

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

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

**NOTE** Caryl Rayburn, Tristen Newkirt, Mahogany Collins, Phil Wilson, Alex Butler, Heith Brown, Chad McConaughy, Julie Bolender, Rachel Engstrom, Sheriff Sanders, Caitlin Forsha, Jacob Clary was present for the meeting.

**MOTION** Mr. Britton moved, seconded by Mr. Daniels, to approve the minutes from the previous two meetings – December 23<sup>rd</sup> and January 7<sup>th</sup>. The vote resulted 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. 25-01. The total bill file amount paid was \$221,040.85. The total General Fund paid was \$170,992.05. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

## **RESOLUTIONS**

**Res No 25-08** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve by this action, a blanket resolution to cover all travel of Recorder, Chad McConaughy, to all State and District meetings as deemed necessary, for 2025. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-09** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve by this action, a blanket resolution to cover all travel of Christopher M. Fauber, P.E., P.S., Highland County Engineer, to the listed meetings and all additional meetings as necessary. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-10** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize the Highland County Engineer to use the existing county employee forces and proceed by "Force Account" in the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, and culverts as determined by the County Engineer in Highland County during the year of 2025. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-11** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize the Highland County Engineer to use the R.C. 325.19(F) to establish an alternative vacation leave schedule during (4) 10-hour days from April 2025 to October 2025 as set. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-12** Mr. Britton moved, seconded by Mr. Daniels, LPA authorizes the Highland County Engineer to enter into an agreement with ODOT for the HIG CR VAR Pavement Markings FY 25. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-13** Mr. Britton moved, seconded by Mr. Daniels, LPA authorizes the Highland County Engineer to enter into an agreement with ODOT for the HIG VAR Guardrail FY 25. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-14** Mr. Britton moved, seconded by Mr. Daniels, LPA authorizes the Highland County Engineer to enter into an agreement with ODOT for HIG-TR 118-0.70 Gibler Rd. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-15** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 1000 County General fund in the amount of \$1,500.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-16** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize an additional appropriation from unappropriated funds within the 2540 Victim Witness Assistance fund in the amount of \$959.76. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-17** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the 1000 County General fund in the amount of \$2,494.07. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-18** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize an additional appropriation from unappropriated funds within the 2170 Probation Services Fund in the amount of \$73,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-19** Mr. Britton moved, seconded by Mr. Daniels, County Prosecutor declares the following items no longer needed by the County and obsolete, ORC 307-12(A)(1). Therefore, the Commissioners declare the listed items to be surplus property and no longer needed by the County, see attached list. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

## **CONTRACTS**

**#1** Commissioners, Greystone Systems, Inc., Highland County Treasurer – Standard Commercial Security Lease

**MOTION** Mr. Britton moved, seconded by Mr. Daniels, to approve the Highland County Treasurer's contract with Greystone Systems for the door swipe security. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**AUTHORIZE TO EXECUTE****Highland County Community Action Organization – CHIP PY2024 Home Written Agreement**

Commissioner Roades welcomed Ms. Rachel Engerstrom to speak on behalf of the Home Written Agreement. Ms. Engerstrom explained this was the last CHIP home project that would include 2024 funds. It will be a home rehab including new electrical installation, major plumbing issues, and bathroom accessibility will also be addressed. They will be placing a ramp outside of the home as well.

**MOTION** Mr. Britton moved, seconded by Mr. Daniels, to approve the Home Written Agreement for the CHIP program. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**MEETINGS/APPOINTMENTS**

9:30 a.m. – Julie Bolender – Update

Ms. Julie Bolender was present to present an annual report for the year 2024 about the Economic Development department. She highlighted major events that happened including manufacturing day, the STEEL conference, and the Manufacturing Ready course that was provided at the Workforce Development Center. Other things accomplished were organizing a Highland County Day at the Ohio Statehouse, working with the municipalities once the Appalachian Community Grant recipients were announced and awarded, and helping facilitate the Workforce Development Center and the classes and trainings that were hosted there. Heath Brown was welcomed on board, and she highlighted his accomplishments thus far working with all of our Highland County Schools, including soon working with the Hillsboro Christian Academy. After the update she introduced Phil Wilson of Sealrite and two of his employees, Tristan and Mahogany who completed the Manufacturing Ready course, and both gave praise for that program and how it has helped them tremendously at their jobs.

*Recess 9:25 a.m. // Reconvene 9:30 a.m.*

Commissioners took a picture with the individuals from Sealrite as well as Julie Bolender and Heath Brown.

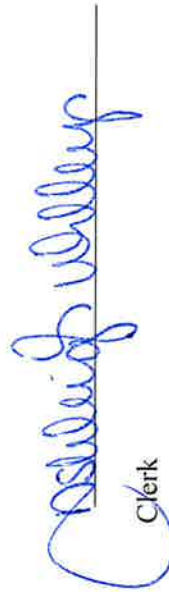
Commissioner Roades presented three quotes for painting at the Probation Department. The first quote received was from Ultra-Pro Painting in the amount of \$9,921.90. The second quote was from Victor Allen for \$11,960.00, and the third quote was from BNM Painting for \$7,780.00.

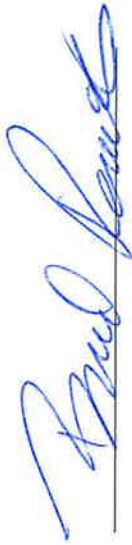
**MOTION** Mr. Britton moved, seconded by Mr. Daniels, to approve the quote for the apparent low bid – which would be BNM painting in the amount of \$7,780.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Recorder Chad McConaughy came in to discuss the Zoning documents submitted from his office. He explained that this was a document required to be sent per ORC. He stressed that this does not change any zoning and is just something that is sent to all township fiscal officers as well.

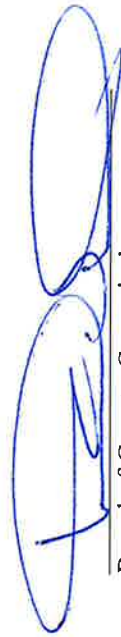
Auditor Butler was present as well to discuss the Sales Tax numbers for December. We are down 9% from last year on the month, but up 1% for the entire year. He also mentioned that tax rates were received on Friday, and he hopes to have those on the website no later than the end of next week. This will be 2024 pay 2025 which will be due on February 28<sup>th</sup>. Commissioner Daniels clarified that everyone needs to have a good understanding of these numbers. Auditor Butler reiterated that everyone would have a lower tax rate due to the JFS levy failing and millage being reduced.

**Meeting Adjourned at 9:44 a.m.**

  
Clerk







Board of County Commissioners  
Highland County, Ohio