

ORDERS—Mason County Commission, W. Va.

TERMS

JUN 18 2026

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

THE COUNTY COMMISSION OF MASON COUNTY met in the Commission meeting room of the courthouse on Thursday, June 18, 2026, at 2:00 p.m. in regular session. Present were Rick Handley, President; Sam Nibert, Commissioner; Diana Cromley, County Clerk; and Heidi Wood, Administrator.

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

Litter Control Officer Steve Cavender provided an update on dilapidated properties situate at 179 Mt. Olive Road, Fraziers Bottom, WV and 906 Sunset Lane, Point Pleasant, WV. Upon motion by Nibert and unanimous agreement, the Commission directed Cavender to continue to work on said properties.

The Commission reviewed a Citizens Complaint Form regarding problems associated with unsafe buildings and lands in Mason County, a copy of which is attached, concerning property located at 1213 Chestnut Ridge Road, Mt. Alto, WV, owned by Ellen Frances Jordan. Upon motion by Nibert and unanimous agreement, the Commission approved executing the County Ordinance on said property.

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, a copy of which is attached hereto.

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

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The Commission executed the Bills and Purchase Orders as required.

Upon motion by Nibert and unanimous agreement, the Commission signed an Order regarding Fiduciary Commissioner Cary Supple's fees to reopen the Estate of Janet Arbaugh, a copy of which is attached.

The Commission reviewed Fiduciary Commissioner Cary Supple's quarterly status report on the estates currently before her for settlement, a copy of which is attached hereto.

The Commission was informed that Karria Matheny's resigned her full-time telecommunicator position with the 911 Center but is remaining part-time effective July 1, 2026.

Upon motion by Nibert and unanimous agreement, the Commission approved the hire of John Sturgeon as a full-time telecommunicator with the 911 Center effective July 1, 2026.

Upon motion by Nibert and unanimous agreement, the Commission approved four shift supervisor positions for the 911 Center.

Upon motion by Nibert and unanimous agreement, the Commission approved salary increases for Emergency Management employees Jeremy Bryant (\$5,000) and Matt Gregg (\$10,000) effective July 1, 2026.

Upon motion by Nibert and unanimous agreement, the Commission approved the hire of Levi Wright as a temporary employee for the Extension Office during the week of the Mason County Fair (August 10 through 15, 2026).

Interviews for the Maintenance position are still ongoing.

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Upon motion by Nibert and unanimous agreement, the Commission scheduled a special meeting for June 25, 2026 at 9:30 a.m.

The Commission was informed that Angela McCoy and Tim Gleason had resigned their positions with the Animal Shelter. Upon motion by Nibert and unanimous agreement, the Commission approved the hires of Janet Mourfield and Suzanne See as part-time kennel attendants with the Animal Shelter effective immediately.

Upon motion by Nibert and unanimous agreement, the Commission approved the hire of McKennah Richards to a part-time (3 days per week) and temporary (June 17, 2026 through August 2026) position with the Circuit Clerk's Office.

Upon motion by Nibert and unanimous agreement, the Commission approved the Designation of County Depositories (Ohio Valley Bank and Peoples Bank) for Fiscal Year 2026-27, a copy of which is attached.

The Commission reviewed bids from Tennant Lawn Care and H&M Contracting for the Letart Community Center Project. Upon motion by Nibert and unanimous agreement, the Commission awarded the job to Tennant Lawn Care with the low bid of \$12,818.50.

Upon motion by Nibert and unanimous agreement, the Commission approved the Hannan Pickleball Courts Project and contracting with Exterior Services SWV, Inc. for the work.

Upon motion by Nibert and unanimous agreement, the Commission approved payment requests from Cimco, Inc. for the courthouse piping project, with the first payment from ARPA funds and the next two from contingency funds.

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.

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The Commission scheduled a meeting for July 9, 2026 at 1:00 p.m. to meet with Jeremy Bryant (OES), Jennifer Wood (EMS), Matt Gregg (OES) and Emma Kincaid (Payroll) to discuss EMS salaries.

