>	<u>98,000.00</u>	

The above resolution proposes to revise the General Fund to reflect the award of the WV Department of Environment Protection REAP grant and the expenditure budget per the grant award. The first installment of the grant award in the amount of \$29,400 was received and deposited on 1/12/2017.

The grant expenditures are proposed to be appropriated in cost object 809, Health & Sanitation Grants, in order to segregate the expenditures from general operating accounts and provide for ease of accounting and transparency.

AN ORDINANCE AUTHORIZING  
THE LEASE PURCHASE FINANCING OF  
STREET PAVING AND SIGNAGE EQUIPMENT

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS the City enter into that certain Lease Purchase Agreement with Branch Banking and Trust, Inc., for financing for the lease purchase of one (1) milling machine, one (1) paver, one (1) five (5)-ton roller, one (1) one (1)-ton roller, one (1) backhoe, one (1) sign truck, and one (1) fuel truck for the Streets and Street Cleaning/Signage Departments.

The total amount financed is Six Hundred Ninety Three Thousand Five Hundred Thirty Six Dollars and Three Cents (\$693,536.03) at an interest rate of Two Point Zero Nine Per Cent (2.09%) for sixty (60) months; and the amount per month is Twelve Thousand One Hundred Eighty Three Dollars and Forty Six Cents (\$12,183.46). The total amount is Seven Hundred Thirty One Thousand Seven Dollars and Sixty Cents (\$731,007.60).

BE IT FURTHER ORDAINED that Mayor Tom Joyce, or his designee, is authorized to execute said Lease Agreement and any and all accompanying papers needed and necessary to effectuate said lease for and on behalf of the City.

Attached hereto and made a part hereof is a copy of the price quote page of the bid.

Sponsored by all Council Members.

# BID TABULATIONS

INQUIRY NO. 2243

DATE: 1-13-17

TIME: 10:00AM

BANK	AMOUNT FINANCED	INTEREST	MONTHLY PAYMENT	2% WV 2% B & O
	\$693,536.03			
<i>Wesbanco</i>		<i>2.95</i>	<i>12,446.53</i>	<i>gas/gas</i>
<i>United Bank</i>		<i>2.15</i>	<i>12,201.39</i>	<i>gas/gas</i>
<i>BBIT</i>		<i>2.09</i>	<i>12,183.46</i>	<i>gas/gas</i>



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH

Earl Ray Tomblin  
Governor

Commissioner's Office  
350 Capitol Street, Room 702  
Charleston, West Virginia 25301-3712  
Telephone: (304) 558-2971 Fax: (304) 558-1035

Karen L. Bowling  
Cabinet Secretary

December 6, 2016

Dr. Stephen Worden, Chair  
Mid-Ohio Valley Board of Health  
211 6<sup>th</sup> Street  
Parkersburg, WV 26101

Dear Dr. Worden:

Thank you for your letter requesting approval to implement and/or change environmental health fees. I have approved the fee schedule which the Mid-Ohio Valley Health Department proposes to begin charging fees. The plan outlined in your proposal is in accordance with the guidelines established and the fees do not exceed the maximum set by the West Virginia Bureau for Public Health.

Section 9.8 of the Fees for Service Rule, 64 CSR 51 requires that once the Commissioner of the Bureau for Public Health approves the fees, the local board of health shall file the fee schedule with the clerk of the county commission or municipality. After the local board has made the appropriate filing, it may begin to charge the approved fees.

If you have additional questions or concerns, please feel free to write or call Amy Atkins, Director, Center for Local Health, 350 Capitol Street Room 515, Charleston, WV 25301-3716, telephone (304) 558-8870.

Sincerely,

A handwritten signature in black ink, appearing to read "Rahul Gupta".

