

**SEPTEMBER 9 – MEETING 37
VOLUME 27**

The Ross County Board of Commissioners met on this day, September 9, 2024, in regular session.

Commissioner Dwight Garrett called the meeting to order at 9:00 a.m., with Commissioners James E. Lowe and Jack A. Everson, in attendance.

Commissioner Garrett led the Pledge of Allegiance.

MINUTES APPROVED

Mr. Lowe moved, Mr. Everson seconded, the minutes of the September 3, 2024, meeting be approved as submitted. On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

BILLS APPROVED FOR PAYMENT

Mr. Everson moved, Mr. Lowe seconded, the following bills of the county be approved for payment:

DEPARTMENT	DESCRIPTION	TOTAL VALUE
Adult Probation	Fuel Purchases for Aug. 2024	240.44
Auditor	Operating Expenses	10000
Auditor	google cloud- G Suite	2143.7
Auditor	project number - 13A84ROSS-	3100
Auditor	2024 Service Agreement	165
Auditor	2024 Cebco Insurance Paymen	1005712.92
Auditor	Utilities	657.34
Auditor	Atty Fees- Juvenile Court	622.5
Auditor	Atty Fees- Juvenile Court	360
Auditor	Atty Fees- Juvenile Court	1057.5
Auditor	Atty Fees- Juvenile Court	525
Auditor	Atty Fees- Juvenile Court	182.6
Auditor	Atty Fees- Juvenile Court	1102.5
Auditor	front end align/oil change-we	153.9
Automatic Data Processing Bo	2024 Westside Media	48.75
Automatic Data Processing Bo	2024 Horizon	4196.13
Board of Elections	Phone installation	7876.46
Board of Elections	Canon Copier Contract Pymt	242.25
Board of Elections	BRM Annual maintenance	1020
Board of Elections	Envelopes	1613
Board of Elections	Toner & Drum	3245.44
Board of Elections	Shirts	34
Building Department	contract services 10% zoning/p	678.19
Building Department	Contract Services	18.1
Building Department	Contract Services	703.47
Building Department	Supplies	85.98
Building Department	Other Expenses	22
Building Department	Contract Services	8662.5
Clerk of Courts	bottled water	24.25
Clerk of Courts	OFFICE SUPPLIES	105.02
Clerk of Courts	OFFICE SUPPLIES	42.66
Commissioners	Northview Ditch Maint	195
Commissioners	104 Sewer Project Consulting S	56353.5
Commissioners	Painting Board of Education	12900
Commissioners	Painting BMV & Title Dept.	74.96
Commissioners	Legal Council CRA - Cohen	5450
Commissioners	Carpet Cleaning	8500.8
Commissioners	Misc. Supplies SC	304.01
Commissioners	Janitorial Supplies	129.05
Commissioners	Water 33 Main St. LCNB	276.8
Commissioners	Water 1226, 1606, 1234 Stone	128.28
Commissioners	Water 847 Fairgrounds Road	57.93
Commissioners	Water 20 Old Elm Road	55.73
Commissioners	SCJDC Monthly Services	85660.58
Common Pleas Court #1	coffee, legal pads, bowls, and	83.49
Common Pleas Court #1	Mileage reimb. for Judge Wall	43.68
Common Pleas Court #2	Supplies	633.72
Common Pleas Court #2	other expenses	50
Coroner	accreditation dues/membership	1672.43
Coroner	Various Needs	618.14
Emergency Management	fuel/maintenance-county vehicle	212.37
Emergency Management	operations-supplies	447.8
Engineer	Equipment Parts, repairs, etc.	66.32
Engineer	Equipment Parts, repairs, etc.	19.74
Engineer	Road Materials	74.3
Engineer	Eq. Parts, repairs etc.	2037
Engineer	Equipment Parts, repairs, etc.	812.63
Engineer	Equipment Parts, repairs, etc.	301.9
Engineer	Equipment Parts, repairs, etc.	6.98
Engineer	Equipment Parts, repairs, etc.	700
Engineer	Equipment Parts, repairs, etc.	35
Engineer	Contract projects	3500
Engineer	Eq. Parts & Repairs	567.42
Engineer	Equipment Parts, repairs, etc.	401.25
Engineer	Equipment Parts, repairs, etc.	114.18
Engineer	Equipment Parts, repairs, etc.	55
Engineer	Eq. Parts, repairs etc.	2212.68