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EXHIBIT A**CITIZENS COMPLAINT FORM
REGARDING PROBLEMS ASSOCIATED WITH
UNSAFE BUILDINGS AND LANDS
IN MASON COUNTY**1. Citizen Making Complaint

Name:

S. C. CAWENDER - MASON COUNTY LITER LUMBER OFFICE

Address:

200 SIXTH STPT PLEASANT, WV 25550

Telephone:

304-593-03292. Location of property with potential hazardous condition

(Street address or other description)

1213 CHESTNUT RIDGE RDMT ALTO, WV 252643. Name of property owner (if known):ELLEN FRANCES JORDON4. Describe the scope and nature of any hazardous conditions on this property which threatens the public health, safety or welfare of the public.

DILAPIDATED STRUCTURE - NEEDS REPAIRS NOT GOOD SHAPE. OVER GROWN VEGETATION / GRASS, OPEN DUMPS, TRASH OVER FLYING TO NEIGHBORLY PROPERTY. PEOPLE LIVING IN TENTS.

Please return this form to:

Mason County Commission
Courthouse Building
200 6th Street
Point Pleasant, WV 25550

Attention: Mason County Unsafe Buildings and Lands Enforcement Agency

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MASON COUNTY UNSAFE BUILDINGS AND LAND COMPLAINT REPORT**DATE: April 29, 2026****LANDOWNER: Ellen Frances Jordan****PROPERTY ADDRESS: 1213 Chestnut Ridge Road Mt. Alto, WV 25264****PROPERTY DESCRIPTION: Parcel: 26-03-0287-0023-0003 Page 544 Estate Book 52
Page 339****DESCRIPTION OF COMPLAINT: Dilapidated structure and other buildings not in good shape, open dumps on the property, overgrown vegetation, trash overflowing on to neighbor's property and people living in tents on the property.****DATE LAST INSPECTED: April 26, 2026****INSPECTED BY: Steve Cavender, Litter Control Officer****NOTES:****There is a 962 square foot house (per assessment) and 192 square foot shed (per assessment) on the property, both in poor condition.**

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General Comments and Findings:

- The property and structure are not maintained properly and are in poor condition
- There are multiple open dumps of trash and refuse on the property
- Trash and refuse are spilling on to the neighbor's property on the back
- The property poses a high risk of squatters and children entering the property and structure leading to injuries, fires and other issues
- There are currently people living in tents in the front yard of the property
- The property poses a high risk of rodents, snakes and other insects
- The property poses a high risk to First Responders

RECOMMENDATION:

- Act under the Mason County Unsafe Buildings and Land Ordinance
- All trash and refuse to be cleaned up and removed from the property and any other property that the trash and refuse have spilled over on
- All vegetation including high weeds and grass be mowed and removed
- Repairing house and building to a safe manner fit for human habitation if needed

