

June 21, 2022 – MEETING 25  
VOLUME 25

MEETING

The Ross County Board of Commissioners met on this day, June 21, 2022, in regular session.

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

Commissioner Garrett led the Pledge of Allegiance.

MINUTES APPROVED

Mr. Corcoran moved, Mr. Lowe seconded, the minutes of the June 13, 2022, meeting, be approved as submitted.

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

BILLS APPROVED FOR PAYMENT

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

PAY TO NAME	CURRENT QUEUE	SCHEDULED PAY DATE	TOTAL VALUE				
Thomson Reuters - West	Commissioners Approval	6/20/2022	223.98	Wex Bank	Commissioners Approval	6/20/2022	230.76
Ace Truck Body, Inc.	Commissioners Approval	6/20/2022	326.57	Glacier Mountain Bottled Water	Commissioners Approval	6/20/2022	15.50
AG-PRO OHIO, LLC	Commissioners Approval	6/20/2022	269.76	Office City Express	Commissioners Approval	6/20/2022	331.86
Airgas Great Lakes	Commissioners Approval	6/20/2022	1281.28	Parcel N Post Express	Commissioners Approval	6/20/2022	24.04
B & C Communications	Commissioners Approval	6/20/2022	4590.00	Shanna Hayton	Commissioners Approval	6/20/2022	834.60
Bane-Welker Equipment, LLC	Commissioners Approval	6/20/2022	277.89	Lowe's	Commissioners Approval	6/20/2022	94.99
Cintas Corporation # 530	Commissioners Approval	6/20/2022	907.06	Sprint PCS	Commissioners Approval	6/20/2022	63.63
M&M Fabrication	Commissioners Approval	6/20/2022	152.14	Wex Bank	Commissioners Approval	6/20/2022	111.39
M&M Fabrication	Commissioners Approval	6/20/2022	832.86	Insight Public Sector, Inc	Commissioners Approval	6/20/2022	354.10
S & S Aggregates	Commissioners Approval	6/20/2022	1360.86	Fayette County Commissioners	Commissioners Approval	6/20/2022	42551.22
Modern Office Methods, Inc.	Commissioners Approval	6/20/2022	413.44	Welch, David Michael	Commissioners Approval	6/20/2022	760.00
Moore, Greg	Commissioners Approval	6/20/2022	1000.00	Cottrell, Treiva J.	Commissioners Approval	6/20/2022	1161.00
The Ohio Bridge Corp	Commissioners Approval	6/20/2022	9890.00	Jonina Johnson	Commissioners Approval	6/20/2022	540.00
Old Canal Stop	Commissioners Approval	6/20/2022	30.00	Stencycle, Inc.	Commissioners Approval	6/20/2022	150.00
Sargent Sales & Rentals	Commissioners Approval	6/20/2022	110.89	Insight Public Sector, Inc	Commissioners Approval	6/20/2022	71.14
Scioto Shoe Mart	Commissioners Approval	6/20/2022	170.98	Premier Health Care Services, Inc.	Commissioners Approval	6/20/2022	37755.11
Tim's Tires & Accessories	Commissioners Approval	6/20/2022	193.00	Adena Health System	Commissioners Approval	6/20/2022	21.14
Tow Path Materials	Commissioners Approval	6/20/2022	247.00	Columbus Radiology Corp.	Commissioners Approval	6/20/2022	115.24
Unifirst First Aid Corp	Commissioners Approval	6/20/2022	346.62	Emergency Professional Services, Inc	Commissioners Approval	6/20/2022	88.90
World Fuel Services, Inc	Commissioners Approval	6/20/2022	2079.00	Trinity Services Group	Commissioners Approval	6/20/2022	16099.78