Rahul Gupta, MD, MPH, FACP  
Commissioner and State Health Officer

RG/gt

cc: Christy Riggs  
Wait Ivey  
Judy Vallandingham  
Amy Atkins



# Mid-Ohio Valley Health Department

211 Sixth Street, Parkersburg, WV 26101

Phone: (304) 485-7374 Fax: (304) 485-1493

October 18, 2016

Rahul Gupta, MD, MPH, FACP, Commissioner  
State Health Officer  
WV Bureau for Public Health  
350 Capitol St., Room 702  
Charleston, WV 25301-3714

Dear Commissioner Gupta:

Enclosed you will find the information regarding for service and a service fee increase in our Environmental Health Program at the Mid-Ohio Valley Health Department (MOVHD). These fees were approved by the Mid-Ohio Valley Board of Health July 28, 2016.

This packet includes the following:

- Signed copy of the minutes from the July 28, 2016 Board of Health meeting approving the fees
- There were no public comments received during the 30 day period from August 15, 2016 to September 14, 2016.
- Copy of the proposed new fee schedule
- Copy of the Public Notices from all area newspapers

If you have any questions or require further information please contact me at 304-485-7374x146 or [drema.g.mace@wv.gov](mailto:drema.g.mace@wv.gov).

Thank you for your timely review of our proposal.

Sincerely,

Drema G. Mace, PhD  
Executive Director  
MOVHD



July 28, 2016

Mid-Ohio Valley Board of Health  
Regular Meeting  
July 28, 2016  
211 Sixth Street  
Parkersburg, WV 26101

**Call to Order:**

The meeting was called to order at 6:32 p.m. by Stephen Worden, Chairperson. Roll call was taken a quorum was present.

**Members present:**

Donna Steigleder, Calhoun County  
Bill Shock, Calhoun County  
Joyce Faller, Pleasants County  
Eleanor Little, Pleasants County  
Pamela Ward, Ritchie County via Phone Conference  
Stephen Worden, Ritchie County  
Candace Westfall, Roane County via Phone Conference  
Beth Bumgarner, Wirt County  
Blair Couch, Wood County  
David McClure, Wood County  
Joseph Martin, City of Parkersburg

**Members Absent:**

Amy File, City of Parkersburg

**Staff:**

Drema Mace, Executive Director  
Cristy Riggs, Administrative Secretary  
Eric Walker, Finance Director  
Debra Hungate, Finance Supervisor  
Elizabeth Green, EH Director  
June Rhodes, WIC Director  
Tonia Lang, Clinical Director  
Lynne Peters, Personnel Manager via Phone Conference  
Carrie Brainard, Public Information Specialist via Phone Conference  
Renee Swisher, Clinical Secretary via Phone Conference

**Public Comments:**

There were no public comments.

July 28, 2016

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the minutes from the June 23, 2016 Board Meeting (Couch/Steigleder) The motion carried.

**MOVHD Finance Report:**

- Eric Walker, Finance Director presented the **MOVHD Finance Report**. A motion to accept this report was made and seconded. (Couch/Bumgarner) The motion was approved.

**MOVHD Personnel Report:**

- Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Steigleder/Faller) The motion passed.

**MOVHD Directors Reports:**

- Directors and Program reports were included in the packet. No questions were asked.

**Presentation: MOVHD Annual Review**

- Dr. Mace reported that the Community Needs Assessment and the Community Health Improvement Plan has been completed and is ready for Board approval. Dr. Mace commended all MOVHD staff for their assistance with the Community Needs Assessment. The process has also begun to prepare the MOVHD Strategic Plan.

**MOVHD Executive Director Report:**

The Executive Directors report was included in the packet. There were no questions regarding the report.

**Old Business:**

**Acquisition / Wood County Building:**

- The Wood County Commission has voted to gift the Wood County building to the Mid-Ohio Valley Board of Health dba Mid-Ohio Valley Health Department. Discussion ensued regarding the condition of the building, the costs of upkeep, and the current financial condition of MOVHD. Dr. Mace also informed the Board that she, Eric Walker, Deb Hungate, and Cristy Riggs met with the Center for Rural Health loan officers to discuss options for a possible mortgage for new construction or purchase of newer building. Dr. Worden, Board Chair formed a building Committee to assist in looking for space to lease or purchase. Members appointed to the Building Committee include Blair Couch, Vice Chair, Dave McClure, and Joe Martin. The Building Committee will report their progress and findings to the Board. Motion to table this topic until the September 22, 2016 meeting was made and seconded. (Bumgarner / Martin) The motion was approved.

