

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 9:02 a.m. All documents referenced in the minutes are filed in the Commissioners' office and are available for review upon request.

**NOTE** Jeremy Ratcliff, Gene Myers, Rory Ryan, were present at the meeting.

**MOTION** Mr. Britton moved, seconded by Mr. Daniels, to approve the minutes from the previous 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 payment of Bill File No. 25-47. The total file amount paid was \$448,361.13. The total General Fund paid was \$121,403.34. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

## **RESOLUTIONS**

**Res No 25-285** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Veterans Services budget in the amount of \$3,600 from Health Insurance to Employee Salary. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-286** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Veterans Services budget in the amount of \$52.20 from Health Insurance to Medicare. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-287** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Veterans Services budget in the amount of \$5,700 from Health Insurance and Indigent Burials to Relief. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-288** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Veterans Services budget in the amount of \$5,500 from Travel, Equipment & Repair, and VA Transportation to Outreach. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-289** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Auditor budget in the amount of \$1,550 from Contracts & Services to Supplies and Other Expense. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-290** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize Melissa Wheaton from the Highland County Family Advocacy Center as an authorized credit card user. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-291** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize an additional appropriation to the Sheriff budget in the amount of \$4,299.36 to Salaries – Employees. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-292** Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a modification within Court of Appeals budget in the amount of \$217.37 from Equipment to Supplies. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-293** Mr. Britton moved, seconded by Mr. Daniels, Commissioners reduce the rate of property tax within the ten-mill limitation for Tax Year 2025 (Collectible in 2026) Pursuant to ORC 5705.313. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-294** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the Highland County Auditor the authority to adopt a Policy on Blanket Certificates, Blanket Purchase Orders, and Super Blanket Purchase Orders, adopted pursuant to ORC 5705.41(D). The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-295** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the Highland County Auditor, the authority to adopt a Policy on Cash Handling and Change Drawer Best Practices. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-296** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the Highland County Auditor, the authority to adopt a policy for Electronic Deposits. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-297** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the Highland County Auditor the authority to adopt a policy for the counties Pay-In Process, adopted pursuant to ORC 9.38. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

**Res No 25-298** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve the Highland County Auditor the authority to adopt a policy for Vendor ACH Payment Approval Process. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

November 19, 2025

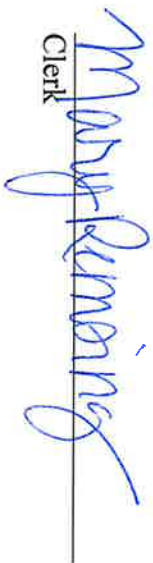
Journal 44 – Page 688

- 11/14/2025 – Lundrigan Law Group – Sewer Parcel 32-16-000-318.058/Our Family Campground EDU's
- 11/17/2025 – HCHS Newsletter
- 11/17/2025 – Lauren Shreve – RPHF Solid Waste District – Battery Recycling

**REPORTS**

- Dog Warden – Weekly Dog Count - 11/10/2025 – 11/16/2025*
- Dog Warden – Weekly Call Log – 11/10/2025 – 11/16/2025*

Meeting Adjourned at 11:52 a.m.

|                                                                                              |                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>Clerk | <br><br> |
|                                                                                              | Board of County Commissioners<br>Highland County, Ohio                                                                                                                                                                                                               |

**Res No 25-299** Mr. Britton moved, seconded by Mr. Daniels, Commissioners grant authorization for the listed “Then and Now” purchase orders from December 2, 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 25-300** Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve a budget modification within County Miscellaneous in the amount of \$1,200, from Group and Liability to Examination. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

#### **AUTHORIZE TO EXECUTE**

\*Change Order #2 – 2025 Highland County Chip Seal Program – Decrease Fog Seal by 7,510 SY @ \$0.90 = \$(-) 6,759.00

**MOTION** Mr. Daniels moved, seconded by Mr. Britton, to approve the change order as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

\*Change Order #4 – PID 117363 HIG TR 118-0.70 Gibler Road Bridge Replacement- This is to correct a mistake made of Change order #3

**MOTION** Mr. Daniels moved, seconded by Mr. Britton, to approve the change order as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

#### **DISCUSSION**

Mr. Roades announced that the commissioners will be heading to Columbus for the CCAO winter conference. Mr. Daniels added this allows the commissioners an opportunity to meet and talk with those throughout the State of Ohio whom they normally would not be able to.

Mr. Britton discussed the passing of Highland County Auditor Bill Fawley, our thoughts and prayers go out to Bill’s family during this difficult time.

#### **MEETINGS/APPOINTMENTS**

9:15 a.m. Bid Opening - Because He Lives Food Pantry Roof Replacement – CDBG PY 24

A bid opening was held at 9:15 a.m. for the CDBG Program Year 24, Because He Lives Food Pantry Roof Replacement. Three bids were submitted and are as follows:

Roof Lynx, LLC \$53,388.00  
Kelly & Carpenter Roofing \$69,199.13  
BK Contracting \$77,700.00

The bids will be reviewed by McCarty Associates. Commissioners plan to award the project next Wednesday per their recommendation.