Diebold, Inc.	Commissioners Approval	6/20/2022	1188.35	Downtown Auto Body Repair, Inc.	Commissioners Approval	6/20/2022	1353.96
Glacier Mountain Bottled Water	Commissioners Approval	6/20/2022	15.50	Insight Public Sector, Inc	Commissioners Approval	6/20/2022	418.92
Rumpke Of Ohio, Inc	Commissioners Approval	6/20/2022	137.12	Galls, LLC	Commissioners Approval	6/20/2022	57.84
Chillicothe Steel Co.	Commissioners Approval	6/20/2022	2575.00	Rumpke Of Ohio, Inc	Commissioners Approval	6/20/2022	813.16
Scioto Shoe Mart	Commissioners Approval	6/20/2022	130.48	Horizon Chillicothe Telephone	Commissioners Approval	6/20/2022	3089.88
Printex Printing	Commissioners Approval	6/20/2022	755.00	DTB Distributors, Inc.	Commissioners Approval	6/20/2022	199.56
Glacier Mountain Bottled Water	Commissioners Approval	6/20/2022	29.00	DTB Distributors, Inc.	Commissioners Approval	6/20/2022	187.10
Appraisal Research Corp.	Commissioners Approval	6/20/2022	3591.00	DTB Distributors, Inc.	Commissioners Approval	6/20/2022	29.10
First Communications, LLC	Commissioners Approval	6/20/2022	22.73	JR Brooks	Commissioners Approval	6/20/2022	36.00
Robyn M Brewster	Commissioners Approval	6/20/2022	493.31	VISA	Commissioners Approval	6/20/2022	378.00
American Electric Power	Commissioners Approval	6/20/2022	69.93	VISA	Commissioners Approval	6/20/2022	152.64
Fried, Claire R. Attorney At Law	Commissioners Approval	6/20/2022	125.00	Horizon Chillicothe Telephone	Commissioners Approval	6/20/2022	1426.36
Lighthouse Youth Services	Commissioners Approval	6/20/2022	5416.67	American Electric Power	Commissioners Approval	6/20/2022	216.41
Paper City Mentoring Project	Commissioners Approval	6/20/2022	1250.00	Sutherlands Radiator Service	Commissioners Approval	6/20/2022	90.00
Office Depot Inc.	Commissioners Approval	6/20/2022	297.80	Staff Source Inc.	Commissioners Approval	6/20/2022	634.80
Speirs, Tammy	Commissioners Approval	6/20/2022	96.00	Bevins, Walter A.	Commissioners Approval	6/20/2022	585.00
Clevenger, Leah	Commissioners Approval	6/20/2022	1542.75	Miranda Riddle	Commissioners Approval	6/20/2022	15.00
Horizon Chillicothe Telephone	Commissioners Approval	6/20/2022	219.61	Modern Leasing	Commissioners Approval	6/20/2022	112.37
Habegger Corp.	Commissioners Approval	6/20/2022	11.14	Rutherford, Chase Colin	Commissioners Approval	6/20/2022	1350.00
Worly Plumbing Supply, Inc.	Commissioners Approval	6/20/2022	314.02	Pike Co. Recovery Council	Commissioners Approval	6/20/2022	250.00
Bright Solutions of Ohio, Inc.	Commissioners Approval	6/20/2022	6050.00	Integrated Services of Appalachian Ohio	Commissioners Approval	6/20/2022	5400.00
Coppel Coal & Supply Co.	Commissioners Approval	6/20/2022	16.40	Appraisal Research Corp.	Commissioners Approval	6/20/2022	1655.00
Car Supply Chillicothe	Commissioners Approval	6/20/2022	26.68	Office City Express	Commissioners Approval	6/20/2022	389.56