DEPARTMENT	DESCRIPTION	TOTAL VALUE
Engineer	Road Materials	1105.81
Engineer	Brother HL-L3280CDW printer	290.24
Engineer	Eq. Parts, repairs etc.	2161.26
Engineer	2024 Co. & Twp. Paving-Total	371075.64
Juvenile Court	GRANT ADMIN	117.34
Juvenile Court	OHMAS CONTRACT	1020
Juvenile Court	GRANT ADMIN	40.35
Juvenile Court	ELECTRONIC, GPS, AOD MO	1188
Juvenile Court	LIGHTHOUSE CJJS	5416.67
Juvenile Court	LIGHTHOUSE CJJS	1424.52
Juvenile Court	LYS DAYTREATMENT DIGIT	2916.67
Juvenile Court	OHMAS OTHER	50
Juvenile Court	OHMAS OTHER	50
Juvenile Court	ELECTRONIC, GPS, AOD MO	1078
Juvenile Court	Juvenile - Office Supplies	64.95
Juvenile Court	Archive Scanning - 10k/month (10000
Juvenile Court	Juvenile - Mileage Reimburse	52
Juvenile Court	Probation - Mileage Reimburse	1030.64
Juvenile Court	CASA Misc. Other	94.97
Juvenile Court	CASA Misc. Other	226.5
Juvenile Court	Juvenile Misc. Other	10
Juvenile Court	OHMAS OTHER	951.8
Law Library	online/software subscription d	2097.9
Law Library	SUBSCRIPTION - ACCT# 100	2080
Planning Commission	2023 Septic Repair Replacem	14641
Planning Commission	2023 Septic Repair Replacem	414.21
Planning Commission	HOME CHIP 2022 Admin B-C	9332
Planning Commission	CDBG CHIP 2022 FAIR HOUS	1666
Probate Court	Probate - Office Supplies	858.62
Probate Court	Indigent Guardian Attorney Fee	1200
Prosecuting Attorney	gfc printer lease, base charge d	247
Prosecuting Attorney	Online Search	688
Prosecuting Attorney	gfc printer lease, base charge d	378.57
Ross County Court System	Legal Research- LexisNexis sub	408
Ross County Court System	2024 Supervised Visitations S	2277.13
Ross County Court System	Smead folders & color toner	0.2
Ross County Court System	BUSINESS INTERNET 8/25-9	159.98
Ross County Court System	Legal Research-Westlaw Subsc	317.98
Sheriff	OTHER COSTS	95
Sheriff	Contract Services	410
Sheriff	Contract Service	328
Sheriff	Contract Services	1920
Sheriff	Contract Services	250
Sheriff	medical services	4707.08
Sheriff	Other Expenses	2430
Sheriff	other expenses	136.3
Sheriff	OTHER COSTS	1750
Sheriff	other expenses - Fair Share	250
Sheriff	OTHER COSTS	1639.09
Sheriff	2023 JG A01 6494 COSTS	166.1
Sheriff	confidential funds - fair share	5000
Sheriff	confidential funds	1435
Sheriff	Utilities	2554.49
Sheriff	training	425
Sheriff	other expenses	1492.25
Sheriff	Training Cost	250
Sheriff	Utilities	4069.37
Sheriff	Contract Services	90.85
Sheriff	other expenses	524
Sheriff	other expenses	777.85
Sheriff	2023 JG A01 6494 COSTS	262.27
Veterans Service Commission	supplies	780
Veterans Service Commission	Contracts, service & repairs	48.04
Veterans Service Commission	Groceries & Supplies	5110.76
Veterans Service Commission	Food & Supply assistance	1019.74
VOCA	telephone	29.85
VOCA	telephone	139.42
		\$1,728,103.72

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

THEN & NOW CERTIFICATES APPROVED

Mr. Everson moved, Mr. Lowe seconded, the Ross County Board of Commissioners approve "Then & Now" Certificates, dated August 26 through September 9, 2024, in the amount of \$10,293.69 prepared by the Office of the Ross County Auditor and certified by the auditor as to the appropriation of funds for the purpose of encumbering the sum of the contract(s) or order(s) outlined therein, or the imminent collection of funds for credit to the appropriated fund(s) of the county, and as to the availability of funds for transfer within the appropriate department(s).

