ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 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, September 24, 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 Sam Nibert led the Pledge of Allegiance.

Lisa Brinker updated the Commission on Letart Community Center matters. The Commission presented a contribution check in the amount of $1,000 for the Center.

The Commission also presented a check in the amount of $5,000 to Steve Halstead and his Committee for a contribution to the Mason County Veterans Memorial.

Mitch Roush and Adam Krawsczyn appeared on behalf of the Riverside Golf Course which was recognized by the Commission and congratulated on being selected to host the WV Golf Association Senior Amateur Championship this year. Discussion of the First Tee Program for grade schools was placed on the agenda for October 22, 2026.

Upon motion by Nibert and unanimous agreement, the Commission approved Oaths, 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.

Upon motion by Johnson and unanimous agreement, the Commission approved a Order establishing a program to permit junior or senior high school students to be appointed as election officials pursuant to House Bill 4864 and West Virginia Code § 3-1-28, a copy of which is attached.

Upon motion by Johnson and unanimous agreement, the Commission approved sending the attached correspondence regarding taxpayers property located in Putnam County along the Mason County border.

ORDERS—Mason County Commission, W. Va.

SEP 24 2026

TERMS_____, _____

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

Upon motion by Nibert and unanimous agreement, the Commission approved providing a spay and neuter clinic through the Kirkpatrick Animal Hospital to be funded with $10,000 from the ARPA account.

Upon motion by Nibert and unanimous agreement, the Commission reviewed a quote from Thoroughbred Construction in the amount of $9,200 and approved their hire for repairs to the roof of the Sheriff's Department/ Prosecuting Attorney building.

Upon motion by Nibert and unanimous agreement, the Commission approved submission of an application to the WV Courthouse Facilities Improvement Act Grant Cycle #24 for a new roof for the Sheriff's Department/ Prosecuting Attorney building at a projected cost of $267,000.

Upon motion by Johnson and unanimous agreement, the Commission approved payment applications #1 and #2 in the amounts of $95,130 and $106,200 to Thoroughbred Construction for the Courthouse Roof Project.

Upon motion by Johnson and unanimous agreement, the Commission approved change orders in the amount of $3,460 for the Courthouse Roof Project due to unexpected repair issues discovered when removing layers of roofing.

Upon motion by Nibert and unanimous agreement, the Commission scheduled County Trick-or-Treat for October 31, 2026 from 5:30 p.m. to 7:00 p.m.

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

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

Upon motion by Nibert and unanimous agreement, the Commission accepted the following EMS new hires and personnel changes:

Zack Gilliard's resignation effective September 24, 2026;

Arryn Stout's resignation effective September 18, 2026;

Haley Harper's resignation effective October 1, 2026;

Hannah Kersey's new hire as a full-time EMT effective October 1, 2026;

Tony Johnson's new hire as a full-time EMT effective October 1, 2026;

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026

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

Kelsyn Spencer's change of status from part-time to full-time effective October 1, 2026;

Wyatt Spencer's change in status from part-time to full-time driver effective October 1, 2026 with the requirement that he become an EMT within a year to continue full-time employment;

Larry "LJ" Spencer's change in status from part-time to full-time driver effective October 1, 2026 with the requirement that he become an EMT within a year to continue full-time employment;

Josh Barnes' hire as a part-time EMT effective October 1, 2026;

Adam Bryant's hire as a part-time EMT effective October 1, 2026;

Whitney May's change in status to A-Shift Supervisor effective October 1, 2026;

Anthony Martin's change in status to A-Shift Assistant Supervisor effective October 1, 2026;

Garrin Yate's change in status to D-Shift Assistant Supervisor effective October 1, 2026;

Heather Spencer's change in status to C-Shift Assistant Supervisor effective October 1, 2026; and,

Brandon Armstrong's change in status to D-Shift Supervisor effective October 1, 2026.

The Commission thanked Jackson County EMS for the gift of two used diesel box truck ambulances.

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

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

Upon motion by Nibert and unanimous agreement, the Commission moved the October 8, 2026 Commission meeting from 2:00 p.m. to 1:00 p.m., scheduled a hearing on the Tammy Carson Estate for 12:00 p.m. on October 8, 2026, moved the October 22, 2026 Commission meeting to October 29, 2026 at 4:00 p.m. and scheduled a hearing on the Esther Casey Estate for 12:15 p.m. on October 8, 2026.