July 28, 2016

**Community Needs Assessment:**

- A copy of the Community Needs Assessment was included in the board packet. A motion to approve this document as presented was made and seconded. (Martin / McClure) The motion carried.

**Community Health Improvement Plan:**

- A copy of the Community Health Improvement Plan was included in the board packet. This document was also reviewed and approved by the Mid-Ohio Valley Rural Health Alliance. A motion to approve this document as presented was made and seconded. (McClure/Steigleder). The motion passed.

**2017 NALBOH Conference:**

- Originally, Joyce Faller showed interest in attending the 2016 NALBOH Conference however she is unable to attend due to work and personal schedules. All other Board Members were offered the chance to attend but are also unavailable due to work and personal schedules. This conference will take place in St. Louis, MO from August 10<sup>th</sup> – August 13<sup>th</sup>, 2016. A motion to send Cristy Riggs, Administrative Secretary and Board Liaison to represent the Mid-Ohio Valley Board of Health was made and seconded. (Couch / Martin) The motion carried.

**New Business:**

**Confidentiality Agreements / BOH Members:**

- Confidentiality Agreements were circulated and signed by each present Board Member. These are updated each July.

**Committee Assignments / BOH Members:**

- Committee Assignments were distributed and endorsed by all present Board Members. These are updated each July. A copy is included with these meeting minutes.

**Political Party Affiliation Validation / BOH Members:**

- The Political Party Affiliation Validation form was distributed and completed by all present Board Members. This document is updated each July.

**Syringe/Needle Public Removal Policy & Procedures:**

- A motion to approve the MOVHD Syringe/Needle Public Removal Policy & Procedures as presented was made and seconded. (Martin/Couch) The motion carried.

**Oral Health Fee Schedule Change:**

- The newly revised Oral Health Fee Schedule includes the elimination of the \$15.00 Oral Health screening fee. Motion to approve the Oral Health Fee Schedule as presented was made and seconded. (Couch/Bumgarner) The motion passed.

July 28, 2016

**EH (Environmental Health) Fee Increases:**

- Motion to pass the Environmental Health Fee Increases as presented by Elizabeth Green, Environmental Health Director was made and seconded. (Faller / Martin) William Shock, Calhoun County Board Member recused himself from this vote. Candace Westfall gave a nay vote. The motion passed.

**APHA Conference:**

- Dr. Mace sits on the APHA Policy and Health Administration Committees therefore she needs to attend the APHA Conference. This conference will take place from October 30, 2016 through November 2, 2016. The cost to attend this conference is approximately \$2,500.00.

**Personnel Discussion:**

A motion to call for Executive Session was made and seconded. (Couch / Martin) The motion carried. The public meeting went into Executive Session at 7:45 pm. No action was taken during Executive Session. The public meeting resumed at 8:02 pm.

**Dr. Drema Mace Evaluation:**

- The Performance Based Bonus is part of Dr. Mace's contract. The Personnel Committee made a recommendation to pay this earned bonus to Dr. Mace no later than August 31, 2016. A motion to accept this recommendation and award the Performance Based Bonus to Dr. Mace no later than August 31, 2016 was made and seconded. (Couch / Martin) The motion carried.

**Eric Walker, Finance Director – Six Month Evaluation:**

- Eric Walker's six month evaluation will be completed on August 16, 2016. A motion to approve a ten percent increase to Mr. Walker's salary dependent upon a satisfactory evaluation was made and seconded. (Couch / Little) The motion was approved.

**Frances Nicholson, Regional Epidemiologist – Six Month Evaluation:**

- Frances Nicholson achieved a satisfactory six month evaluation. A motion to approve a ten percent increase to Ms. Nicholson's salary due to completion of her satisfactory six month evaluation was made and seconded. (Couch / Martin) The motion carried.

**Additional Comments:**

- Dr. Worden, Board Chair asked each Board Member to visit as many of our local health department offices to introduce themselves.
- Dr. Worden, Board Chair welcomes and encourages anyone to contact him at any time if they have questions or concerns relating to MOVHD or MOVBOH business.