Advanced Services	Commissioners Approval	6/20/2022	828.80	Rutherford, Chase Colin	Commissioners Approval	6/20/2022	125.00
Tim's Tires & Accessories	Commissioners Approval	6/20/2022	15.00	Bunstine Law Office	Commissioners Approval	6/20/2022	181.80
Sports Plus	Commissioners Approval	6/20/2022	90.00	Rutherford, Chase Colin	Commissioners Approval	6/20/2022	1230.00
State Electric Supply, Inc.	Commissioners Approval	6/20/2022	178.80	Master Locksmith and Safe Service, Inc	Commissioners Approval	6/20/2022	6.00
Emergency Services Marketing Corp, Inc.	Commissioners Approval	6/20/2022	11241.82	Treasurer, State of Ohio	Commissioners Approval	6/20/2022	1189.11
First Communications, LLC	Commissioners Approval	6/20/2022	6.00	American Electric Power	Commissioners Approval	6/20/2022	60.70
Jessica Ott	Commissioners Approval	6/20/2022	160.77	Bevins, Walter A.	Commissioners Approval	6/20/2022	487.50
Office Depot Inc.	Commissioners Approval	6/20/2022	108.33	Blosser, Jeffery M.	Commissioners Approval	6/20/2022	318.00
Ohio Secretary of State	Commissioners Approval	6/20/2022	390.00	Sedgwick Claims Management Services, Inc	Commissioners Approval	6/20/2022	1164.00
Graphic Village LLC	Commissioners Approval	6/20/2022	370.00	Ross Co. Water Company	Commissioners Approval	6/20/2022	14.50
Pinney Bowes, Inc	Commissioners Approval	6/20/2022	162.24	Ross Co. Water Company	Commissioners Approval	6/20/2022	21.86
Election Systems & Software, Inc.	Commissioners Approval	6/20/2022	426.76	Ross Co. Water Company	Commissioners Approval	6/20/2022	21.86
Election Systems & Software, Inc.	Commissioners Approval	6/20/2022	1795.00	American Electric Power	Commissioners Approval	6/20/2022	24.21
Cutright, James K.	Commissioners Approval	6/20/2022	200.00				\$232,803.78
Meachem, Chelsea	Commissioners Approval	6/20/2022	1107.15				
Rutherford, Chase Colin	Commissioners Approval	6/20/2022	1710.00				
Lighthouse Youth Services	Commissioners Approval	6/20/2022	1479.13				
Changepoint Learning LLC	Commissioners Approval	6/20/2022	2200.00				
Office City Express	Commissioners Approval	6/20/2022	66.18				
Roger Hemming Contractor LLC	Commissioners Approval	6/20/2022	10062.00				
Make Paper Digital, LLC	Commissioners Approval	6/20/2022	10000.00				
Magana-Harris, Erika L.	Commissioners Approval	6/20/2022	568.75				
Axis Forensic Toxicology	Commissioners Approval	6/20/2022	370.00				
Lexis-Nexis Risk Data Management Inc.	Commissioners Approval	6/20/2022	105.00				
International Assoc. of Coroners/Medical Examiners	Commissioners Approval	6/20/2022	300.00				
Mark A Gray	Commissioners Approval	6/20/2022	19.00				
Kent Harshbarger, M.D.	Commissioners Approval	6/20/2022	7000.00				
Fried, Claire R. Attorney At Law	Commissioners Approval	6/20/2022	750.00				
Horizon Chillicothe Telephone	Commissioners Approval	6/20/2022	635.36				
First Communications, LLC	Commissioners Approval	6/20/2022	12.58				
Compass Integration LLC	Commissioners Approval	6/20/2022	6183.69				
Horizon Business Systems	Commissioners Approval	6/20/2022	125.00				