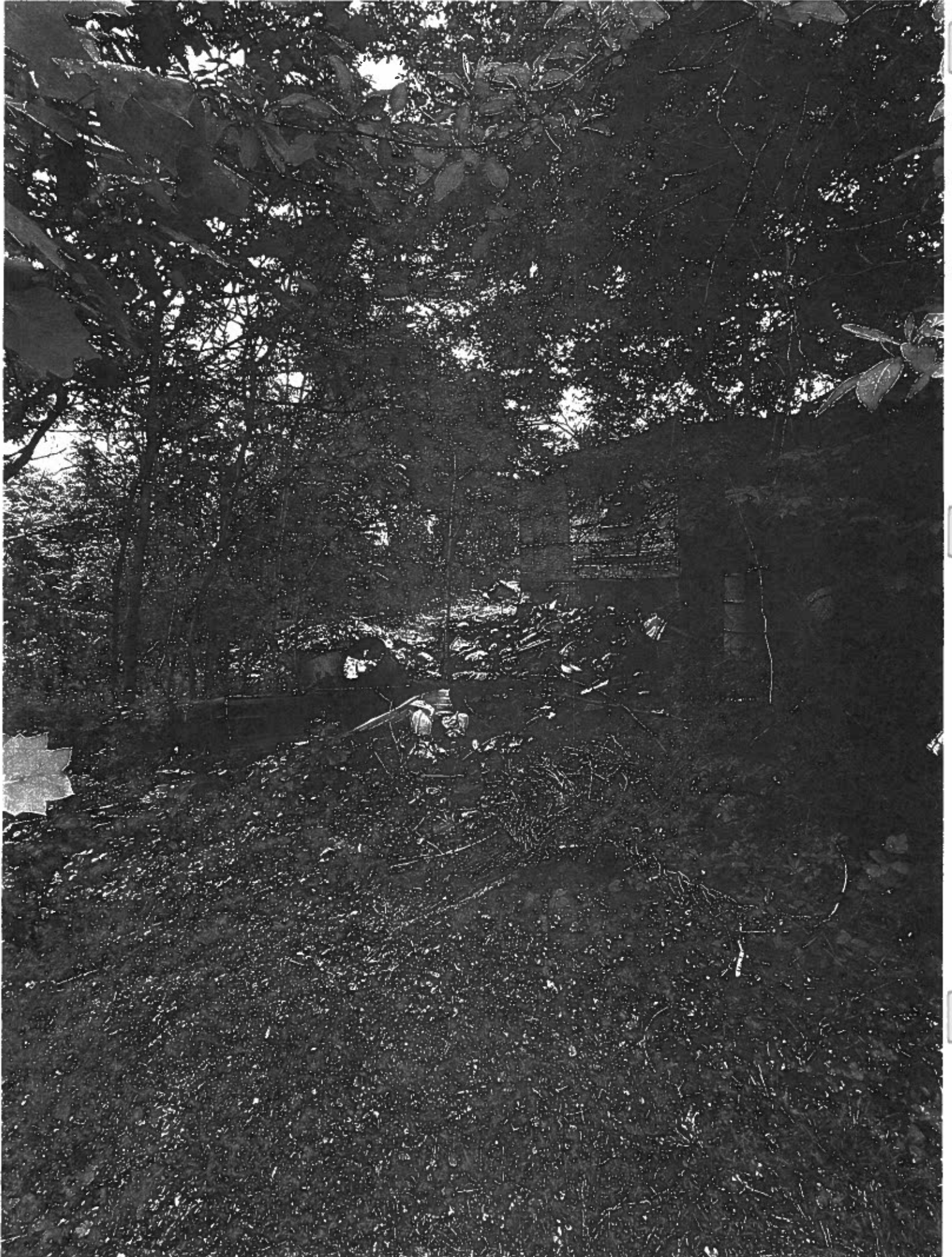
Steven L. Cavender
Mason County Litter Control Officer