9:20 a.m. Jeremy Radcliff – Executive Session 121.22(G)(1) to consider employee compensation.

**MOTION:** Mr. Daniels moved, seconded by Mr. Britton to enter executive session per ORC 121.22(G)(1) Roll Call: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

*Entered: 9:21 a.m./Exited: 9:55 a.m.*

10:00 a.m. Bid Opening - Records Center Relocation & High-Density Shelving

A bid opening was held for the Records Center Relocation & High-Density Shelving. Two bids were received and are as follows:

AADS Office Solutions (all options) \$681,220.00  
Tri-State Systems (all options) \$322,500.00

#### **CORRESPONDENCE**

11/14/2025 – Mark Zurada – OPRA Request: Bid Opening – HIG CR 5-C New Market Road Reconstruction and Resurfacing

11/17/2025 – Mark Zurada – OPRA Request: 2023 Highland County Chip Seal Program

11/18/2025 – Ohio Department of Administrative Services- New and Amended State of Ohio Contracts

11/19/2025 – Governor De Wine – Designated Scioto Brush Creek as Ohio's 12<sup>th</sup> State Scenic River  
11/20/2025 – Mark Zurada – OPRA Request: Highland County – Rocky Fork Lake WWTP Improvements  
11/20/2025 – Nick Cioli – Legislative Update: Property Tax Reforms Head to Governor  
11/20/2025 – Appalachian Regional Commission - IN THE REGION: \$9.2M to Recovery- Ready Workplaces  
11/20/2025 –Ohio Valley Regional Development Commission –Ohio Department of Development Housing Grants  
11/20/2025 – Governor De Wine – H20 Initiative now Covers more than half of the cropland Acres in Northwest Ohio: 2.5 million acres enrolled statewide.  
11/21/2025 – Governor DeWine- H2Ohio Invest \$500,000 in Columbus to Replace Lead lines at Childcare Facilities  
11/21/2025 – Governor DeWine- Governor's Appointments for November 21, 2025  
11/21/2025- Secretary of State- Frank LaRose- Issues Directive to County Board of Elections Following Adoption of New Bipartisan Congressional Map  
11/21/2025 – Governor DeWine – State, Local, and Federal Partners Announce Updated Plans for East Palestine First Responder Training Center  
11/21/2025 – Governor De Wine- Week in Review  
11/21/2025- Secretary of State La Rose- Week in Review  
11/23/2025 – Bill Reveal – Leak on road, 501 ½ Em Street, Martinsville. Has contacted Water Company  
11/23/2025 – Jason Thomas- Gov Deals  
11/24/2025 – Governor DeWine – Announces \$24 Million for Construction and Renovation Projects at Local Jails  
11/24/2025 – Governor DeWine- Unveils Renovated Nature Center at Caesar Creek State Park  
11/25/2025 – Micheal Atkinson – Permit Requirements in Washington Township  
11/25/2025 – Governor DeWine – Signd Bill into law, Issues Line-Item Veto  
11/26/2025 – EPA- Surface Water Division-TMDL Program -Draft East Fork Little Miami River Watershed  
11/26/2025 – Ohio Valley Regional Development Commission- latest economic and community development news for you  
11/28/2025 – Crystal White – Dog notification  
11/28/2025 – CCAO – America's 250<sup>th</sup> county boundary pin  
11/28/2025 – OFCF – Family Centered Services and Supports (FCSS) Annual Report  
11/28/2025 – Renee Bates – Brown County Humane Society Dog Shelter  
11/28/2025 - Secretary of State- Frank LaRose – Week in Review ending 11/28/2025.  
11/28/2025 – Lt. Gov. Tressel & Lt. Gov. Gilchrist II Place Wager on The Game  
11/28/2025 – Renee Prenatt-Bates – Dog Abandonment

## REPORTS

*Dog Warden- Weekly Dog Count - 11/17/2025- 11/23/2025*  
*Dog Warden- Weekly Call Log - 11/17/2025- 11/23/2025*  
*Prosecutor's DETAC Report-2025- 11/24/2025*  
*Sheriff's Office- Statement of Expenditures for Allowances for Month of November 2025*  
*Sheriff's Office- Credit/Procurement Card Expenditure Report for November 2025*  
*Sheriff's Office- Statement of Cost of Prisoners Meals for November 2025*  
*Dog Warden- Weekly Dog Count - 11/24/2025- 11/30/2025*  
*Dog Warden- Weekly Call Log - 11/24/2025- 11/30/2025*

**Meeting Adjourned at 10:44 a.m.**

*Maureen*  
Clerk

*Frank LaRose*  
*Timothy*  
*[Signature]*  
Board of County Commissioners  
Highland County, Ohio