July 28, 2016

**Adjournment:**

A motion to adjourn the meeting was made and seconded. (Couch/Martin) The meeting adjourned at 8:06 pm.

  
\_\_\_\_\_  
Respectfully Submitted, Cristy Riggs

  
\_\_\_\_\_  
Dr. Stephen Worden, Board Chair

## **Mid - Ohio Valley Health Department**

### **Fees for Service - Fee Increases proposed by Environmental Health**

- 1. Food Handler Card fees will increase from \$5.00 to \$10.00 per person for Regional Card and from \$15.00 to \$25.00 per person for Statewide Cards.**
- 2. Serv-Safe certified manager course fees will increase from \$95.00 to \$175.00 per person. This includes cost of materials.**
- 3. A \$ 50.00 re-inspection fee will be charged for every facility regulated by Mid-Ohio Valley Health Department with the exception of those facilities currently under re-Inspection fee program.**
- 4. A fee of \$75.00 will be charged per Food Handler Class taught by Mid-Ohio Valley Health Department Sanitarians offsite and/or after MOVHD business hours.**
- 5. A Plan Review fee will be charged for all facilities that require Health Department approval to construct including and not limited to childcare facilities, hotels, other lodging facilities, campgrounds, mobile home parks, schools, tattoo facilities, tanning and body piercing facilities. We propose a \$ 50.00 plan review fee for family daycare and tanning facilities, and a \$100.00 plan review fee for all other facilities not currently covered.**
- 6. A \$50.00 fee for service will be charged for every additional trip made to septic during site evaluations.**

# Mid-Ohio Valley Health Department

211 Sixth Street Parkersburg, WV 26101

Phone 304-420-1460 Fax 304-422-7267

[www.movhd.com](http://www.movhd.com)

## Notice to Public

At the July 28, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health service fee increases. A complete listing of these Board approved fees are posted in the following MOVHD Office(s) or at [www.movhd.com](http://www.movhd.com).

Calhoun County- Grantsville, WV  
Pleasants County- St, Mary's, WV  
Ritchie County- Harrisville, WV  
Roane County- Spencer, WV  
Wirt County- Elizabeth, WV  
Wood County- Parkersburg, WV

A thirty-day (30) public comment period will begin August 15, 2016.

Proposed fees should take effect October 15, 2016.

Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).

# AFFIDAVIT OF PUBLICATION

STATE OF WEST VIRGINIA  
COUNTY OF CALHOUN, to-wit:

I, Helen R. Morris, being first duly sworn upon my oath, do depose and say that I am publisher of *The Calhoun Chronicle/Grantsville News*, a Democratic newspaper published for at least fifty weeks during the calendar year in Grantsville, Calhoun County, West Virginia, that such newspaper is a newspaper of "general circulation" as that term is defined in Article 3, Chapter 59 of the Code of West Virginia, 1931, as amended, within the publication area, or areas, of said municipality and county and adjoining counties of Calhoun; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political nature and for current happenings, announcements, miscellaneous reading matters, advertisements, and other notices; that the annexed notice of

## PUBLIC NOTICE OF ENVIRONMENTAL HEALTH SERVICE FEE INCREASES

was duly published in said newspaper once a week for 4 successive week(s) (Class IV), commencing with the issue of the 11th of August, 2016, and ending with the issue of the 1st of September, 2016.

The cost of publishing said annexed notice was

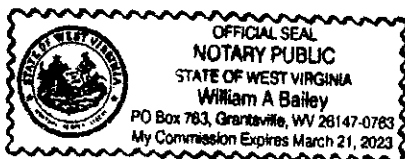
\$77.18

Signed, Helen R. Morris

Taken, subscribed and sworn before me in my said county on this 6th day of September, 2016.

My commission expires: March 21, 2023

William A Bailey  
Notary Public of Calhoun County, West Virginia



## NOTICE TO PUBLIC

At the July 28, 2016, meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health service fee increases. A complete listing of these Board approved fees are posted in the following MOVHD offices or at [www.movhd.com](http://www.movhd.com).