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1213 CHESTNUT RIDGE 4-29-26



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12-13 CHESTNUT HILL

4-29-26



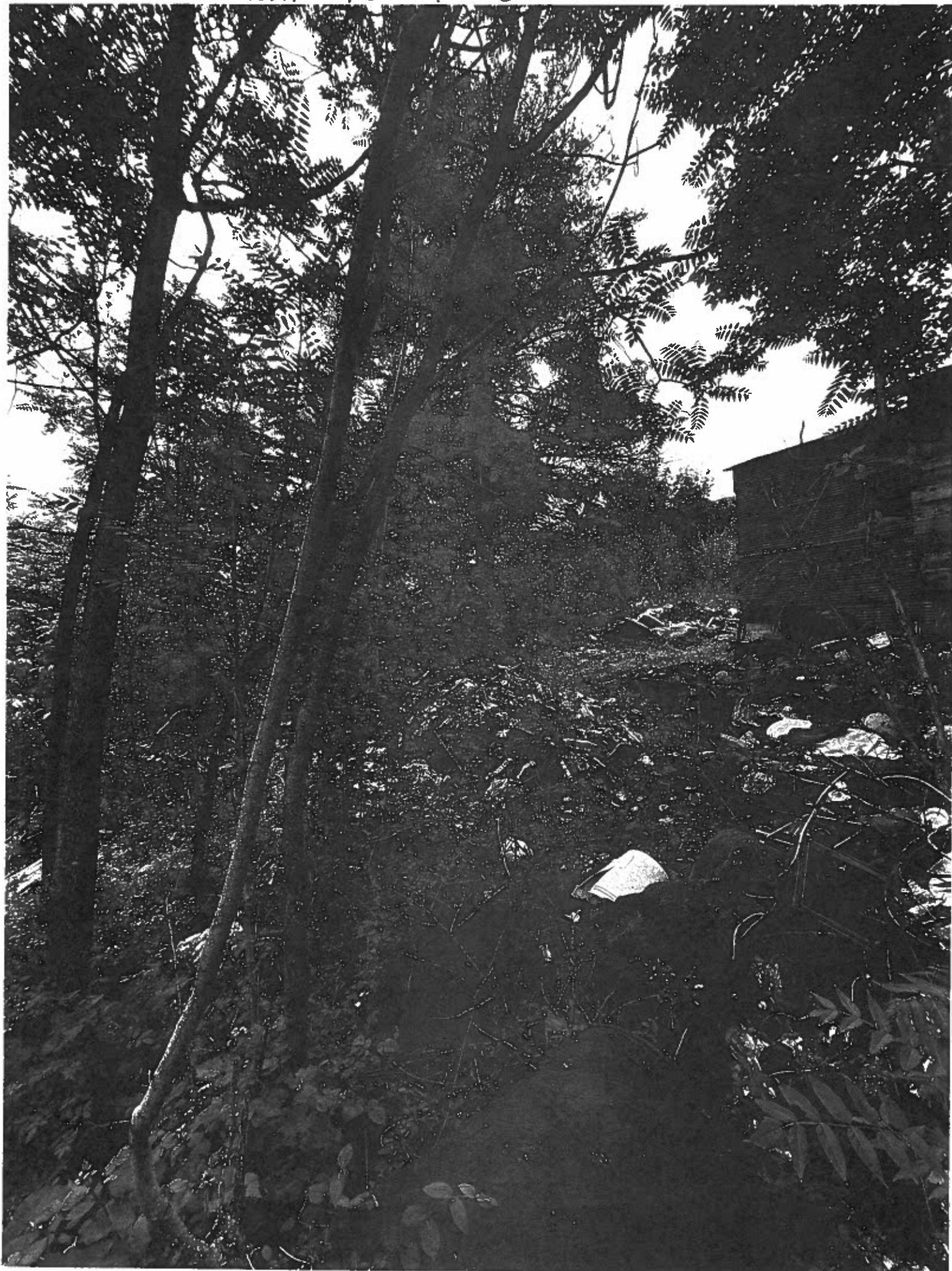
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1213 CHESTNUT RIDGE 4-29-26