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

APPROPRIATION OF FUNDS

Mr. Lowe moved, Mr. Everson seconded, to appropriate \$8,694,417.26 from Cash Rt. 104 Sewer Project fund into account code 650-01-00-7104 Contract Services Union Heights Subdivision Sewer District (ARPA) and \$7,000.00 from Rt. 104 Sewer Project fund into account code 650-01-00-7103 Contract Services MS Consultants (ARPA), per a request of September 3, 2024, from the Ross County Commissioners.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

Mr. Everson moved, Mr. Lowe seconded, to appropriate \$110,000.00 from General fund into account code 100-01-00-7105 Contract Services Comprehensive Plan, per a request, of September 3, 2024 from the Ross County Planning & Development.

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

TRANSFER OF FUNDS

Mr. Lowe moved, Mr. Everson seconded, to transfer \$400.00 from account code 100-00-00-7134 Taxes & Assessments, into account code 100-00-00-7108 Audit Expense and \$500.00 from account code 100-02-00-7150 Supplies into account code 100-02-00-7100 Travel, per a request September 3, 2024 from the Ross County Auditor.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

SOUTH CENTRAL OHIO REGIONAL JUVENILE DETENTION CENTER INVOICE

Mr. Lowe moved, Mr. Everson seconded, to approve the invoice from South Central Ohio Regional Juvenile Detention Center for services rendered in the month of August at a cost of \$85,660.58.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

MEMBER APPOINTED ROSS COUNTY FLOOD DAMAGE PREVENTION REGULATIONS VARIANCE BOARD

Mr. Lowe moved, Mr. Everson seconded, the Ross County Board of Commissioners appoint Clifford Bugg, as member of the Ross County Flood Damage Prevention Regulations Variance Board, commencing September 3, 2024 through May 31, 2026.

On call of the roll, the vote was: Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

MEMBER APPOINTED PLEASANT VALLEY REGIONAL SEWER BOARD

Mr. Everson moved, Mr. Lowe seconded, the Ross County Board of Commissioners reappoint Charles Scherer, as member of the to the Pleasant Valley Regional Sewer District as representative, commencing September 26, 2024 for a three year term through September 25, 2027.

On call of the roll, the vote was: Mr. Lowe, yes; Everson, yes; Mr. Garrett, yes. Motion carried.

The following resolutions were passed at the regular meeting of the Ross County Board of Commissioners, August 19, 2024, with Dwight A. Garrett, James E. Lowe, and Jack A. Everson in attendance.

RESOLUTION 037-24

The Board of County Commissioners of Ross County, Ohio, met in regular session on the 3rd day of September, 2024, at the office of the Board of County Commissioners. The following members were present: Dwight A. Garrett, James E. Lowe, and Jack A. Everson.

WHERE AS, the Ross County Board of Commissioners entered into a sub-grant agreement with the Ross County Recorder for American Rescue Plan Act Funding through the US Department of the Treasury November 2021;

WHERE AS, the Ross County Board of Commissioners agreed to provide additional American Rescue Act funds to the Ross County Recorder for Staff to Index and Digitize Documents, once the first round of funds were expended;

WHERE AS, the Ross County Board of Commissioners will sub-grant the Ross County Recorder an additional \$225,000.00 to hire staff to Index and Digitize Documents;

WHERE AS, the Ross County Recorder shall provide monthly reporting as required as part of the sub-grant agreement;

NOW THEREFORE BE IT RESOLVED, this resolution shall be effective September 9, 2024 and expire December 31, 2026;

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

RESOLUTION 040-24

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the Ross County Board of Commissioners has elected to participate in the pursuit of funding from the Ohio Public Works Commission, and according to the provisions of State Issue 1, must name or authorize one or more individuals to prepare, sign and submit applications and execute contracts for the funding source; now, there, be it

RESOLVED, that the said Board of County Commissioners designates Charlie Ortman, Engineer of Ross County, Ohio, as the person empowered on its behalf to prepare and submit applications for Issue 1 funding, round 39/FY 2026, to the Ohio Public Works Commission, and further designates Dwight A. Garrett, president of the Board of Commissioners of Ross County, Ohio as the person empowered on its behalf to execute all applications and contracts relative to Ohio Public Works Commission administered funding.