Calhoun County, Grantsville, W.Va.  
Pleasants County, St. Marys, W.Va.  
Ritchie County, Hartsville, W.Va.  
Roane County, Spencer, W.Va.  
Wirt County, Elizabeth, W.Va.  
Wood County, Parkersburg, W.Va.

A thirty-day (30) public comment period will begin August 15, 2016. Proposed fees should take effect October 15, 2016.

Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).  
Class IV Legal - 4tc/8/11-9/1



INVOICE AND AFFIDAVIT OF PUBLICATION



# St. Marys Oracle

Ph. 304.684.2424 • Fax 304.684.2426  
P.O. Box 27, St. Marys, WV 2670

WEST CENTRAL PUBLISHING  
FEDERAL I.D. NO. 55-06700561  
STATE OF WEST VIRGINIA  
COUNTY OF PLEASANTS, to wit:

I, Randa Gregg, being first duly sworn upon my oath, do depose and say:

- that I am General Manager of The St. Marys Oracle, a Democratic newspaper,
- that I have been duly authorized to execute this affidavit,
- that such newspaper is regularly published weekly for at least fifty weeks during the calendar year, in the municipality of St. Marys, Pleasants County, West Virginia.
- That such newspaper is a newspaper of "general circulation" as defined in Art. 3, Chap. 59 of the Code of West Virginia 1931 as amended, within St. Marys and Pleasants County
- that such newspaper averages in length four or more pages, exclusive of any cover, per issue;
- that such newspaper is circulated to the general public at a definite price or consideration;
- that such newspaper is a newspaper to which the general public resorts for passing events or a political, religious, commercial and social nature and for current happenings, announcements, miscellaneous reading matters, advertisements and other notices;
- and that the annexed notice described as follows:

### Notice to Public - Fee Increases

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

TIMES	DATES
Four	Aug. 10, 17, 24 and 31, 2016

<b>PUBLICATION CHARGES</b>	\$83.25
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**CERTIF-BILL TO**

MOV Health Dept  
Attn: Cristy Riggs  
211 6th Street  
Parkersburg, WV 26101

(signed) Randa Gregg

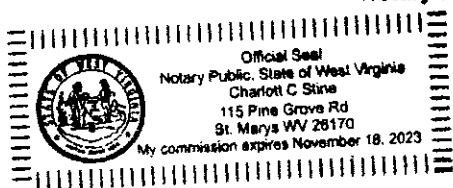
NOTARIZATION

Taken, sworn to and subscribed before me this 31<sup>st</sup>

day of August, 20 16

Charlott C Stine

Notary Public



### Notice to Public

At the July 26, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health service fee increases. A complete listing of these Board approved fees are posted in the following MOVHD Office(s) or at [www.movhd.com](http://www.movhd.com).

- Cathart County - Grantsville, WV
- Pleasants County - St. Marys, WV
- Ritchie County - Hartselle, WV
- Roane County - Spencer, WV
- Wet County - Elizabeth, WV
- Wood County - Parkersburg, WV

A thirty-day (30) public comment period will begin August 15, 2016.

Proposed fees should take effect October 15, 2016.

Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).

8-10-17 24:31 O

**PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT TO:  
P.O. BOX 27, ST. MARYS, WV 26170**

## AFFIDAVIT OF PUBLICATION

STATE OF WEST VIRGINIA,  
COUNTY OF RITCHIE, to-wit:

I, Denise J. Duelle, being first duly sworn upon my oath, do depose and say that I am a member of Ritchie Gazette Publishing Limited Liability Company, publisher of the newspaper entitled **RITCHIE GAZETTE AND THE CAIRO STANDARD**, a Republican newspaper; that I have been duly authorized by the members of such company to execute this affidavit of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published weekly, for at least fifty weeks during the calendar year, in the Municipality of Harrisville, Ritchie County, West Virginia; that such newspaper is a newspaper of "general circulation", as that term defined in article three, chapter fifty-nine of the Code of West Virginia, 1931, as amended, within the publication area or areas of the aforesaid municipality, county, and state; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial and social nature, and for the current happenings, announcements, miscellaneous reading materials, advertisements, and other notices; that the annexed notice of:

### NOTICE TO PUBLIC

(CIR 4)

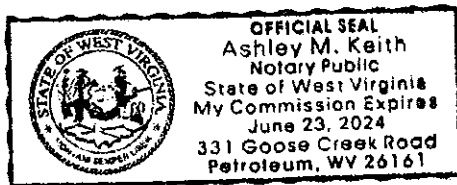
was duly published four weeks beginning with the **10TH DAY OF AUGUST, 2016**, issue, and ending with the **31ST DAY OF AUGUST, 2016**, issue, and that the cost of publishing said annexed notice was **\$78.48**.

