

ORDERS—Mason County Commission, W. Va.

TERMS JAN 22 2026

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, January 22, 2026, at 2:00 p.m. in regular session. Present were Rick Handley, President; Sam Nibert, Commissioner; Chris Johnson, Commissioner; Diana Cromley, County Clerk; and Heidi Wood, Administrator.

Rick Handley called the meeting to order. Diana Cromley gave the opening prayer and Olivia Hanna led the pledge of allegiance.

Olivia Hanna and officers with the Point Pleasant Junior/Senior High School Youth Leadership Association organization gave a presentation to the Commission on the organization's current projects.

Upon motion by Johnson and unanimous agreement, the Commission approved a contribution in the amount of \$3,000 to said Youth Leadership America organization.

The Commission welcomed the new Administrator, Heidi Wood.

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, 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 Nibert and unanimous agreement, the Commission approved the hire of Timothy Gleason to a part-time position with the Animal Shelter effective January 16, 2026.

Upon motion by Johnson and unanimous agreement, the Commission approved the hire of Mark Kincaid, II to a part-time position with the County Clerk's office effective January 16, 2026.

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The Commission reviewed and considered three bids received for painting X's on the Airport runway. Upon motion by Johnson and unanimous agreement, the Commission awarded the job to the lowest bidder, Advanced Building and Remodeling.

Upon motion by Johnson and unanimous agreement, the Commission approved an exterminating contract with Orkin in the amount of \$7,808.00.

The Commission discussed renovating the 2nd floor men's restroom. Clerk Cromley will obtain cost estimates on the project.

The Commission tabled until next week further discussion on selecting a vendor to contract for the county's hardware/software needs.

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

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

The Commission reviewed a Request for State of Preparedness, a copy of which is attached, regarding an anticipated winter weather event.

Upon motion by Nibert and unanimous agreement, the Commission approved a Resolution, a copy of which is attached, declaring a Division of Homeland Security and Emergency Management State of Preparedness for Mason County, WV, due to anticipated severe winter weather.

Upon motion by Nibert and unanimous agreement, the Commission approved Assessor Aimee Duncan's request, a copy of which is attached, to make changes in property values for the 2026 tax year.

Upon motion by Johnson and unanimous agreement, the Commission approved the Ballot Commissioners for the 2026 Primary Election as appointed by the Mason County Republican Executive Committee (Cary Supple) and the Mason County Democratic Executive Committee (Matthew Clark), copies of which letters are attached hereto.

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Upon motion by Nibert and unanimous agreement, the Commission approved putting the Beech Hill property back up for auction on February 26, 2026, at 2:00 p.m. with a minimum bid of \$40,000.

The Commission was informed that the Farmland Preservation Board will meet on February 17, 2026, at 6:00 p.m. and will pass out applications at that meeting.

The Commission was informed that the Mason County Solid Waste Authority is stable at this time and recently received notification of a grant award. However, said award included no funding for personnel.

The Commission was informed that the Animal Shelter wants to do a spay/neuter clinic this Spring at a projected cost of \$10,000.

The Commission welcomed Frontieras North America to Mason County, which company will be building a facility to turn coal into fuels, fertilizers and industrial carbon products.

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Mason County
Division of Homeland Security and Emergency Management

Thursday, January 22, 2026

REQUEST FOR STATE OF PREPAREDNESS

TO: The Honorable Rick Handley
 President, Mason County Commission

CC: Jeremy Bryant, Director, Mason County Office of Emergency Services

FROM: Matt Gregg, Director
 Mason County Division of Homeland Security and Emergency Management

SUBJECT: Request for Declaration of a State of Preparedness – Anticipated Winter Weather Event

Pursuant to the Mason County Emergency Operations Plan (EOP), and in anticipation of a significant winter weather event forecast to impact Mason County beginning this weekend, the Mason County Division of Homeland Security and Emergency Management respectfully requests that the Mason County Commission declare a State of Preparedness for Mason County, West Virginia.

The National Weather Service continues to forecast winter storm conditions that may include accumulating snowfall, hazardous travel conditions, extreme cold temperatures, and potential impacts to essential services. In response to this threat, Mason County will transition to a Level 2 – Increased Readiness Emergency Operations Center (EOC) posture effective at time of signing, and will remain at this level through Tuesday, January 27, 2026, unless conditions warrant further escalation.

A Level 2 EOC activation, as defined in the EOC Operations Annex of the Mason County Emergency Operations Plan, is appropriate when a disaster threatens the county and partial activation is required. Under this posture, departments and agencies with assigned responsibilities will take preparedness and coordination actions as outlined in their respective sections of the plan.

Should storm conditions worsen to a degree requiring full operational response, Mason County may escalate to a Level 3 – Response Level Activation, at which time a transition from a State of Preparedness to a Local State of Emergency would be recommended for consideration by the County Commission.

This requested declaration will allow for enhanced coordination, readiness, and situational awareness to protect the health, safety, and welfare of Mason County residents.