Adopted this 9 day of September, 2024

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

RESOLUTION 041-24

Ross County Government: Secure Disposal of Retired Computer Equipment Policy

Purpose: The purpose of this policy is to establish procedures for the secure disposal of computers and electronic devices that are no longer in service to ensure that all data is properly and securely destroyed, thereby protecting sensitive information and complying with relevant legal standards.

Scope: This policy applies to all departments within Ross County Government that handle the retirement and disposal of computer equipment, including desktops, laptops, servers, and any storage devices (e.g., hard drives, SSDs, USB drives) used within the government infrastructure.

Policy Statement: All data stored on computers or electronic devices that are retired from service must be either physically destroyed or digitally sanitized in accordance with the standards set forth in this policy.

Procedures:

1. Inventory and Assessment:

- Upon deciding to retire a computer or electronic device, the responsible department must record the device in the county's IT asset management system.
- The department must assess whether the device contains any sensitive or confidential information.

2. Data Destruction Methods:

- **Physical Destruction:** If a device is not intended for reuse or resale, its storage media (e.g., hard drives, SSDs) must be physically destroyed.

Acceptable methods of physical destruction include:

- Shredding: Using a certified hard drive shredder to completely destroy the drive.
- Crushing: Utilizing a hard drive crusher to break the internal components of the drive.
- Degaussing: Applying a degausser to disrupt the magnetic fields of the drive, rendering data unreadable.

- **Digital Destruction (Sanitization):** If a device is to be repurposed, resold, or donated, its data must be sanitized using approved software tools that meet or exceed the NIST SP 800-88 standards for media sanitization. Methods include:

- Overwriting: Using software to overwrite all data on the drive with random or predetermined patterns.
- Cryptographic Erase: Using encryption methods to make data irretrievable by destroying the encryption key.

3. Third-Party Disposal:

- If a third-party vendor is contracted to perform data destruction services, the vendor must be certified and comply with all applicable regulations, including NIST SP 800-88.
- A "Certificate of Destruction" from the third party must be obtained and retained by the county.

Responsibilities:

- **IT Department:** Responsible for the overall management and implementation of the data destruction process, including maintaining the IT asset inventory and performing or overseeing data destruction.
 - **Department Heads:** Ensure that retired devices within their departments are handled in accordance with this policy.
 - **Employees:** Must comply with all guidelines and procedures outlined in this policy.
- Effective Date:** This policy is effective as of September 9, 2024 and supersedes all previous policies related to the disposal of computer equipment.

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

RESOLUTION 042-24**A Resolution of Ross County Supporting the Ohio Commission for the United States Semi-Quincentennial (AMERICA 250-OH)**

WHEREAS, The Ohio General Assembly and Governor created AMERICA 250-OH in Ohio Revised Code Section 149.309 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; AND

WHEREAS, AMERICA 250-OH strives to engage ALL Ohioans and ALL 88 counties through a variety of programs, projects and events through 2026 by inspiring future leaders and celebrating Ohio's contributions to the nation over the past 250+ years; AND

WHEREAS, Ross County has much to contribute to the nation's 250th anniversary including our establishment in August 20, 1798, being named after James Ross, Federalist Senator from Pennsylvania and Chillicothe becoming the county seat in 1796 and serving as the first and third capital of Ohio, 1803-1816. Ross County is home to numerous mounds and earthworks of the Adenas and Hopewell Indians, recently being named as a World Heritage destination; AND

THEREFORE, BE IT RESOLVED THAT Ross County hereby establishes a local AMERICA 250-Ross County Committee made up of a diverse group of citizens to work with AMERICA 250-OH on any and all activities within Ross County. The participants of the Ross County Committee will be strictly voluntary roles and there will be no compensation for participation; AND

FURTHER RESOLVED, the County Commission agrees to designate one or more county liaisons within 30 days of the adoption of this Resolution who will serve as the point of contact for all local organizations, stakeholders, and communities within their county; AND

FURTHER RESOLVED, that a copy of this resolution be sent to the Ross County legislative delegation and AMERICA 250-OH Commission headquartered at 41 S. High St., Suite 250, Columbus, OH 43215.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

