

**ORDERS—Mason County Commission, W. Va.**  
TERMS DEC 04 2025

CASTO &amp; 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, December 4, 2025, at 2:00 p.m. in regular session. Present were Rick Handley, President; 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 Jeremy Bryant led the pledge of allegiance.

Chris Rizer with the Mason County Farmland Preservation Board presented a draft application for funding (Offer to Convey a Conservation Easement) for the Commission's consideration.

Upon motion by Johnson and unanimous agreement, the Commission approved the Farmland Preservation Board application, a copy of which is attached hereto.

Keith Burdette, President, and Pat Ford, Vice President, with the Polymer Alliance Zone provided their annual report.

Upon motion by Johnson 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.

The Commission approved Clerk Cromley's request to appoint the Sheriff of Mason County as Administrator over the Estate of Frank Miller.

A hearing on the estate of Marion Brown was held prior to the meeting at which time the Commission approved probating a copy of said decedent's Last Will and Testament.

Upon motion by Johnson and unanimous agreement, the Commission approved the Emergency Absentee Voting Policy, the Electronic Voting Systems Security Policy and the Voter Registration List Policy, copies of which are attached hereto.

Upon motion by Johnson and unanimous agreement, the Commission approved the following EMS hires: Cara Turley and Kyle Bellavance from full-time to part-time positions

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effective December 1, 2025; and Talinna Christian to a part-time ENT position also effective December 1, 2025.

Upon motion by Johnson and unanimous agreement, the Commission approved the Local Economic Development (LED) Program Resolution of Participation, a copy of which is attached.

Upon motion by Johnson and unanimous agreement, the Commission approved the following Animal Shelter hires: L. J. Spencer, III to a full-time position as Dog Warden effective December 16, 2025 and Kenley Sightler to a part-time kennel attendant position effective retroactively on November 24, 2025.

Upon motion by Johnson and unanimous agreement, the Commission approved execution of the WV Courthouse Facilities Improvement Authority grant acceptance documents.

The Commission reviewed a copy of Mountain State Waste's Notice to Customers of Rate increases, a copy of which is attached.

The Commission reviewed applications for the housekeeping position and directed that Joann Hicks and Joy Sanders be interviewed.

Bechtle presented the Commission with a draft version of a contract with Flatrock Volunteer Fire Department setting forth guidance on receipt and usage of the \$4,545.45 funds which they will be receiving through the State EMS Equipment grant funding. Implementation of a signed copy is anticipated for December 18, 2025.

The Commission was informed that that courthouse sewer project will start on December 5, 2025 beginning with Phase 3 of the project.

The Commission was informed that the Farmland Preservation Board was adding Chuck Lipscomb as a signatory to the bank account, and the Commission signed new bank signature cards.

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

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

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LOGO HERE

## Instructions for Applications – 1 July 2025 and Beyond

The Mason County Farmland Protection Board (MCFPB) accepts applications year-round, but at the May meeting, we score applications for funding consideration in the upcoming fiscal year. Thus, applications received on or after the 15<sup>th</sup> of May will not be considered for funding until the following fiscal year. (WV fiscal years runs July 1<sup>st</sup> to June 30<sup>th</sup>.)

This program is new for Mason County, having only gone into effect in January of 2025.

Members of the Board  
Sam Nibert, Chairman  
County Commission Rep.  
Jeremy Grant, Vice-Chair  
Chuck Lipscomb, Treasurer  
Chris Rizer, Secretary  
Anna Rittenhouse, EDA Rep.  
Brad Blaine, Member  
Kyle McCausland, Member

## Contact Us

Mason County Courthouse  
ATTN: Mason County Farmland  
Protection Board  
PO Box XX  
200 Sixth Street  
Point Pleasant, WV 25550  
Office: 304-675-1110  
Email:  
Web:

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

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This application version must be used for all applications FY2025 and beyond.

