

THE COUNTY COMMISSION OF MASON COUNTY met in the Commission room of the courthouse on Thursday, September 18, 2025, at 2:00 p.m. in regular session. Present were Rick Handley, President; Sam Nibert, Commissioner; Chris Johnson, Commissioner; Diana Cromley, County Clerk; and Jason Bechtle, Administrator.

Rick Handley called the meeting to order. Diana Cromley gave the opening prayer; and Sam Nibert led the pledge of allegiance.

Upon motion by Nibert and unanimous agreement, the Commission approved Estate Appointments, Affidavits for Small Estates, Orders Appointing Fiduciary Commissioners, Waivers of Final Settlement, Reports of Receipts and Disbursements and Commissioner's Reports of Claims and Final Settlement, along with Applications for Corrections of Erroneous Assessments, copies of which are attached hereto.

Upon motion by Johnson and unanimous agreement, the Commission minutes from the previous meeting were approved with no omissions or corrections thereto.

The Commission executed the Bills and Purchase Orders as required.

Upon motion by Johnson and unanimous agreement, the Commission approved an Agreement with Election Systems & Software LLC for a Ballot on Demand System, Processing and Services along with a HAVA Security Sub-Grant Request for the cost of the same, copies of which are attached hereto.

Upon motion by Nibert and unanimous agreement, the Commission approved the new hires of Valerie Smith and Cynthia Gooderham to part time positions with the Mason County Animal Shelter effective September 17, 2025.

The Commission tabled a decision on approval or disapproval of a Contract with DBT Transportation until more information on the matter is reviewed.

Upon motion by Nibert and unanimous agreement, the Commission approved West Virginia Courthouse Facilities Improvement Authority Closeout Report for Cycle 21 and Handley's execution of the same.

Upon motion by Johnson and unanimous agreement, the Commission approved the application to the West Virginia Courthouse Facilities Improvement Authority for a Cycle 23 Grant, with the roof project having 1<sup>st</sup> priority.

The Commission reviewed estimates for an HVAC purchase for the 911 Center from Trane (\$70,732) and First Quality Air Conditioning and Heating (\$39,680). Upon motion by Nibert and unanimous agreement, the Commission approved the purchase through First Quality.

The Commission discussed terms for the sale of the four-acre Beech Hill School property. Upon motion by Nibert and unanimous agreement, the Commission approved selling the property at public auction on October 23, 2025 with a minimum bid of \$80,000.

The Commission scheduled a hearing on the Estate of Gary Rudolph for October 9, 2025 at 1:30 p.m.

The Commission discussed Scott Ballard's resignation effective September 30, 2025 and advertising to fill his EMS Director position.

The Commission discussed renewing the Lease Agreement with Stephen Benson's heirs for the Redmond Ridge 911 tower site for an additional 25 years, said agreement having expired in 2023.

Upon motion by Nibert and unanimous agreement, the Commission went into executive session to discuss personnel matters.

Upon motion by Johnson and unanimous agreement, the Commission returned to regular session.

**ORDERS—Mason County Commission, W. Va.**

TERMS

SEP 18 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Upon motion by Johnson and unanimous agreement, the Commission approved the termination of Dakota Dunlap effective September 19, 2025. This decision to terminate was made after a thorough investigation into matters of misconduct.

## ORDERS—Mason County Commission, W. Va.

TERMS

SEP 18 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

ELECTION SYSTEMS & SOFTWARE, LLC  
BALLOT ON DEMAND SYSTEM, PROCESSING AND SERVICES AGREEMENT

This Agreement is made as of the date it is executed by the last of the parties named below on the signature page (the "Effective Date").

**BETWEEN:** ELECTION SYSTEMS & SOFTWARE, LLC, a Delaware Limited Liability Company ("ES&S")

**AND:** MASON COUNTY, WEST VIRGINIA ("Customer").

## RECITALS:

- A. ES&S is the owner of certain ballot printing equipment and software as set forth herein and Customer has agreed to purchase and license the ballot printing equipment and related software and services from ES&S for use in **Mason County, West Virginia** (the "Jurisdiction"). The terms and conditions under which such equipment, software and services shall be provided are set forth in the **GENERAL TERMS** attached hereto and incorporated herein by reference.
- B. The following Exhibits are incorporated into, and constitute an integral part of, this Agreement (check all that apply):
- ☒ X Exhibit A (Pricing Summary)
- ☒ X Exhibit B (Ballot on Demand Equipment, ES&S Software and Services Description, Pricing and Fees)

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** and the terms and conditions set forth in each Exhibit attached hereto and incorporated herein.
- Agrees that at all times, this Agreement shall be governed by and construed in accordance with the laws of the **State of West Virginia**, without regard to conflicts of law principles that would require the application of the laws of any other state.
- Represents and warrants to the other party that as of its signature below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement.
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

ELECTION SYSTEMS & SOFTWARE, LLC  
11208 John Galt Boulevard  
Omaha, NE 68137  
Fax No.: 402-970-1291

MASON COUNTY, WEST VIRGINIA  
200 6th Street  
Point Pleasant, WV 25550  
Fax No.:

Signature

Name (Printed or Typed)

Title

Date

Signature

Name (Printed or Typed)

Title

Date

ORDERS—Mason County Commission, W. Va.