APPALACHIAN COMMUNITY GRANT PROGRAM CONTRACTS BETWEEN OWNER AND AMERICAN STRUCTUREPOINT

Mr. Lowe moved, Mr. Everson seconded, Mr. Garrett be authorized to sign on the Commissioners behalf, ACGP contracts between the Ross County Board of Commissioners and the project architect American Structurepoint, Inc., for the project: UNESCO Sites at a total cost of \$539,725.00. This agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

APPALACHIAN COMMUNITY GRANT PROGRAM CONTRACTS BETWEEN OWNER AND

Mr. Everson moved, Mr. Lowe seconded, Mr. Garrett be authorized to sign on the Commissioners behalf, ACGP contracts between the Ross County Board of Commissioners and the project architect Designing Local LTD., for the project: Southeast Ohio History Center Implementation at a total cost of \$2,639,453.00, Black Horse Inn Underground Railroad Museum Rehabilitation at a total cost of \$3,901,017.00, and Chauncey Streetscape for a total cost of \$188,478.00. This agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

APPALACHIAN COMMUNITY GRANT PROGRAM CONTRACTS BETWEEN OWNER AND ORCHARD HILTZ & MCCLIMENT INC

Mr. Lowe moved, Mr. Everson seconded, Mr. Garrett be authorized to sign on the Commissioners behalf, ACGP contracts between the Ross County Board of Commissioners and the project architect Orchard Hiltz & McCliment, Inc., for the project: Felson Park, Greenfield Ohio for a total cost of \$5,371,410.00. This agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

APPALACHIAN COMMUNITY GRANT PROGRAM CONTRACT BETWEEN OWNER AND SCHOOLEY CALDWELL ASSOCIATES

Mr. Everson moved, Mr. Lowe seconded, Mr. Garrett be authorized to sign on the Commissioners behalf, ACGP contracts between the Ross County Board of Commissioners and the project architect Schooley Caldwell Associates, Inc. for the project Historic Monroe Theatre Renovation, at a total cost of \$600,000.00. This agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

GFC LEASING ADULT PROBATION

Mr. Lowe moved, Mr. Everson seconded, Mr. Garrett be authorized to sign on the Commissioners behalf, a contract with GFC Leasing Image Care, for eight (8) copiers for various departments in the courts, for a 60 month lease at \$1,451.68 monthly.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

WATER POLLUTION CONTROL LOAN FUND PAYMENT REQUEST

Mr. Everson moved, Mr. Lowe seconded, to approve a pay request for the WPCLF loan fund for two soil evaluations, 2177 W. Junction Road and 10976 Charleston Pike, for the amount of \$800.00.

On call of the roll, the vote was: Mr. Lowe, yes; Mr. Everson, yes; Mr. Garrett, yes. Motion carried.

NATIONWIDE CONTRACTORS LLC PROPOSAL

Mr. Lowe moved, Mr. Everson seconded, to accept the proposal for mill work, crack seal and sealing the parking lot behind the Ross County Law Enforcement Center for a cost of \$7,720.00.

On call of the roll, the vote was: Mr. Everson, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

OTHER BUSINESS

Josh Hettinger, Chief Building Inspector – discussed the need for the building department to become certified as a Residential Building Department.

Erica Tucker, Lauren Shreve, RPHF – discussed the issue of no longer supporting an Outreach position in Ross County. Litter Control will still receive \$10,000.00 and the Revolving Loan Fund will still provide \$15,000.00 for programming.

The Data Processing Board met

Airport Fixed Base Operator – Steven Ingle, Steve Houseman, Keith Putnam and Brent Dryden discussed how, as pilots, they thought the airport could be made more aviation friendly.

ADJOURN

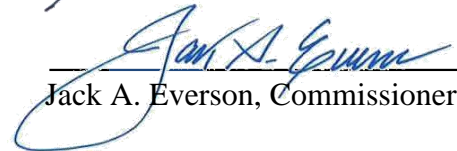
Mr. Dwight A. Garrett, President, adjourned the regular meeting of September 9, 2024, at 12:10 a.m. Board of Commissioners of Ross County, Ohio



Dwight A. Garrett, President



James E. Lowe, Vice President



Jack A. Everson, Commissioner