ORDERS—Mason County Commission, W. Va.

SEP 24 2026

TERMS_____, _____

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

On behalf of the Commission and the citizens of Mason County, Handley thanked everyone who helped during and following the recent flooding. He expressed appreciation to the many volunteers, churches, pastors and organizations (including the Lakin Correctional Facility inmates) who helped clean up the homes of those who were affected and who helped with the disposal of flood items sent to the Mason County Solid Waste property. He found it heartwarming to see the supplies donated by citizens of our county and those outside our area who pitched in to help. He commended First Responders, OES, Fire, 911 and EMS personnel who worked tirelessly to help those in need. Mason County was truly blessed to have so many who gave of their time, money, prayers, and supplies. Thank you to each and every one of you!

ORDERS—Mason County Commission, W. Va.
TERMS SEP 24 2026, _____

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

BEFORE THE COUNTY COMMISSION OF MASON COUNTY, WEST VIRGINIA

ORDER ESTABLISHING A PROGRAM TO PERMIT A STUDENT OR STUDENTS TO BE APPOINTED AS A ELECTION OFICIAL PURSUANT TO HOUSE BILL 4865 AND WEST VIRGINIA CODE § 3-1-28

WHEREAS, the West Virginia Legislature adopted and passed House Bill 4865 which amended and reenacted West Virginia Code § 3-1-28 allowing election official trainees to be appointed as election officials, setting forth eligibility requirements for participation in the training program, allowing only one program participant from a political party per precinct; and prohibiting the appointed election official from being counted absent from school.

WHEREAS, House Bill 4865 became effective June 12, 2026;

WHEREAS, to be eligible to be appointed to serve as an election official in any state, county or municipal election held in West Virginia, a person:

1. Must be a register voter of the county for elections held throughout the county and a registered voter of the municipality for the elections held within the municipality; *Provided,* that if the required number of person eligible to serve as election official for a municipal election, a registered voter of the county in which the municipality is located may serve as an election official for elections held within the municipality;
2. Must be able to read and write the English language;
3. May not be a candidate on the ballot or an official write-in candidate in the election for any office, other than for district, county, or state political party executive committee;
4. May not be the parent, child, sibling, or spouse of a candidate on the ballot for any office, other than for district, county, or state political party executive committee, or an official write-in candidate for any office, other than for district, county, or state political party executive committee, in the precinct where the official serves;
5. May not be a person prohibited from serving as an election official pursuant to any other federal or state statute; and
6. May not have been previously convicted of a violation of any election law.

Whereas, to be eligible to be appointed as an election official, a person:

1. Must meet the requirements of numbers 2 through 6 above;

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026, _____

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

2. Must be a junior or senior student in good standing who is attending a public or private secondary educational institution or being home schooled at time of the election for which he or she is to be appointed as an election official;
3. Must have a cumulative grade point average equivalent to at least 3.0 on a 4.0 scale, if attending a public or private secondary educational institution;
4. Must have the written approval of his or her parent or legal guardian, as applicable;
5. Must have the written approval of the principal of the principal of the public or private secondary educational institution he or she attends, if
    a. Attending a public or private secondary educational institution, and
    b. If the appointment requires the student to work on a day when school is in session;

    And
6. Must have satisfactorily completed the training program for election officials set forth in West Virginia Code § 3-1-46

THEREUPON, by motion of Chris Johnson and having been duly seconded by Sam Nibert, and with no objections noted, said motion having been passed by the Commission, the County of Mason does hereby establish a program to permit a student who is a junior or senior attending a secondary educational institution or being home schooled and who is an election official trainee to be appointed as an election official provided the student meets the requirements of West Virginia code § 3-1-28, as amended.

ACCORDINGLY, it is hereby **ORDERED** that the County Commission of Mason County does hereby establish a program to permit a student who is a junior or senior attending a secondary educational institution or being home schooled and who is an election official trainee to be appointed as an election official provided the student meets the requirements of West Virginia Code § 3-1-28

IT IS FURTHER ORDERED that the program shall remain in full force and effect until such time as West Virginia Code § 3-1-28 shall be amended or modified by the West Virginia Legislature, or this order is amended or modified by the County Commission of Mason County, West Virginia.