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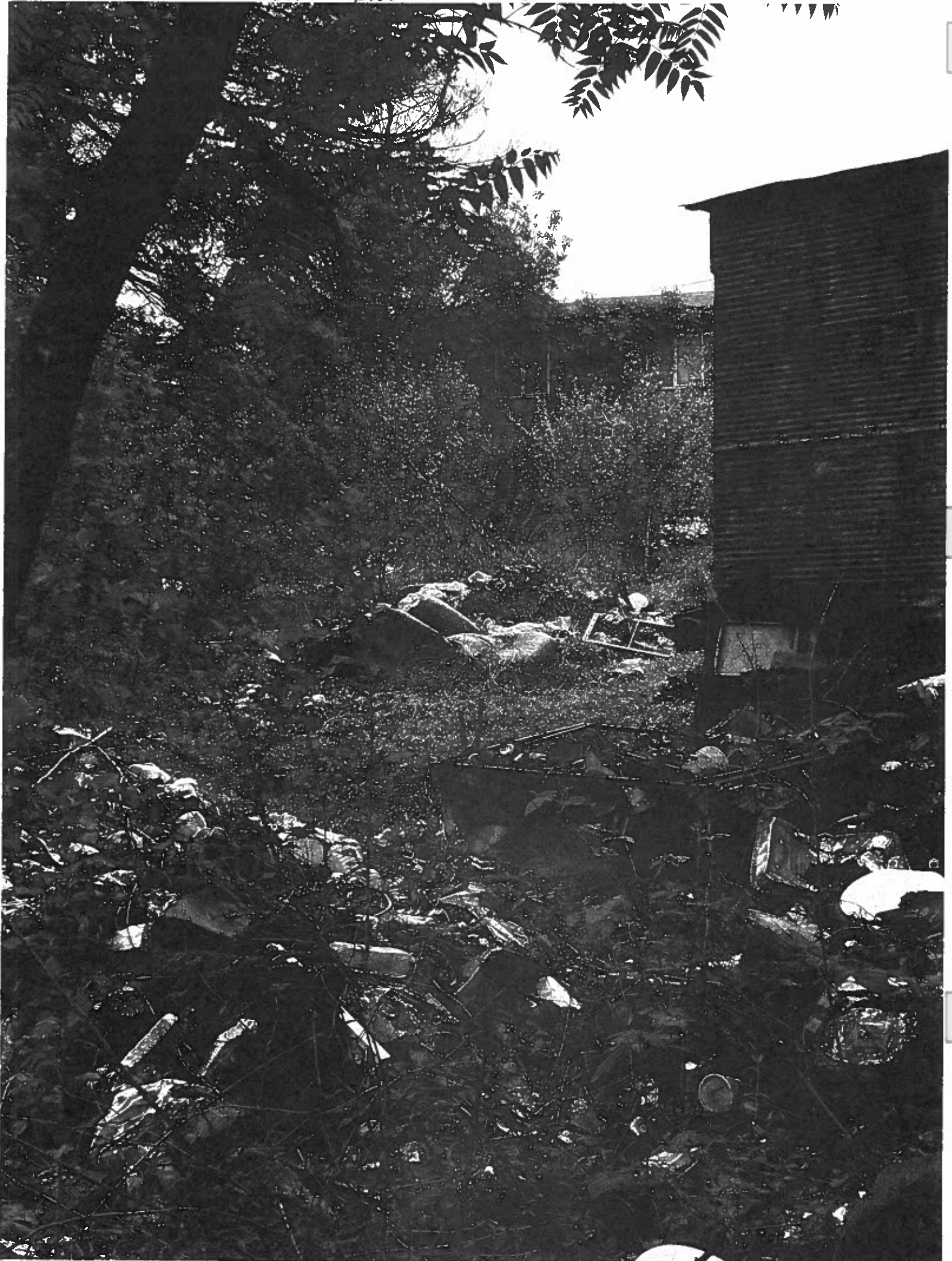
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1213 CHESTNUT RIDGE

4-29-26



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State of West Virginia

County of Mason, ss:

ORDER

In accordance with West Virginia Code §59-1-9, on this the eighteenth day of June in the year two thousand twenty-six, the following rate of compensation is hereby **ORDERED** as appropriate and allowable for Cary Supple, the fiduciary commissioner reappointed by this Commission to oversee the final settlement of the Estate of Janet Arbaugh, whose date of death was the twenty-ninth day of April in the year two thousand twenty-five, to collect from the personal representatives of the Estate of Janet Arbaugh. In setting this rate of compensation the county commission has considered: (1) the estimated time and labor to be expended; (2) the difficulty of the questions likely raised; (3) the skill required to perform properly the services rendered; (4) the customary fee for like work; (5) the liability imposed on the professional; and (6) providing incentive to the personal representative to meet the county's need to properly close estates in a timely fashion. This Commission has also considered that this estate is being reopened and fiduciary commissioner Cary Supple reappointed due to a miscalculation by the personal representatives, and fiduciary commissioner Cary Supple has already been paid-in-full from estate funds according to the pre-approved fee schedule set by this Commission. Given these considerations, it is hereby **ORDERED** that fiduciary commissioner Cary Supple's rate of compensation for re-completing duties as fiduciary commissioner in the Estate of Janet Arbaugh be one thousand dollars, as well as reimbursement of all expenses, if the estate comes to a close within one year of this reappointment, with a rate increase of two hundred fifty dollars per calendar quarter in which the estate remains open after one year of reappointment, to be paid by the personal representatives, not estate funds,

ATTEST:



Clerk of the County Commission

APPROVED:



President of the County Commission

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Fiduciary Commissioner

Cary B. Supple

June 16, 2026 Report

[illegible]

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RICK L. HANDLEY, President
POINT PLEASANT, WVDIANA N. CROMLEY, Clerk
POINT PLEASANT, WVCHRIS A. JOHNSON, Commissioner
LETART, WVSAM D. NIBERT, Commissioner
GALLIPOLIS FERRY, WV**THE COUNTY COMMISSION OF MASON COUNTY**
COURTHOUSE - 200 SIXTH STREET SUITE 2
POINT PLEASANT, WEST VIRGINIA 25550PHONE (304) 675-1110
FAX (304) 675-4982**IN THE MATTER OF DESIGNATION OF COUNTY DEPOSITORIES FOR FISCAL YEAR 2026-2027**

On June 18, 2026, at the regularly scheduled County Commission meeting, President Handley requested a motion to designate Ohio Valley Bank and People's Bank as county depositories for the fiscal year per WV Code 7-6-1.

