

ORDERS—Mason County Commission, W. Va.

TERMS

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

THE COUNTY COMMISSION OF MASON COUNTY met in the Commission room of the courthouse on Thursday, November 20, 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 Chris Johnson led the pledge of allegiance.

Chris McCoy, with American Electric Power's External Affairs, introduced himself to the Commission.

Gabe Roush, Point Pleasant City Council member, discussed the Governor's Mural Grant which provides funds for counties to paint murals for America's 250th anniversary. On behalf of the City Council and Main Street Point Pleasant, Roush proposed painting a mural of Karl Probst, born in Point Pleasant in 1883, who engineered the Bantam engine which then became a World War II "jeep" in 1940. The Commission will take this under advisement for further consideration.

Cyndi Auth and Administrative Manager Nancy Sidenstricker, with Workforce Development, updated the Commission on the programs they offer and their intentions to increase their involvement in Mason County.

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.

ORDERS—Mason County Commission, W. Va.

TERMS

NOV 20 2025

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.

Cromley discussed changes to be implemented in Payroll processing effective January 1, 2026 and asked the Commission to support changes. All were in agreement. Copies of the changes to be implemented are attached hereto.

Handley advised that the Christmas lights will go up at the Point Pleasant library lawn on December 1. Nibert advised he will get some boys to help with the lifting.

A hearing on the estate of Marion Brown was scheduled for December 4, 2025 at 12:30 p.m.

The Commission was informed of personnel changes at the EMS: Jessica Butler is going from full-time to part-time effective December 1, 2025; Paramedic Adrian Monroe was terminated effective November 16, 2025 due to unsatisfactory reviews; and, Cheryl Whitt is back to work now.

The Commission discussed policies to be included in the County Handbook.

Upon motion by Johnson and unanimous agreement, the Commission approved sending a letter in support of decommissioning the Mason County Airport.

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

ORDERS—Mason County Commission, W. Va.TERMS NOV 20 2025

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

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

The Commission was notified that the service technicians with Global Science & Technology, LLC have left and joined NSG. The Commission was also informed that our contract with GST will conclude on December 31, 2025, and vendor discussions can take place after the first of the year.

The Commission was updated on courthouse asbestos abatement matters.

The Commission considered a request from the Animal Shelter Director for the hire of a part-time person. The Commission tabled this request.

Upon motion by Nibert and unanimous agreement, the Commission approved the hire of Sheila Patterson to a part-time janitor position for a probationary period beginning December 1, 2025 at \$13 per hour.

The Commission placed a hiking ban at the Letart Nature Park for the entirety of gun hunting season, closing all hiking from November 24 through December 21, 2025. During bow and turkey hunting seasons there will be defined safety and hunting zones. The Commission directed that signs be posted November 24 through December 21, 2025 to inform the public of the closing of the nature trails for the entirety of gun seasons.

Upon motion by Johnson and unanimous agreement, the Commission approved closing the courthouse on December 23, 2025 from 11:30 to 1:30 for the courthouse Christmas luncheon, December 24, 2025 and December 26, 2025 for the Christmas holiday.

ORDERS—Mason County Commission, W. Va.

TERMS _____

NOV 20 2025

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

Upon motion by Nibert and unanimous agreement, the Commission approved closing the courthouse a half day on December 31, 2025 and January 2, 2026 for the New Year holiday.

The Commission scheduled January 5, 2026 at 2:00 p.m. for the organizational and regular meeting.

ORDERS—Mason County Commission, W. Va.