EFFECTIVE this the 24th day of September, 2026.

ORDERS—Mason County Commission, W. Va.

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

COUNTY COMMISSION OF MASON COUNTY

BY: Rick Handley

RICK HANDLEY., PRESIDENT

SAM NIBERT, COMMISSIONER

CHRIS JOHNSON, COMMISSIONER

DIANA N. CROMLEY, CLERK

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026, ____

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

Mason County Student Election Official Eligibility & Consent Form

Student Name: _____

School: _____

Grade: ☐ Junior ☐ Senior

Date of Birth: _____

County: _____

Student Eligibility
Please check each box:

- ☐ I am a junior or senior student in good standing.
- ☐ My GPA is at least 3.0 (public/private school students).
- ☐ I can read and write the English language.
- ☐ I will successfully complete the required election official training.

Student Signature: **X**_____

Date: _____

Party Affiliation
If you are registered to vote, you will serve as the party with which you are registered. If you are not registered to vote, select your party below:

☐ Democratic ☐ Republican ☐ Libertarian ☐ Mountain ☐ Constitution ☐ Other: _____

Parent/Legal Guardian Consent
I give permission for the student named above to serve as an election official.

Parent/Guardian Name: _____

Signature: **X**_____

Date: _____

School Principal Approval
☐ I approve this student's service as an election official on a school day.

Principal Name: _____

Signature: **X**_____

Date: _____

☐ Not applicable - student will not serve on a school day (approval from principal not required)

APPROVED BY THE CLERK OF THE COUNTY COMMISSION

_____
DIANA N. CROMLEY

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026

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

COMMISSIONERS
C. BRIAN ELLIS
DOUGLAS PIERSON
R. ANDREW SKIDMORE

Putnam County Commission
12093 WINFIELD ROAD
WINFIELD, WV 25213

PHONE: (304) 586-0201
FAX: (304) 586-0211

September 2, 2026

Commissioner Rick Handley
Commissioner Sam Nibert
Commissioner Christopher "Chris" Johnson
Mason County Courthouse
200 Sixth Street
Point Pleasant, WV 25550

RE: Property located in Putnam County, WV

Dear Commissioners:

It has come to the attention of the County Commission of Putnam County, West Virginia that thirty (30) parcels of land that are located or partially located within the boundaries of Putnam County are being taxed in Mason County. The tracts of land are identified on the enclosed sheet.

The Putnam County Commission requests that these thirty (30) parcels of land be relinquished to Putnam County so they may be taxed in the county in which they are located, or the greater part thereof lies, pursuant to W.Va. Code § 11-4-14.

If you have any questions, please contact me.

Very truly yours,

Larry Frye
County Attorney

Enclosure

Cc: Aimee Duncan – Assessor for Mason County
Gary Warner – Assessor for Putnam County

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026

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

Parcel to Review for Mason	
Parcel ID	**Notes**
26-06-0624-0016-0004	House in Putnam
26-06-0604-0004-0000	Well in Putnam
26-06-0604-0008-0000	Home and majority of property in Putnam
26-06-0604-0002-0000	Well in Putnam
26-02-0544-0003-0000	Well into Putnam
26-02-0544-0007-0000	Well into Putnam
26-02-0524-0018-0000	Well in Putnam
26-02-0524-0010-0003	Well in Putnam
26-02-0524-0010-0002	Barn and majority of property in Putnam
26-01-0486-0006-0000	Majority in Putnam
26-15-0487-0009-0002	Well in Putnam
26-15-0487-0009-0006	Well in Putnam
26-15-0487-0009-0003	
26-15-0487-0009-0004	County Line split parcel bululding in putnam
26-15-0487-0012-0000	County line splits parcel, home and building in Putnam
26-15-0487-0014-0000	Majority in Putnam with house in Putnam
26-15-0468-0035-0000	Majority of parcel in Putnam Home in Putnam
26-15-0468-0030-0000	well in Putnam
26-15-0468-0036-0000	
26-15-0469-0020-0000	parcel and home well in Putnam
26-15-0469-0020-0001	Well in Putnam
26-15-0469-0022-0002	County line splits parcel - home in Putnam
26-15-0469-0023-0000	Well in Putnam
26-15-0469-0028-0000	majority in Putnam
26-15-0469-0024-0001	Majority in Putnam
26-15-0470-0014-0000	Majority in Putnam
26-02-0505-0028-0000	
26-02-0524-0017-0001	
26-02-0544-0003-0001	
26-06-0624-0007-0000	

ORDERS—Mason County Commission, W. Va.