TERMS SEP 18 2025

CASIO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Accepted and Agreed to by:



West Virginia State Election Commission

Kris Warner, *ex officio*

West Virginia Secretary of State



Mason County Commission

ORDERS—Mason County Commission, W. Va.

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CASO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Attachment B

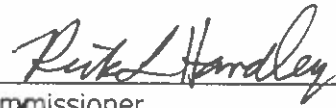
2025 HAVA Security Sub-Grant Request Cover Page

Agreement Number: EAC-ELSEC18 WV CFDA 90.404 Budget Period: 03/15/2025 – 03/11/2026

The County Commission of MASON County, on the 24<sup>TH</sup> day of JULY, 2025 herein make application for a 2025 HAVA Security sub-grant or reimbursement in the total amount of \$10,605.00, as reflected in the "request" in Attachment C.

Regarding required matching funds, the County Commission represents that it has the required percentage of matching funds as required by Code of State Rules §153-10; and that the County has the authority and ability to spend the requested funds through lawful purchasing procedures no later than one hundred twenty (120) days from receipt of the award.

We, the undersigned, hereby affirm and swear by our signatures below that the County Commission has met and passed a resolution authorizing the County to purchase or request reimbursement in the request form (Attachment C) to enter into this grant agreement.

  
Commissioner

July 24, 2025  
Date

  
Commissioner

July 24, 2025  
Date

  
Commissioner

July 24, 2025  
Date

The foregoing instrument was acknowledged before me on the following date:

  
Clerk of the County Commission

July 24, 2025  
Date

**ORDERS—Mason County Commission, W. Va.**

TERMS

**SEP 18 2025**

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Attachment C

County: MASON

Date: JULY 24, 2025

**2025 HAVA SECURITY ACT SUB-GRANT REQUEST**

Requests for sub-grants may be requested by submitting all the following documents to the Secretary of State's Office. Guidance on the 2025 HAVA SECURITY Act Sub-grant can be found in the Instructions and the Grant Notification. Any request that does not include all required documentation may be rejected and the additional requirements will be requested to be submitted for consideration:

**All requests:**

Itemized sub-grant request descriptions:

**VENDOR & DESCRIPTION**

1. Ballot On Demand Hardware & Software	Cost: \$10,605.00
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Total	Cost \$10,605.00
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**Additional information required:****Recipient sub-grants** (grant of funds to make purchase) must include attachments including:

1. Three vendor quotes or cost estimates for product or services, when applicable to procurement policies (if applicable and not single source purchases)

**Reimbursements** of qualified purchases that have been made must also include:

1. Proof of payment for all items
2. Invoice from the vendor or vendors, if applicable
3. Acceptance of Delivery documentation for purchased items or services
4. List of equipment identification or serial numbers

**ORDERS—Mason County Commission, W. Va.**

TERMS

SEP 18 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

Commission Meeting September 18, 2025

**ESTATE APPOINTMENTS**

DAVID CHAPMAN  
JASON RAY CHAPMAN  
LINDA CONRAD  
FRANKLIN M HANSON  
ROBERT WILLIAM HUSSELL JR  
BRANDON DALE JORDAN  
KENNETH EARNEST KEARNS JR  
ARLAN DERON LYONS  
ARNOLD MARCUM  
RANKIN LEE MCDANIEL  
LINDA CAROL LILLY MOORE  
ELIZABETH ANNABELLE OHLINGER – small estate  
WILLARD ELWIN REYNOLDS  
JEFFREY WAYNE THOMAS  
RONNIE E WRIGHT