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

THEN & NOW CERTIFICATES APPROVED

Mr. Lowe moved, Mr. Corcoran seconded, the Ross County Board of Commissioners approve "Then & Now" Certificates, dated June 13 through June 21, 2022, in the amount of \$23,575.00 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. Corcoran, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.

SOCIAL NETWORKING POLICY APPROVED

Mr. Corcoran moved, Mr. Lowe seconded, to adopt the following Social Networking Policy.

- A. Purpose: The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee’s actions and its impact on the Employer when using social networking sites on and off duty. Moreover, this policy is intended to ensure efficient use of employee time and to minimize any distraction from an employee’s assigned tasks and duties. It will also allow the Employer to ensure that Employer rules are followed and all employees are treated fairly and consistently.
- B. Scope: All employees will be subject to and held accountable for any conduct outlined in this policy. This policy works in conjunction with other related personnel policies and procedures.
- C. Consent: An employee’s use of such technology constitutes consent to being monitored by the Employer.
- D. Social networking refers to the use of websites such as, but not limited to, Facebook, Myspace, Twitter, LinkedIn, etc. For purposes of this policy, blogs and other internet forums of communication will also be considered incorporated. Nothing in this policy is meant to prohibit access to any website or blog which may be work-related.
- E. Policy:

1. On Duty Conduct – While at work, an employee may only access social networking websites, blogs and/or other internet forums of communication during non-working time (i.e., breaks). Access during working time is strictly prohibited, without permission of the Employer (e.g., Department Head). This includes access from a personal mobile device (e.g., Blackberry device, Smartphone, iPhone, etc.) during an employee’s hours of work. Employees found to have violated this policy may be subject to discipline up to and including termination.

2.

On/Off Duty Conduct – An employee enjoys no expectation of privacy to information posted into cyberspace even while off duty. This includes anything posted to a social networking website, blog, or other similar internet forum of communication. Although information may be posted to a “private” webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use “common-sense” when posting comments, photos, opinions, or any other information related to his or her employment. By no means is this policy meant to infringe upon an individual’s First Amendment rights; however, the employee should be aware that anything that reflects negatively on the Employer or its mission may be used as grounds for discipline up to and including termination. Examples of prohibited conduct include, but are not limited to, the following:

a.

Posting one’s photograph while wearing the Employer’s uniform (or other similar attire, which could be misidentified as the official uniform).

b.

Posting pictures, videos, or comments that are insubordinate with respect to the employee’s employment.

c.

Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior.

d.

Knowingly or recklessly posting false information about the Employer, supervisors, coworkers, public officials, or those who have a relationship with the Employer. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.

e.

Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.

f.

Posting pictures, videos, or comments that are sexual, violent, offensive, harassing, or pornographic in nature along with any reference to the Employer or individual’s employment.

g.

Posting personal pictures, videos, while on county property or in a county vehicle.

3.

Employees shall not imply they are speaking on behalf of the Employer and shall include a disclaimer when speaking on certain matters affecting the Employer or the employee’s employment. Employees must have permission from their Department Head prior to posting or transmitting any pictures, videos, text, etc., while on duty referring or related to their work as an employee of Ross County.

4.

Confidential Information – An employee shall not disclose any work-related confidential or proprietary information on any social networking website, blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record’s request.

5.

Employees should address work-related gripes with the Employer and proper designee and should not use cyberspace as a forum for such communication.

6.

Employees found to have violated any part of this policy may be subject to discipline up to and including termination.

7.

This policy shall not infringe upon an employee’s rights under R.C. 4117.

8.

Any deviation from the above policy shall be approved by the Employer.
- June 2022
- Any questions regarding the policy should be directed to the employee’s immediate supervisor.
- Acknowledgement
- I, \_\_\_\_\_, have received and read the Social Networking Policy. I understand that I am required to abide by the policy and may be subject to discipline up to and including termination for violations. I realize any question concerning my conduct or use of such website should be addressed to my immediate supervisor.
- \_\_\_\_\_

Name

\_\_\_\_\_

Date
- The County supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages, social media posts or other forms of electronic communication extend to employees revealing confidential information about the County or its employees, or engaging in posting inappropriate material about the County or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action up to and including termination. Employees shall not post on personal social media accounts, either on a County computer/cell phone, or personal computer/cell phone, unless permitted by a Supervisor. Employees are reminded to be careful of the information they disclose on the internet, including social media sites. Employees are cautioned that postings made on agency owned social media sites, as well as, personal social media sites may be subject to Ohio's public records laws, as well as, provisions of the Constitution, including the First Amendment. The following uses of social media are strictly prohibited, whether on or off duty:
1.

Comments or displays about coworkers, supervisors or the County that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the County's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.

2.

Statements or uses of the County's logo which are slanderous or detrimental, including evidence of the misuse of the County's authority, information, insignia or equipment.

3.

Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the County. Unprofessional communication also includes that which the County could demonstrate has a substantial risk of negatively affecting the County's reputation, mission or operations, such as slander, defamation or other legal cause of action.