TERMS NOV 20 2025

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

RICK L. HANDLEY, President
POINT PLEASANT, WV

DIANA N. CROMLEY, Clerk
POINT PLEASANT, WV



CHRIS A. JOHNSON, Commissioner
LETART, WV

SAM D. NIBERT, Commissioner
GALLIPOLIS FERRY, WV

THE COUNTY COMMISSION OF MASON COUNTY
COURTHOUSE - 200 SIXTH STREET SUITE 2
POINT PLEASANT, WEST VIRGINIA 25550

PHONE (304) 675-1110
FAX (304) 675-4982

Dear Employees,

Effective January 1, 2026, the Mason County Commission, in coordination with the County Clerk, will implement the following payroll policies:

1. Direct Deposit Requirement

All employees will be paid exclusively through direct deposit. Paper checks will only be issued for PTO buyouts.

2. PTO Submission

PTO Buybacks will be submitted with the January 15th payroll cycle, starting with the 2025 calendar year buybacks.

3. Supplemental Insurance Coverage for Part-Time Employees

All part-time employees who previously held supplemental insurance coverage while employed full-time within the scope of Mason County Commission, and who elect to continue that coverage after transitioning to part-time status, are responsible for 100% of the premium cost. The full premium amount will be deducted from their first paycheck of each month.

In any month a part-time employee does not receive a paycheck from the County, the employee remains responsible for submitting the full premium payment directly within that month. Failure to make payment will result in termination of participation in the County's supplemental insurance payroll deductions.

4. Overtime Reporting

Overtime submitted on payroll must reflect hours worked beginning the day after the last payroll was turned in, through the day the next payroll is submitted. Anticipated overtime not yet worked should be included in the next payroll cycle.

5. New Hire Paperwork

All new hire paperwork will need to be scheduled with payroll clerk Emma Kincaid. All new employees are required to provide two forms of identification and must complete the enrollment packet at the Courthouse.

6. Payroll Dates

Please find attached a list of dates when the payroll is due to be turned in to the payroll clerk.

7. Holiday Dates

Please find attached a list of State holiday dates for 2026.

We appreciate your cooperation in adhering to these updated policies, which are designed to ensure consistency, compliance, and efficiency in payroll administration. Please direct any questions to the County Clerk's Office.

Sincerely,
Mason County Commission
County Clerk

ORDERS—Mason County Commission, W. Va.

TERMS

NOV 20 2025

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

Commission Meeting November 20, 2025

ESTATE APPOINTMENTS

LLOYD ARNOLD AKERS
BARBARA ELIZABETH DUNN
ROBERT GARDNER
RALPH BLAINE GREENLEE
MARY LOU HALSTEAD – ANCILLARY
DONALD LEROY JARRELL SR
EVELYN KINZEL
CHARLES CLARENCE LEMLEY
SHIRLEY ANN TUCKER
AUDREY LOUISE YOUNG

FIDUCIARY COMMISSIONER ORDER

BOBBY RAY POWERS

FINAL SETTLEMENT

BETTY ANN LAVENDER
PATRICIA BETH MAUGE
VIRGIL RAY QUEEN

AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT

CARROLL EUGENE BATES
HAVEY DAVID BLAIN
JOHN BERNARD CASTO
CLIFFORD CHAPMAN
WILMA GEAN MCCLARY KAPP
WILLIAM KENNETH LOVE
RELIGH DEAN MARTIN
KENNETH DEAN PRIDEMORE
ELIZABETH A ROUSH
JOANNA LEE SPENCER
RESOR WILLIAM DAVID TARbett
ROBERT DONALD TAYLOR.

ORDERS—Mason County Commission, W. Va.
TERMS NOV 20 2025

TERMS.

NOV 20 2025

CASTO & HARRIS, INC., SPENCER, WV Re-Order No. 7393D-99

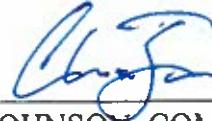
Applications for Erroneous Assessment for Real Estate / Personal Property Received

Date: November 20, 2025

ORDERS—Mason County Commission, W. Va.
TERMS _____
NOV 20 2025

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

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


RICK HANDLEY, PRESIDENT
SAM NIBERT, COMMISSIONER
CHRIS JOHNSON, COMMISSIONER
DIANA N. CROMLEY, CLERK