### Offer to Convey a Conservation Easement

*Please note that all items are required to be filled out to be best of your ability for the application to be considered complete. Board members may assist you with information such as water and sewer proximity, and other hard-to-find information. In cases where applicant reserves acreage from the easement, a detailed map is required showing the proposed exemption areas. If you need additional space to complete any item, use a separate, blank sheet as a continuation form.*

#### Applicant Information

Name(s) of Owners: \_\_\_\_\_  
*(As recorded on Deed)*

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

#### Property Information

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Deed Page: \_\_\_\_\_

Tax District/Map: \_\_\_\_\_ Tax Parcel(s): \_\_\_\_\_

*If the deed is prior to 1990, please attach a copy to this application.*

Total Acres: \_\_\_\_\_ Acres Offered for Easement: \_\_\_\_\_

Total Offering Price: \_\_\_\_\_ Offering Price per Acre: \_\_\_\_\_

I am offering to donate the easement: \_\_\_\_\_

*\*Note: If donating a conservation easement, the Board may immediately proceed to acquire a conservation easement.*

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**Check the applicable development surrounding the property:**

- 10 or more lots adjacent to the property
- 20 or more lots within 2,500 feet
- 20 or more lots within 5,000 feet
- Not applicable (none of the above)

**Check the applicable water/sewer characteristics:**

- Public water and sewer available at the property
- Public sewer within 300 feet
- Public sewer within 1,000 feet

**Check the applicable road frontage:**

- 1,300 feet or more of road frontage
- Less than 1,300 feet of road frontage
- Not applicable / no public road frontage

Fronts on the following type of road:

- Federal or State (example: U.S. 35, WV 817)
- County Primary (example: Sand Hill, Ashton-Upland)
- County Secondary (example: 17/9 – Southside Lane)

**Farm Use & Acreage:**

Percent of Property in Active Agriculture: \_\_\_\_\_

- Property is adjacent to property(s) under easement to the MCFPB
- Property is adjacent to property(s) under other perpetual conservation easement
- Property is adjacent to property(s) with a farm use valuation
- Property is within 2,500 feet of property(s) under easement to the MCFPB
- Property is within 2,500 feet of property(s) under other perpetual conservation easement
- Property is within 2,500 feet of property(s) with a farm use valuation

Soil Type:

- Nationally Significant Soil (According to USDA or NRCS)
- Prime or Unique Soils (According to USDA or NRCS)
- Statewide or Locally Significant Soils (According to NRCS or WVDA)

**Site Evaluation (Check all that apply):**

- Property is on the National Register of Historic Places
- Property contains a historic structure
- Property is listed as eligible for the NRHP by the State Historic Preservation Office
- Property fronts on a major stream or river
- Property fronts on a minor stream
- Property fronts on a creek
- Property contains mature forests

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This application version must be used for all applications FY2025 and beyond.

- Property contains endangered species or habitat
- Property contains a year round spring
- Property contains wetlands
- Property has significant groundwater recharge potential
- Property is within 2,500 feet of such a feature listed above

**Deed of Trust**

*Failure to report existing liens on the property or applicant will result in rejection of the application. If the lending organization is willing to subordinate the loan, attach a letter from the lender stating that intent.*

Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

**Legal Issues**

*List any known judgements, tax or mechanic liens, lis pendens, or leases that are in effect and may affect the subject property. Failure to disclose these issues (including mortgages or deeds of trust, above) will result in disqualification of the application.*

**Official Contact**

*If there are multiple property owners, please select one person to serve as the official contact for this application.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Signatures**

*All owners of record MUST sign, giving consent to make an application to convey a conservation easement to the Mason County Farmland Protection Board.*

Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____

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

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

## Mason County Farmland Protection Ranking Criteria

Adopted XX

Property Name	Points Possible	Points Received
<b>Immenince of Residential, Commercial, or Industrial Development</b>	100	0
1) Area Development	35	
A) Intensive development (10 lots or more) in the adjacent properties	25	
B) Extensive scattered development (20 lots or more) within 2,500 feet	15	
C) Scattered non-agricultural development (20 lots of more) within 5,000 feet		
2) Availability of Public Water and Sewer	35	
A) Public Water & Sewer Available at Property	25	
B) Public Sewer within 300 feet	15	
C) Public Sewer within 1,000 feet		
3) Road Frontage	30	
Extensive Developable Road Frontage (1,300 feet or more)	20	
A-1 Federal or State Road	10	
A-2 County Primary Road		
A-3 County Secondary Road		
Moderate Developable Road Frontage (less than 1,300 feet)	15	
D-1 Federal or State Road	10	
D-2 County Primary Road	5	
D-3 County Secondary Road		
<b>Total Acreage Offered for Conservation Easement</b>	500	0
1) Size of Parcel(s) offered for Easement	100	
A) 200 acres or more	90	
B) 100 to 199.99 acres	80	
C) 75 to 99.99 acres	70	
D) 40 to 74.99 acres	40	
E) 25 to 39.99 acres	15	
F) 10 to 24.99 acres	0	
G) 0 to 9.99 acres		
2) Percentage of Property in Active Agriculture (Farmland, Pastureland, Grassland)	50	
A) 75-100% in active agriculture	30	
B) 50-74% in active agriculture	10	
C) 34-49% in active agriculture	0	
D) 0-33% in active agriculture		
3) Farmland Categorized as One of the Following:	100	
A) Nationally-Significant Farmland (USDA)	75	
B) Prime or Unique Soils	50	
C) Statewide or Locally Significant Farmland		
4) Proximity of Working Farms	50	
A) Contiguous with property under easement with Mason FPB	40	
B) Contiguous with property under perpetual conservation or preservation easement	30	
C) Contiguous with property that has a farm-use valuation		

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## Mason County Farmland Protection Ranking Criteria

Adopted XX

D) Within 2,500 feet of property under easement with Mason FPB  
 E) Within 2,500 feet of property under perpetual conservation or preservation easement  
 F) Within 2,500 feet of property that has a farm-use valuation  
 5) Offers Less than \$5,000

25	
20	
10	

Example:

Offer Price: 

200	
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\$5,000/acre = 0 points

\$2,500/acre = 100 points

\$0/acre = 200 points

## Historical, Natural, and Source Water Protection

325	0
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## 1) Property is Associated with History

A) Property is listed in the National Register of Historic Places  
 B) The Structure is listed in the National Register of Historic Places  
 C) Property is within a National Register Historic District  
 D) Property is identified by the WVSHPO as a cultural resource and eligible for NR Listing  
 E) Property is adjacent to such an area

20	
20	
20	
15	
5	

## 2) Property Contains Important Natural Features

A) Includes frontage on a major stream  
 B) Fronts on a minor stream  
 C) Fronts on a creek  
 D) Contains mature forests  
 E) Property contains endangered or threatened species or habitat  
 F) Contains a year-round spring  
 G) Contains wetlands  
 H) Property has significant groundwater recharge potential  
 I) Property is within 2,500 feet of such a feature

120	
60	
30	
40	
30	
35	
50	
45	
30	

## Existence and Amount of Secured Debt on the Property

75	0
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## 1) Property Debt Situation

A) Property has no secured debt  
 B) A mortgage exists and lender is willing to subordinate

75	
25	

Total Points Possible:

1000	0
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Reviewed by: \_\_\_\_\_

Review Date: \_\_\_\_\_

# ORDERS—Mason County Commission, W. Va.

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

## EMERGENCY ABSENTEE VOTING POLICY

WHEREAS, West Virginia Code 3-3-5c authorizes County Commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their county; and

WHEREAS, it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Mason County;

THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION:

A person qualified to vote an absent voter's ballot, as defined by West Virginia Code 3-3-1, who is:

- (1) in a hospital or other duly licensed health care facility within a county adjacent to Mason County or within thirty-five miles of the county seat of Mason County, for medical treatment; or
- (2) in a nursing home within the county, residing there less than 30 days

and is unable to vote in person on election day, may vote an emergency absent voter's ballot under the procedures set forth in West Virginia Code 3-3-5c.