4.

Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.

5.

Employees making reference to the utilization of illegal substances may be subject to reasonable suspicion drug testing.
- Social media sites may be inspected by the County consistent with law to determine potential policy violations. If an employee believes that an online communication violates a County policy, the employee should immediately report the communication to his/her supervisor. The County may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.
- In the event a County agency operates and maintains a social media site, the elected official, or department head, shall designate the employee(s) who is permitted to post, maintain and monitor the postings on behalf of the agency. Absent prior approval, employees shall not add, or remove, any information, or posting, from the agency's social media
- On call of the roll, the vote was: Mr. Lowe, yes; Mr. Corcoran, yes; Mr. Garrett, yes. Motion carried.
- SETTLEMENT AGREEMENT AND APPLICATION FOR APPROVAL OF SETTLEMENT AGREEMENT
- Mr. Lowe moved, Mr. Corcoran seconded, Mr. Garrett be authorized to sign, on the Commissioners behalf, the Bureau of Workers Compensation Settlement Agreement and Application for Approval of Settlement Agreement with Ms. Carol Powers, former Job and Family Service employee, for the settlement amount of \$20,000.00.
- On call of the roll, the vote was: Mr. Corcoran, yes; Mr. Lowe, yes; Mr. Garrett, yes. Motion carried.
- TIME SHEET APPROVED - COUNTY ADMINISTRATOR
- Mr. Corcoran moved, Mr. Lowe seconded, the Ross County Board of Commissioners approve the time sheet submitted by Bradford M. Cosenza, County Administrator for the pay period ending June 18, 2022.
- On call of the roll, the vote was: Mr. Lowe yes; Mr. Corcoran, yes; Mr. Garrett, yes. Motion carried.



**ROSS COUNTY EMA PAY INCREASE**

Mr. Lowe moved, Mr. Corcoran seconded, to approve a pay increase for the Ross County Emergency Management staff Ms. Angela Richards and Mr. Paul Minney. Ms. Richards increase is an 11% increase from \$14.86 to \$17.00 hr. and Mr. Minney from \$21.76 to \$23.10, effective Monday June 13, 2022.

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

**OTIS ELEVATOR SERVICE AND REPAIR ORDER**

Mr. Corcoran moved, Mr. Lowe seconded, Mr. Garrett be authorized to sign, on the Commissioners behalf, a service and repair order, from Otis Elevator, for replacement of the elevator board that was damaged during an electrical storm at 15 North Paint Street, for the amount of \$7,344.71.

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

**PAY APPLICATION ELFORD INC**

Mr. Lowe moved, Mr. Corcoran seconded, Mr. Garrett be authorized to sign, on the Commissioners behalf, pay application 22 for construction on the Ross County – Chillicothe Law Complex for work completed through 05/31/2022, in the amount of \$77,806.00.

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

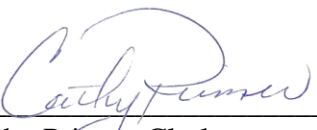
**ROSS COUNTY LITTER CONTROL DIRECTOR HIRED**

Mr. Corcoran moved, Mr. Lowe seconded, to promote Ross County Litter Control & Recycling employee Ryan Shreve to Ross County Litter Control & Recycling Director, effective July 1, 2022 at a wage of \$19.50 per hour, with compensatory time.


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

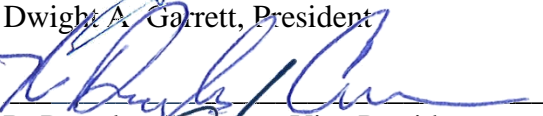
**ADJOURN**

Mr. Dwight A. Garrett, President, adjourned the regular meeting of, June 21, 2022, at 3:15 p.m.

  
\_\_\_\_\_  
Cathy Primer, Clerk

Board of Commissioners of Ross County, Ohio

  
\_\_\_\_\_  
Dwight A. Garrett, President

  
\_\_\_\_\_  
R. Douglas Corcoran, Vice President

  
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James E. Lowe, Commissioner