Respectfully submitted,

Matt Gregg, Director
 Mason County Division of Homeland Security and Emergency Management

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

Mason County Division of Homeland Security and Emergency Management

STATE OF PREPAREDNESS FOR MASON COUNTY, WEST VIRGINIA DUE TO ANTICIPATED SEVERE WINTER WEATHER

WHEREAS, pursuant to West Virginia Code §15-5-6, the Mason County Commission is authorized to declare a state of preparedness or local emergency when conditions threaten the public health, safety, or welfare; and

WHEREAS the National Weather Service is forecasting a significant winter weather event impacting Mason County beginning this weekend and continuing through Monday, with the potential for accumulating snowfall, hazardous travel conditions, extreme cold temperatures, and disruption of essential services; and

WHEREAS, such conditions may pose a serious threat to life and property, impair emergency response operations, and impact transportation systems and critical infrastructure; and

WHEREAS, the Mason County Emergency Operations Plan (EOP) provides for graduated Emergency Operations Center (EOC) activation levels, and the EOC Operations Annex defines **Level 2 – Increased Readiness** as a partial activation appropriate when a disaster threatens the county; and

WHEREAS Mason County will transition to a **Level 2 EOC activation effective at 12:00 Noon today** and maintain that posture through Monday unless conditions warrant escalation;

NOW, THEREFORE, BE IT RESOLVED BY THE MASON COUNTY COMMISSION, that a State of Preparedness is hereby declared for Mason County, West Virginia, effective immediately upon adoption of this resolution.

BE IT FURTHER RESOLVED that all county departments, municipalities, and emergency service organizations shall take appropriate preparedness actions and coordinate through the Mason County Division of Homeland Security and Emergency Management in accordance with the Mason County Emergency Operations Plan.

BE IT FURTHER RESOLVED that the Director of the Mason County Division of Homeland Security and Emergency Management and Director of Mason County Office of Emergency Services is authorized to coordinate preparedness operations, activate EOC functions consistent with a Level 2 Increased Readiness posture, and disseminate public safety information as conditions warrant.

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Mason County
Division of Homeland Security and Emergency Management

BE IT FURTHER RESOLVED, that should conditions deteriorate to require full response operations, the Director may recommend escalation to a **Level 3 – Response Level Activation**, at which time a declaration of a **Local State of Emergency** may be considered by the Mason County Commission.

Adopted this 22 day of January, 2026.

MASON COUNTY COMMISSION

Rick Handley, President



Sam Nibert, Commissioner



Chris Johnson, Commissioner



Diana Cromley, County Clerk

Mason County Clerk

EMERGENCY MANAGEMENT

MITIGATION

RESPONSE

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AIMEE J. DUNCAN
MASON COUNTY ASSESSOR
200 SIXTH STREET
POINT PLEASANT, WV 25550

January 08, 2026

TO: MASON COUNTY COMMISSION

FROM: AIMEE DUNCAN
MASON COUNTY ASSESSOR

I am respectfully requesting permission to make changes in value for the 2026 tax year, if needed, during the month of February 2026. I am requesting your permission for the State Tax Department to make changes through February 28, 2026, if needed.


RICK HANDLEY
SAM NIBERT
CHRIS JOHNSON

ORDERS—Mason County Commission, W. Va.

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 Outlook

Ballot Commissioner for Republican Party

From Jessica Bryant <jdbryantwv@gmail.com>
Date Thu 1/15/2026 4:23 PM
To Mason County <masoncounty@wvsos.com>

The Mason County Republican Executive Committee has selected Cary Supple to serve as the party's Ballot Commissioner for the upcoming election, and this appointment is submitted to the Mason County Clerk's Office.

Thank you
Jessica Bryant
chair for Mason county executive. Committee

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

December 19, 2025

Diana N. Cromley
Mason County Clerk
Mason County Courthouse
200 Sixth Street – Suite 200
Point Pleasant, WV 25550

Dear Diana:

In regard to your letter dated December 9, 2025, appointment of Ballot Commissioners. The Mason County Democratic Executive Committee met on December 15, 2025 and Matthew Clark was nominated and elected unanimous to serve as our Ballot Commissioner. Matthew has accepted.

Sincerely,



Floyd R. Sayre
Chairman
Mason County Democratic
Executive Committee

12/22/2025
Floyd R. Sayre
Chairman
Mason County Democratic
Executive Committee

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Commission Meeting January 22, 2026

ESTATE APPOINTMENTS

WILLIAM JAMES ARTRIP JR.
JUNE ANN BARGER
THOMAS JACOB BUMGARNER
LOIS JANE CHAPMAN
RAYMOND WILLIAM COSSIN
MARY ELIZABETH DOWELL
KAREN ELAINE GILL – SMALL ESTATE
SANDRA LYNN HARGRAVES
TERRY JAMES KIDD
JOHN FITZGERALD NORVILLE
WILBERT DONALD PEARSON
JANET YVONNE PITCHFORD
LOUIS SCHWARTZ JR
HOLLY LYNN STUTLER
DENZEL DAYMON WARD
BEVERLY LANCE YOST

AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT

WILLIAM CARL BARGER
SHIRLEY HALL
DOUGLAS LEE PIERSON
WILLARD ELWIN REYNOLDS
HARRY DAVID SNOWDEN
WILKIE LEE TUCKER
GEORGE EDWARD WHITE

CERTIFICATE OF COMPLETION OF ANCILLARY ADMINISTRATION

PHYLLIS DAWN GREEN

FIDUCIARY COMMISSIONER'S ORDER

RONALD NORRIS BURDETTE

ORDERS—Mason County Commission, W. Va.

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Applications for Erroneous Assessment for Real Estate / Personal Property Received

Date: JANUARY 2026

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

Rick Handley
RICK HANDLEY, PRESIDENT

Sam Nibert
SAM NIBERT, COMMISSIONER

Chris Johnson
CHRIS JOHNSON, COMMISSIONER

Dianna N. Cromley
DIANA N. CROMLEY, CLERK