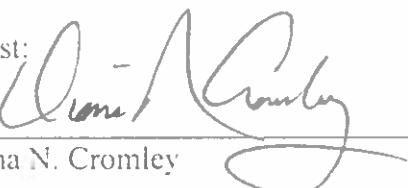
Mason County Commission

  
RICK HANDLEY, PRESIDENT

SAM NIBERT, COMMISSIONER

  
CHRIS JOHNSON, COMMISSIONER

Attest:

  
Diana N. Cromley

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

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## Mason County's Electronic Voting Systems Security Policy-2026

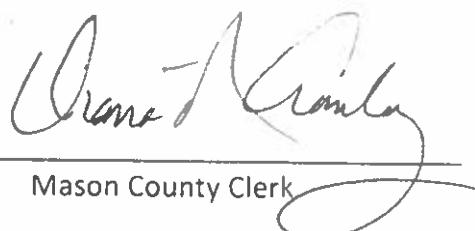
Pursuant to WV Code §3-4A-1(b), the security policy for electronic voting systems is as follows:

The equipment is secured from tampering by the following practices: All electronic voting equipment is stored in a secure room within the Mason County Courthouse that stays locked at all times and the County Clerk has possession of the keys. Additionally, a keypad has been installed on the door enabling us to have two factor authentication for access. The general public does not have access to this room or the voting equipment.

The circumstances under which county personnel are authorized to have access to the electronic voting equipment is as follows: Upon the County Clerk's approval, the election staff and maintenance staff are granted access to the equipment in emergency situations or when it is necessary to either test, repair or distribute the Express Vote and DS200 equipment to the county precincts for Election Day use.

I, Diana Cromley, hereby certify the above represents the electronic voting system security policy of Mason County to be on file with the Secretary of State by February 1, 2026. This policy shall remain in full force and effect until January 31, 2028 or until: 1) superseded by an amended policy filed with the Secretary of State within 30 days after adoption; 2) overridden, in whole or in part, by state or federal law; or 3) invalidated by the ruling of any court of competent jurisdiction.

Dated this: December 4, 2025

  
Mason County Clerk

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

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CASTO &amp; HARRIS, INC., SPENCER, WV RE-ORDER NO. 73930-99

MASON COUNTY  
VOTER REGISTRATION LIST  
POLICY

Any person requesting a written voter registration list from Mason County shall have the following options:

1. You may select from the following:

Whole County
Precinct(s) Only
On Paper
USB

2. Your list may be sorted by:

Alphabetical
Address

3. Data available

Name
Address
Precinct
Party Affiliation
Status
Date of Birth
Registration Date
Voter History (If Available)

Pursuant to WV Code § 3-2-30(b) no list may include the registrant's telephone number, email address, social security number or driver's license number or non-operator's identification number issued by the Division of Motor Vehicles.

The list may be made available no later than seven (7) days following the request. The request will be processed on a first come, first served basis. The cost of the List will be .01 per name with the fee being payable when the list is picked up by requestor. If requested, a USB will be provided for an additional \$10.00.

The statement below must be completed before purchasing a voter list from the Mason County Clerk's Office.

I, \_\_\_\_\_, for \_\_\_\_\_ understand that  
(Name of Purchaser) (Name of Organization, if any)

West Virginia Code § 3-2-30 prohibits the sale and use of the list of registered voters for commercial or charitable solicitations or advertising, and that I or my organization may not sell the list, or reproduce it for resale. I hereby certify that the purposes for which the name and addresses of voters will be used are not in violation of the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_



DIANA N. CROMLEY, CLERK

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

**WEST VIRGINIA**

**LOCAL ECONOMIC DEVELOPMENT (LED) PROGRAM  
 RESOLUTION OF PARTICIPATION**

**WHEREAS** the governing body of Mason County is interested in the economic wellbeing of its citizenry and the community at-large; and,

**WHEREAS** the governing body is prepared to support appropriate efforts within the community to become totally prepared to promote economic development; and,

**WHEREAS** the West Virginia Development Office offers a program that is specially designed to help West Virginia communities become better prepared for industrial and related economic development.

**IT IS HEREBY RESOLVED** that the Mason County Commission designates the Mason County Development Authority as the leading economic development organization in the county.

**BE IT FURTHER RESOLVED** that the program requires the existence of formation of a Local Economic Development Organization, and this governing body designates the Mason County Development Authority as representing our community for the purpose of participation in this program.