1st Denise J. Duelle  
Publisher, Ritchie Gazette & Cairo Standard

Taken, subscribed and sworn to before me in my said county this: 2nd day of Sept., 2016.

Ashley M. Keith  
Notary Public of Ritchie County, West Virginia

My commission expires June 23, 2024.



### Notice to Public

At the July 28, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health service fee increases. A complete listing of these Board approved fees are posted in the following MONTHLY ONLINE at [www.movhd.com](http://www.movhd.com).

Calhoun County- Grantsville, WV  
Pleasants County- St. Marys, WV  
Ritchie County- Harrisville, WV  
Roane County- Spencer, WV  
Wet County- Blounts, WV  
Wood County- Parkersburg, WV

A thirty-day (30) public comment period will begin August 15, 2016.

Proposed fees should take effect October 15, 2016.

Public comments should be sent to the [webmaster](mailto:webmaster@www.movhd.com) at [www.movhd.com](http://www.movhd.com)

08/10-31

# AFFIDAVIT OF PUBLICATION

STATE OF WEST VIRGINIA, COUNTY OF ROANE, To-wit: I, Starr Hedges, do solemnly swear that I am Legal Advertising Manager of Spencer Newspapers Inc., a corporation, publisher of the newspaper entitled the **Roane County Reporter**, a Democratic newspaper; that I have been duly authorized to execute this affidavit of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published weekly, for at least fifty weeks during the calendar year, in the Municipality of Spencer, Roane County, West Virginia; that such newspaper is a newspaper of "general circulation," as that term is defined in Article 3, Chapter 59 of the Code of West Virginia, 1931, as amended, within the publication area of the aforesaid municipality and county and adjoining counties; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial and social nature, and for current happenings, announcements, miscellaneous reading matters, advertisements, and other notices; that the annexed notice of

**NOTICE TO PUBLIC**  
At the July 28, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health services fee increases. A complete listing of these Board approved fees is posted in the following MOVHD Office(s) or at [www.movhd.com](http://www.movhd.com).  
Caldwell County - Grantville, WV  
Putnam County - Mays, WV  
Ritchie County - Harrisville, WV  
Roane County - Spencer, WV  
Wirt County - Chesapeake, WV  
Wood County - Parkersburg, WV  
A thirty-day (30) public comment period will begin August 15, 2016.  
Proposed fees should take effect October 15, 2016.  
Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com)  
4: 8/18-9/8/16 RCR

## NOTICE TO PUBLIC

was published FOUR time(s) in said newspaper on the following dates:

AUGUST 18, 25, SEPTEMBER 1 AND 8, 2016

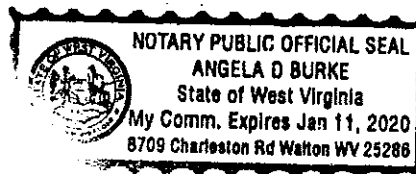
and the cost of publishing this said notice was \$53.82

Starr Hedges

Legal Advertising Manager

Subscribed and sworn to before me in my said county this 27<sup>th</sup> day of Sept, 2016

Angela D Burke  
Notary Public of Roane County, West Virginia



INVOICE AND AFFIDAVIT OF PUBLICATION



# Wirt County Journal

Ph. or Fax 304.275.8981  
430 Court Street, P.O. Box 309,  
Elizabeth, WV 26143

FEDERAL I.D. NO. 55-0626414

STATE OF WEST VIRGINIA

COUNTY OF PLEASANTS, to wit:

I, James McGoldrick, being first duly sworn upon my oath, do depose and say:

