

ORDERS—Mason County Commission, W. Va.

TERMS

DEC 04 2025

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, 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

ORDERS—Mason County Commission, W. Va.

TERMS

DEC 04 2025

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

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.

ORDERS—Mason County Commission, W. Va.

TERMS

DEC 04 2025

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

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 15th of May will not be considered for funding until the following fiscal year. (WV fiscal years runs July 1st to June 30th.)

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.

TERMS DEC 04 2025

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

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.*

ORDERS—Mason County Commission, W. Va.

TERMS

DEC 04 2025

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

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

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

ORDERS—Mason County Commission, W. Va.

TERMS DEC 04 2025

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

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.

TERMS DEC 04 2025

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

Mason County Farmland Protection Ranking Criteria

Adopted XX

Property Name

Points Possible	Points Received
-----------------	-----------------

Imminence of Residential, Commercial, or Industrial Development

100	0
-----	---

1) Area Development

- A) Intensive development (10 lots or more) in the adjacent properties
- B) Extensive scattered development (20 lots or more) within 2,500 feet
- C) Scattered non-agricultural development (20 lots or more) within 5,000 feet

35	
25	
15	

2) Availability of Public Water and Sewer

- A) Public Water & Sewer Available at Property
- B) Public Sewer within 300 feet
- C) Public Sewer within 1,000 feet

35	
25	
15	

3) Road Frontage

Extensive Developable Road Frontage (1,300 feet or more)

- A-1 Federal or State Road
- A-2 County Primary Road
- A-3 County Secondary Road

30	
20	
10	

Moderate Developable Road Frontage (less than 1,300 feet)

- D-1 Federal or State Road
- D-2 County Primary Road
- D-3 County Secondary Road

15	
10	
5	

Total Acreage Offered for Conservation Easement

500	0
-----	---

1) Size of Parcel(s) offered for Easement

- A) 200 acres or more
- B) 100 to 199.99 acres
- C) 75 to 99.99 acres
- D) 40 to 74.99 acres
- E) 25 to 39.99 acres
- F) 10 to 24.99 acres
- G) 0 to 9.99 acres

100	
90	
80	
70	
40	
15	
0	

2) Percentage of Property in Active Agriculture (Farmland, Pastureland, Grassland)

- A) 75-100% in active agriculture
- B) 50-74% in active agriculture
- C) 34-49% in active agriculture
- D) 0-33% in active agriculture

50	
30	
10	
0	

3) Farmland Categorized as One of the Following:

- A) Nationally-Significant Farmland (USDA)
- B) Prime or Unique Soils
- C) Statewide or Locally Significant Farmland

100	
75	
50	

4) Proximity of Working Farms

- A) Contiguous with property under easement with Mason FPB
- B) Contiguous with property under perpetual conservation or preservation easement
- C) Contiguous with property that has a farm-use valuation

50	
40	
30	

ORDERS—Mason County Commission, W. Va.

TERMS DEC 04 2025

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

Mason County Farmland Protection Ranking Criteria

Adopted XX

D) Within 2,500 feet of property under easement with Mason FPB	25	
E) Within 2,500 feet of property under perpetual conservation or preservation easement	20	
F) Within 2,500 feet of property that has a farm-use valuation	10	
5) Offers Less than \$5,000		
Example:		
Offer Price: <input type="text"/>	200	
\$5,000/acre = 0 points		
\$2,500/acre = 100 points		
\$0/acre = 200 points		

Historical, Natural, and Source Water Protection

325	0
-----	---

1) Property is Associated with History		
A) Property is listed in the National Register of Historic Places	20	
B) The Structure is listed in the National Register of Historic Places	20	
C) Property is within a National Register Historic District	20	
D) Property is identified by the WVSHPO as a cultural resource and eligible for NR Listing	15	
E) Property is adjacent to such an area	5	
2) Property Contains Important Natural Features		
A) Includes frontage on a major stream	120	
B) Fronts on a minor stream	60	
C) Fronts on a creek	30	
D) Contains mature forests	40	
E) Property contains endangered or threatened species or habitat	30	
F) Contains a year-round spring	35	
G) Contains wetlands	50	
H) Property has significant groundwater recharge potential	45	
I) Property is within 2,500 feet of such a feature	30	

Existence and Amount of Secured Debt on the Property

75	0
----	---

1) Property Debt Situation		
A) Property has no secured debt	75	
B) A mortgage exists and lender is willing to subordinate	25	

Total Points Possible:		
	1000	0

Reviewed by: _____

Review Date: _____

ORDERS—Mason County Commission, W. Va.

TERMS DEC 04 2025

CASO & 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

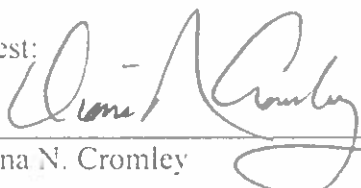
and is unable to vote in person on election day, may vote an emergency absent voter's ballot under the procedures set forth in West Virginia Code 3-3-5c.

Mason County Commission


RICK HANDLEY, PRESIDENT

SAM NIBERT, COMMISSIONER


CHRIS JOHNSON, COMMISSIONER

Attest: 
Diana N. Cromley

ORDERS—Mason County Commission, W. Va.

TERMS

DEC 04 2025

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

Mason County's Electronic Voting Systems Security Policy-2026

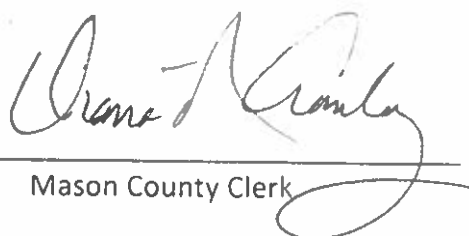
Pursuant to WV Code §3-4A-1(b), the security policy for electronic voting systems is as follows:

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.

TERMS DEC 04 2025

CASTO & 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:

<input type="checkbox"/>	Whole County
<input type="checkbox"/>	Precinct(s) Only
<input type="checkbox"/>	On Paper
<input type="checkbox"/>	USB

2. Your list may be sorted by:

<input type="checkbox"/>	Alphabetical
<input type="checkbox"/>	Address

3. Data available

<input type="checkbox"/>	Name
<input type="checkbox"/>	Address
<input type="checkbox"/>	Precinct
<input type="checkbox"/>	Party Affiliation
<input type="checkbox"/>	Status
<input type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Registration Date
<input type="checkbox"/>	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.

TERMS

DEC 04 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

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.

TERMS DEC 04 2025

CASIO & 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.

ORDERS—Mason County Commission, W. Va.

TERMS _____ DEC 04 2025 _____

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

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.

TERMS DEC 04 2025, _____

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

Applications for Erroneous Assessment for Real Estate / Personal Property Received

Date: DECEMBER 4, 2025

[illegible]

ORDERS—Mason County Commission, W. Va.

TERMS _____ DEC 04 2025 _____

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

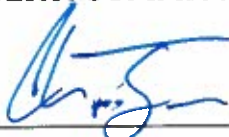
Upon motion by Handley and unanimous agreement, this meeting was adjourned.



RICK HANDLEY, PRESIDENT

ABSENT

SAM NIBERT, COMMISSIONER



CHRIS JOHNSON, COMMISSIONER



DIANA N. CROMLEY, CLERK