A motion was made by Sam Nibert and seconded by Chris Johnson.

The motion was unanimously approved. So ordered.

Approved by: Rick Handley, President on June 18, 2026

Attest: Diana N. Cromley, County Clerk on June 18, 2026

§7-6-1. Designation of depositories.

On or before June 30, of each year, the county commission of every county shall, by order of record, designate all of the banking institutions, as defined in section two, article one, chapter thirty-one-a of this code, situated in the county and duly incorporated under the laws of any state, or organized under the laws of the United States, as depositories of public moneys: Provided, That in any county where no such banking institutions exist, or where such banking institutions fail, refuse or neglect to comply with all the provisions and conditions of this article, the county commission shall designate some qualified banking institution in some other county of this state convenient to the county seat. Risk and expense of making deposits in county depositories located outside of the county seat shall be borne by the banking institution in which the deposits are made. When any banking institution, designated by the county commission as provided by this section, has complied with all of the requirements and provisions of this article, the commission shall declare it a county depository.

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Commission Meeting June 18, 2026

ESTATE APPOINTMENTS

ARMIA BARKER
LEROY CLAIR BROTHERS
KAREN BOWMAN
DOROTHY ELNORA CRAIG
STANLEY HAMRICK DOSS
WAYNE HART JR
ALYSCIA MORROW
SHIRLEY WANDALEE MILLER
RICHARD DUANE PURCHASE
MICHAEL LYNN RODGERS
WALTER J ROUSH
KEITH ALLEN SAYRE
REBECCA L THOMAS

AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT

BRENDA D BOX
TEDDIE QUIN BOX
TONI MARIE BUZZARD
WARREN CRAIG FIELDS
SANDRA KAY GRIMM
WILLIAM MATHEW HANSHAW
DELTA WARN HUTCHINSON
GLORIA LEE MCCALLISTER
HELEN LORENE PLANTS
LAWRENCE NELSON RAYBURN
MICHAEL RAY ROBINSON
JERRY LEE SCHROYER
CARLA DAWN WAUGH
MARY JANE UNDERWOOD

ANNUAL ACCOUNTING NOTICE

MARTIN SCHREFFLER

FIDUCIARY COMMISSIONER ORDER

JOHN DAVID CHAPMAN
WARREN KAYDEN HUSSELL

CERTIFICATE OF COMPLETION OF ANCILLARY ADMINISTRATION

TEDDY L SWARTZ JR

OATH OF OFFICE

CHARLES T LIPSCOMB

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Commission Meeting June 18, 2026

APPLICATION FOR CORRECTION OF ERRONEOUS ASSESSMENT

BLACK BIRD	06178673
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PLANTZ HARRY & SHERRY	06016900
BURT ADAM	06140080
THOMAS CHRISTOPHER	06043774
THOMAS CHRISTOPHER	06043122
MCDERMITT BRIAN	06850383
VANSCOY RONNY & VALARIE	06012334
LIVINGSTON JEFFREY & ALLENA	06085639
MACKNIGHT JAMES	06810329
PEARSON ROY LEE	06176673
GLEASON RACHEL	06817304
WALKER ZELMA LEE	06045567
MOUNTAIN RIVER PHYSICAL THERAPY	00230636

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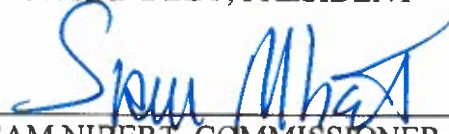
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Upon motion by Handley and unanimous agreement, this meeting was adjourned.



RICK HANDLEY, PRESIDENT



SAM NIBERT, COMMISSIONER

ABSENT

CHRIS JOHNSON, COMMISSIONER



DIANA N. CROMLEY, CLERK