SEP 24 2026

TERMS_____, _____

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

October 1, 2026

Putnam County Commission
12093 Winfield Road
Winfield, WV 25213

Re: Transfer of Parcels Located in Putnam County

Dear Commissioners:

The Mason County Commission has received your correspondence regarding the thirty parcels of land identified as being located or partially located within the boundaries of Putnam County that are currently being taxed in Mason County.

The Mason County Commission considered this matter during its regular meeting held on September 24, 2026, and approved the request to relinquish the identified parcels to Putnam County for taxation purposes, in accordance with West Virginia Code §11-4-14.

Please accept this letter as confirmation of the Commission's approval. Mason County will proceed with the necessary steps to transfer the identified parcels to Putnam County for taxation.

Sincerely,

Heidi Wood

Heidi Wood
County Administrator
Mason County Commission

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026

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

Commission Meeting September 24, 2026

ESTATE APPOINTMENTS
TIMOTHY SHANNON BARNHART - SMALL
TERRY LEE BONECUTTER SR.
EDDIE KEITH BUMGARNER
MICHELLE LEA BURNS
RAYMOND ERNEST CUCKLER - ANCILLARY
RONALD LEE MCCARTY JR.
DONALD EUGENE WALDIE
BRENDA WALLACE

AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT
OWEN EUGENE ALLBRIGHT
ARMIA MARIE BARKER
CHARLES THOMAS CHAPMAN SR.
DONNA LEE COCHRAN
STANLEY HAMRICK DOSS
JAMES MARTIN EDMONDS
CLYDE EARL KINNARD
WINONA LYNN MCKINNEY
MARY PEARSON
ROBERT LOUIS ROUSH
KIMBERLY KAY SHEA
DENNIS ROY SOWARDS

REPORT OF RECEIPTS, DISBURSEMENTS AND DISTRIBUTION
BARBARA JEAN ROUSH
KINZY CARLETON SMITH

CERTIFICATE OF COMPLETION OF ANCILLARY ADMINISTRATION
ALAN JOHN POLING

FIDUCIARY COMMISSIONER ORDER
REBECCA THOMAS

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026

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

ELLEN

Applications for Erroneous Assessment for Real Estate / Personal Property Received

Date: SEPTEMBER 24, 2026

Name	Tax Year	Ticket #
LEGUE VERNON	20226	916926
WRAY SCOTT	2026	914241
WARD VYS-SCARLDO DMANRUIA	2026	14842
HOSCHAR CAROLYN ET AL	2025	21755
HOSCHAR CAROLYN ET AL	2026	21777
SPENCER BRANDON	2025	18834
SPENCER BRANDON	2026	18854
STAATS MARK A & LISA D	2026	7529
CHAPMAN JAMES	2026	913746
JIVIDEN MARK W	2026	916897
ROUSH BARBARA	2026	913553
CHAPMAN CHAUNCEY	2026	9023
CHAPMAN CHAUNCEY	2025	9011
CHAPMAN CHAUNCEY	2024	9002
CHAPMAN CHAUNCEY	2023	8726
CHAPMAN CHAUNCEY	2022	8737
MCCOY CAROLYN	2026	11665
HICKEL LEVI	2026	21754
ROE RICHARD RAYMOUND JR	2026	10329
CARPENTER BOBBI JO	2026	11159
AMHERST INDUSTRIES INC	2026	1260
AMHERST INDUSTRIES INC	2026	1261
AMHERST INDUSTRIES INC	2026	1257
WHITTINGTON LARRY JOE	2026	21048
CARPENTER BOBBI JO	2025	11144
CARPENTER BOBBI JO	2024	11144
CARPENTER BOBBI JO	2023	10778
CARPENTER BOBBI JO	2022	10754

ORDERS—Mason County Commission, W. Va.

TERMS SEP 24 2026, ____

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

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

Rick Handley
RICK HANDLEY, PRESIDENT

SAM NIBERT, COMMISSIONER

CHRIS JOHNSON, COMMISSIONER

DIANA N. CROMLEY, CLERK