**THIS RESOLUTION IS IN FULL EFFECT UPON ITS ADOPTION THIS 4TH DAY  
 OF DECEMBER 2025.**

Rick L Handley, President

Chris Johnson, Commissioner

**ABSENT**

Sam Nibert, Commissioner

ATTEST:

Diana Cromley, County Clerk

# ORDERS—Mason County Commission, W. Va.

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

## NOTICE TO CUSTOMERS OF RATE INCREASE

Mountain State Waste provides notice that it will increase its rates (excluding fuel and tipping fee surcharges) not to exceed the 5.36 percentage increase in the United States Department of Labor, Bureau of Labor Statistics, Garbage and Trash Collection Index from September 2024 to September 2025, as calculated by the Public Service Commission in M.C. General Order No. 64.8.

The increased residential and negotiated commercial tariff rates as shown in the table below will take effect on 01/01/2026.

### RESIDENTIAL RATES

CERTIFICATE #	PRESENT RATE	PROPOSED RATE	\$\$\$ INCREASE	% INCREASE
F-4691	\$31.46	\$33.15	\$1.69	5.36%
F-5784	\$26.05	\$27.45	\$1.40	5.36%
F-455	\$31.46	\$33.15	\$1.69	5.36%
F-5076	\$31.46	\$33.15	\$1.69	5.36%
F-5639	\$26.05	\$27.45	\$1.40	5.36%
F-5855	\$31.46	\$33.15	\$1.69	5.36%
F-5940	\$31.46	\$33.15	\$1.69	5.36%
F-5943	\$31.46	\$33.15	\$1.69	5.36%
F-6219	\$31.46	\$33.15	\$1.69	5.36%
F-7345	\$31.46	\$33.15	\$1.69	5.36%
F-7393	\$31.46	\$33.15	\$1.69	5.36%
H-10250	\$31.46	\$33.15	\$1.69	5.36%
H-10624	\$31.46	\$33.15	\$1.69	5.36%

### **\*\*\*COMMERCIAL RATES WILL INCREASE BY 5.36%**

This increase will be implemented pursuant to W. Va. Code § 24A-5-2a(d) which specifies that an annual rate increase is permitted without the filing of an application for approval by the Public Service Commission provided that (1) the motor carrier has filed fewer than four rate increases under W. Va. Code § 24A-5 2a(d), since the conclusion of its most recent base rate proceeding under Public Service Commission Tariff Rule 30.1, 30.2, 30.3.1 or 31.1, (2) notice is given to customers, and (3) the increase is not greater than the preceding September year over year increase in the Garbage and Trash Collection index.

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Commission Meeting December 4, 2025

**ESTATE APPOINTMENTS**

JEAN ELIZABETH CASTO  
ANDREW DOWLER  
DONALD EDWARD GILLISPIE JR  
WILLIAM C JAMES  
MARION CATHERINE LIVELY  
CHARLES LARRY MARKER  
JERRY MASSEY MASSILE  
SARAH L NOTT  
SELENA LYNN RAMSEY.  
MARJORIE JOSEPHINE RHOADES  
HERMAN DALE SARGENT  
LINDA FOREMAN WHEELER

**FINAL SETTLEMENT**

DONNA S LIKENS  
MARION WINIFRED OHLINGER  
JUANITA PRISCELLA RICKGAUER

**AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT**

HARVEY DAVID BLAIN  
PHYLLIS MAE BONECUTTER  
DANNY LEE BONECUTTER  
JOHN MICHAEL CLENDENIN  
GLADYS HENSLEY GILMAN  
DONALD LEE RAYBURN  
MILTON RAY ROUSH  
JOHN HENRY SAYRE  
DWAYNE ANTHONY SMITH  
ALICE JUNE STEVENSON  
CHARLES WAYNE WEDGE

**FIDUCIARY COMMISSIONER'S WAIVER OF FINAL SETTLEMENT**  
MYRTLE MEARIE KEEFER.

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

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

Date: DECEMBER 4, 2025

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

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



RICK HANDLEY, PRESIDENT

**ABSENT**

SAM NIBERT, COMMISSIONER



CHRIS JOHNSON, COMMISSIONER



DIANA N. CROMLEY, CLERK