**ANNUAL ACCOUNTING**

MICHELLE LEA BURNS

**FINAL SETTLEMENT**

SANDRA SUE HENRY

**AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT**

BONNIE K THOMAS  
MARY ELLEN THOMAS  
JAMES EDWARD WHITE  
WILLIAM CRAWFORD

**FIDUCIARY COMMISSIONER'S AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT**

PATSY ANN MCDERMITT  
DEBORAH PAINTER

**CERTIFICATE OF COMPLETION OF ANCILLARY ADMINISTRATION**

DALE W HILL



## ORDERS—Mason County Commission, W. Va.

TERMS

SEP 18 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

## Applications for Erroneous Assessment for Real Estate / Personal Property Received

Date: SEPTEMBER 18 2025

Name	Tax Year	Ticket #
1) JUDITH MILHOAN	2025	12657
2) CLINTON & CARLEEN BAILES	2025	11986
3) HERBERT & DIANA WILLIAMS	2025	10804
4) STACIE PEARSON	2025	18596
5) STACIE PEARSON	2025	18597
6) HEIB CHARLES & JULIE	2025	2334
7) BURNETT MICHAEL & PAMELA	2025	17705
8) DABNEY CHARLES	2025	1838
9) MOURNING JAMES MICHEL	2025	16399
10) MOURNING JAMES MICHEL	2023	16398
11) CHAPMAN INGRID	2025	1715
12) RAINEY DEREK	2025	18636
13) CANTRELL KEITH & JEAN	2025	5942
14) MACE MITCHELL & RITA	2025	16224
15) BUMGARNER ARHTUR (FEE)	2025	12008
16) ROUSH MICHAEL & MARK	2025	8309
17) COOPER EVERMONT	2025	9171
18) BIRD THOMAS & KAYLA	2025	15079
19) PREJEAN JOSEPH & CHASITY	2024	16582
20) SIMON TESS & SHERWYN	2025	16857
21) SHERWYN SIMON PROPERTIES	2025	3583
22) SIMON SHERWYN & LYDIA	2025	16856
23) EDMONDS DANA & TERESA	2025	9342
24) DOSS KENT A	2025	11632
25) BEATTIE JOHNATHAN	2025	12460
26) THOMAS JUDITH	2025	17052
27) VANMETER DONALD R II	2025	22439
28) VANMETER DONALD R II	2025	13787
29) VANMATER DONALD R II	2025	13786
30) HALL TIMOTHY & TERESA	2025	2249
31) HALL TIMOTHY & TERESA	2025	2247
32) HALL TIMOTHY & TERESA	2025	2246
33) HALL TIMOTHY & TERESA	2025	2248
34) RAINEY MICHAEL	2025	3380

**ORDERS—Mason County Commission, W. Va.**

TERMS

SEP 18 2025

CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 7393D-99

**Applications for Erroneous Assessment for Real Estate / Personal Property Received**

Date: SEPTEMBER 18 2025

Name	Tax Year	Ticket #
35) HUSSELL CONNIE	2025	18183
36) TYGRETT DEBRA	2025	5642
37) TYGRETT DEBRA	2025	5641
38) BLESSING CHARLES	2025	5879
39) RUSSELL EADKER	2025	7147
40) HARMON CONNIE SUE	2025	18075
41) GILLAND IRMA	2025	13409
42) MILLER BRYANT & VANESSA	2025	8172
43) YESTER BEVERLY	2025	1878
44) KELCO LLC	2025	18269
45) W& D RENTALS	2025	17149
46) W & D RENTALS	2025	17148
47) DURST CAROLYN (PERSONAL)	2025	906947
48) SNYDER BETTY (PERSONAL)	2025	908432
49) QUEEN VIRGIL & VANESSA (PERSONAL)	2025	909979
50) MILLER MARSHA (PERSONAL)	2025	1600003165
51) WILT MARK (PERSONAL)	2025	907176
52) WHITTINGTON DAVID & BEVERLY	2025	7489
53) THOMAS VIRGINIA	2025	3878
54) HAY LARRY	2025	11274
55) WILLIAMS JASON PAUL	2025	21065
56) SIDERS DAVID & JOANNE	2025	16847
57) SIDERS DAVID & JOANNE	2025	16848
58) CRAIGO REAL ESTATE	2025	11627
59) MCKELLOP PARK	2025	18473
60) EDMONDS ELOGENE	2025	9346
61) KEVIN MOORE	2025	20203
62) MARY GRACE & PAUL SMILEY	2025	17277
63) LEGACY GROUP DEVELOPMENT (SMILEY)	2025	16148
64) GELCO FLEET TRUST	2025	906385
65) WRIGHT HALTER	2025	906883
66) WRIGHT HALTER	2025	160001087
67) GILLISPIE DANNY	2025	160003354
68) GILLISPIE DANNY	2025	909191
69) THOMAS JAMES & CAITLYN	2025	808891
70) THOMAS JAMES & CAITLYN	2025	904881
71) THOMAS JAMES & CAITLYN	2025	160004889



Upon motion by Handley and unanimous agreement, this meeting was adjourned.



RICK HANDLEY, PRESIDENT



SAM NIBERT, COMMISSIONER



CHRIS JOHNSON, COMMISSIONER



DIANA N. CROMLEY, CLERK