

The Board of County Commissioners, Highland County, Ohio, met on this day in Regular Session with Brad Roades, Terry Britton, and David Daniels present.

Mr. Britton called the meeting to order at 9:00 a.m. All documents referenced in the minutes are filed in the Commissioners' office and are available for review upon request.

NOTE Jacob Clary, Bill Bowman, Sheriff Sanders, and Jennifer Schinkal were present at the meeting.

MOTION Mr. Britton moved, seconded by Mr. Daniels, to approve the minutes from department head meeting held December 8, 2025. The vote was as follows: Mr. Roades yea; Mr. Britton, yea; and Mr. Daniels, yea.

MOTION Mr. Britton moved, seconded by Mr. Daniels, to approve the minutes from the regular meeting. The vote was as follows: Mr. Roades yea; Mr. Britton, yea; and Mr. Daniels, yea.

MOTION Mr. Britton moved, seconded by Mr. Daniels, to approve the minutes from the emergency meeting dated 12/16/2025. The vote was as follows: Mr. Roades yea; Mr. Britton, yea; and Mr. Daniels, yea.

MOTION Mr. Britton moved, seconded by Mr. Daniels, to approve payment of Bill File No. 25-49. The total file amount paid was \$400,650.64. The total General Fund paid was \$108,870.71. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

DISCUSSION

Highland County Cybersecurity Policy
Mary Remsing discussed the adoption of a Highland County Cybersecurity Policy. Ohio House Bill 283 requires county commissioners to formally adopt a cybersecurity program. If a cybersecurity incident were to occur, the county must report to the Ohio Department of Public Safety within 7 days and the Auditor of State within 30 days. The policy will be sent out to all departments and employees must sign a form acknowledging receipt of the policy. There will be subsequent training as a result of the policy.

Mr. Bill Bowman was in to discuss the lack of Highland County being in a flood plain management program. Mr. Bowman currently owns New Life Ministries and is having trouble selling the property due to the property being in a flood zone. He purchased the property in 1995. Rocky Fork Creeks runs through the property, and he had no issues with flooding until the new school was built. He came to the commissioners in 2011 to discuss the flood zone and to date he still does not have an answer. Mr. Bowman is here today to ask, why are we not in the program and has a const analysis been done to see what it will cost to be in a program? 86 out of 88 counties are currently in the program. He is looking for answers today or in the near future. According to Mr. Bowman flood insurance costs are \$6,800.00 annually because Highland County is not in a program. Should Highland County join a program cost annually are \$1,013.00.

Commissioner Britton states it is something they can look into. Discussion has been had between the County Engineer and EMA. Commissioner Roades stated there is an LEPC meeting on 1/15/2025 and will bring that up for discussion. Commissioner Daniels stated the LEPC meeting is a good platform and commissioners have received pushback before from previous conversations.

RESOLUTIONS

Res No 25-325 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 1000 Commissioners Fund in the amount of \$500.00, from Advertising and Printing to Motor Vehicles. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-326 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the Highland County Engineer's Fund, 2065 Repair MVL in the amount of \$283,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-327 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize an additional appropriation from unappropriated funds within the Highland County Engineer's Fund, 2605 Repair MVL in the amount of \$408,345.05. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-328 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a request for a budget modification within the Sheriff 1000 County General Fund in the amount of \$8,163.56. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-329 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a request for a budget modification within 7210 DETAC – Prosecutor in the amount of \$0.02. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-330 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within 2470 DD-Help Me Grow Fund in the amount of \$200.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-331 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a transfer from Transfers Out to 2360 IT Upgrades in the amount of \$20,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-332 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a transfer from Transfers Out to 2000 Dog and Kennel fund in the amount of \$65,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-333 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a transfer from Transfers Out to 2540 Victim Witness fund in the amount of \$100,000. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-334 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a transfer from Transfers Out to 4050 Capital Improvement Fund in the amount of \$2,000,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-335 Mr. Britton moved, seconded by Mr. Daniels, Commissioners grant authorization for the listed “Then and Now” purchase orders from December 17, 2025, and the County Auditor is authorized to issue warrants for their payment (see attached resolution). The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-336 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 2620 PSG FY 24-25 Fund in the amount of \$676.15. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-337 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize the Recorder’s Office to declare the following items, no longer needed by the County and obsolete per ORC 307.12(I). The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-338 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 2193 One Ohio in the amount of \$318.88. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-339 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 1000 County Treasurer Fund in the amount of \$20.21. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-340 Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the adoption of the Highland County Cybersecurity Policy as attached. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-341 Mr. Britton moved, seconded by Mr. Daniels, Commissioners request a budget modification within the 1000 County Jury Commission Fund in the amount of \$0.28. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-342 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 1000 County Prosecutor Fund in the amount of \$16.17. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-343 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 2000 Dog & Kennel Fund in the amount of \$1.61. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

AUTHORIZE TO EXECUTE

- Tim Lally Chevrolet, S.A.V.E. (Specialty Advanced Vehicle Equipment) – Sheriff’s Office, 2024 Chevrolet Silverado \$48,891.25, equipping vehicle \$11,845.00.

MOTION Mr. Daniels moved, seconded by Mr. Britton, to accept the quote as presented. The motion was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

- OWDA – Rocky Fork Lake WWTP Improvement – Mechanical Construction Co, Inc. - Pay Request #8 - \$91,287.79

MOTION Mr. Daniels moved, seconded by Mr. Britton, to approve the pay app as presented. The motion was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

CONTRACTS

#79 Highland County Commissioners, PPACA Forms 1094 and 1095 Reporting Service Agreement

MOTION Mr. Daniels moved, seconded by Mr. Britton, to accept the contract as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

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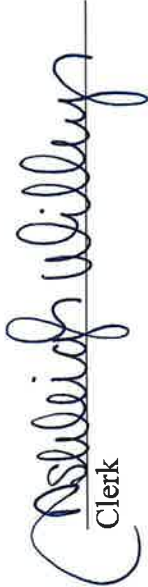
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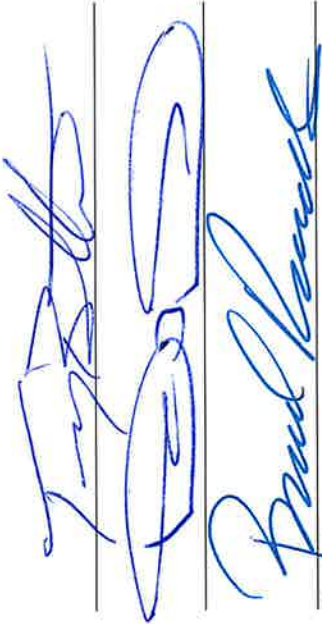
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*Dog and Kennel – Weekly Dog Count 12/8/2025-12/14/2025
Juvenile Disbursement Activity Report as of 12/5/2025*

Meeting Adjourned at 2:24 p.m.


Clerk


Board of County Commissioners
Highland County, Ohio