- that I am Publisher of the Wirt County Journal, a Democratic newspaper,
- that I have been duly authorized to execute this affidavit,
- that such newspaper is regularly published weekly for at least fifty weeks during the calendar year, in the municipality of Elizabeth, Wirt County, West Virginia.
- That such newspaper is a newspaper of "general circulation" as defined in Art. 3, Chap. 59 of the Code of West Virginia 1931 as amended, within Elizabeth and Wirt County
- that such newspaper averages in length four or more pages, exclusive of any cover, per issue;
- that such newspaper is circulated to the general public at a definite price or consideration;
- that such newspaper is a newspaper to which the general public resorts for passing events or a political, religious, commercial and social nature and for current happenings, announcements, miscellaneous reading matters, advertisements and other notices;
- and that the annexed notice described as follows:

### Notice to Public - Fee Increases

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

TIMES	DATES
Four	Aug. 10, 17, 24 and 31, 2016

<b>PUBLICATION CHARGES</b>	\$71.67
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**CERTIF-BILL TO**

MOV Health Dept  
Attn: Cristy Riggs  
211 6th Street  
Parkersburg, WV 26101

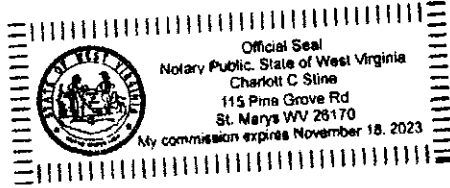
(signed) *James McGoldrick*

### NOTARIZATION

Taken, sworn to and subscribed before me this 31<sup>st</sup>  
day of August, 20 16

*Charlotta St...*

Notary Public



Mid-Ohio Valley Health  
Department 211 Sixth Street  
Parkersburg, WV 26101 Phone  
304.420.1400  
Fax 304.422.7297 www.movhd.com

**Notice to Public**

At the July 28, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved various Environmental Health service fee increases. A complete listing of these Board approved fees are posted in the following MOVHD Office(s) or at [www.movhd.com](http://www.movhd.com).

Calhoun County - Grantsville, WV  
Pleasants County - St. Marys, WV  
Ritchie County - Harrisville, WV  
Roane County - Spencer, WV  
Wirt County - Elizabeth, WV  
Wood County - Parkersburg, WV

A thirty-day (30) public comment period will begin August 15, 2016.  
Proposed fees should take effect October 15, 2016.  
Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).

8-10-4tchW

**PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT TO:**  
P.O. BOX 309, ELIZABETH, WV 26143

**Notice to Public**

At the July 25, 2016 meeting of the Mid-Ohio Valley Board of Health, the Board approved a new Green/Orange Health service fee increase. A complete listing of Board approved fees are posted in the following MOVHD Office(s) or at [www.movhd.com](http://www.movhd.com)

Green County - Greenbush, WV  
 Pleasants County - Mingo, WV  
 Boone County - Marlinton, WV  
 Boone County - Ripley, WV  
 Boone County - Sutton, WV  
 Boone County - Parkersburg, WV

A thirty-day (30) public comment period will begin August 15, 2016.  
 Proposed fees should be filed with the Board on October 18, 2016.

Public comments should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).

Aug 16, 16, 17, 18, 19

.....MARY J BUCK.....

Being first duly sworn, says that the

"NOTICE TO PUBLIC" .....

Hereto attached was printed in the

..XX...The Parkersburg News and Sentinel,

A daily newspaper published in the City of Parkersburg,

Wood County, West Virginia, for ...FIVE..... successive

Day(s), the first publication and posting thereon being on

the .....15TH.....day of ...AUGUST... 2016., and

subsequent publication on the ...THRU...19TH.....

day (s) ...AUGUST.... 2016....

Printer's Fee \$..135.20...

Notarized Signature \$.....2.00...

Additional Copy Fee \$.....

Total Due: \$...137.20...

By: *Mary J Buck*.....

Subscribed and sworn to before me this

19<sup>th</sup> day of Aug 2016

*Lisa C. Kelley*  
 Notary Public for Wood County, West Virginia

My commission expires 3-4-2024

