

The Board of County Commissioners, Brown County, Ohio, met in regular session this 23rd day of December, 2024 with the following members present: Tony Applegate, Member Daryll R. Gray, Member Barry L. Woodruff, President

In attendance: Sarah Beath, County Administrator

IN THE MATTER OF PREVIOUS MINUTES

Motion moved by Mr. Gray to approve the minutes of the previous regular meeting and dispense with the oral reading. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Applegate to approve the request of Hannah Birchfield, Clerk, for a supplemental appropriation of unappropriated funds from 2014 *American Rescue Plan Fund* in the amount of \$4,750.73 into 2014-1000-52133 *ARP Transfer Out*. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Gray to approve the request of Hannah Birchfield, Clerk, for a transfer of funds from 2014-1000-52133 *ARP Transfer Out* in the amount of \$1,559.52 into 1000-1000-40547 *Refunds/Reimbursements/Transfers*. Said funds will be used as reimbursement for COVID-19 related sick leave, paid to County General Employees in the third and fourth quarter of 2024, in accordance with the Temporary 2024 COVID-19 Emergency Paid Sick Leave Policy. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Applegate to approve the request of Hannah Birchfield, Clerk, for the following transfer of funds:

Decrease 2014-1000-52133 *ARP Transfer Out* in the amount of \$429.50
Increase 2422-3003-40501 *Municipal Refunds/Reimbursements* in the amount of \$429.50

Decrease 2014-1000-52133 *ARP Transfer Out* in the amount of \$1,414.85
Increase 2550-5000-40547 *Transfer In* in the amount of \$1,414.85

Decrease 2014-1000-52133 *ARP Transfer Out* in the amount of \$1,015.50
Increase 2521-4003-40547 *Engineer Transfer In* in the amount of \$1,015.50

Decrease 2014-1000-52133 *ARP Transfer Out* in the amount of \$331.36
Increase 2700-7000-40547 *DD Transfer In* in the amount of \$331.36

Said funds will be used as reimbursement for COVID-19 related sick leave, paid to Special Revenue Employees in the third and fourth quarter of 2024, in accordance with the Temporary 2024 COVID-19 Emergency Paid Sick Leave Policy. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER OF APPROPRIATION CHANGE – AUDITOR

Motion moved by Mr. Gray to approve the request of Jill Hall, Auditor, for an appropriation change to decrease 1000-1001-52118 *Auditor Contract Services* in the amount of \$5,000.00 and increase 1000-1001-52115 *Auditor Advertising and Printing*. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER OF APPROPRIATION CHANGE – PROSECUTOR

Motion moved by Mr. Applegate to approve the request of Zachary Corbin, Prosecutor, for the following appropriation changes:

Decrease 1000-3006-52119 *Prosecutor Transcripts* in the amount of \$4,248.60
Increase 1000-3006-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$4,248.60

Decrease 1000-3006-52119 *Prosecutor Transcripts* in the amount of \$594.80
Increase 1000-3006-51118 *Prosecutor PERS* in the amount of \$594.80

Decrease 1000-2000-52119 *Prosecutor Transcripts* in the amount of \$61.60
Increase 1000-2000-51119 *Prosecutor Medicare* in the amount of \$61.60 Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

December 23, 2024

IN THE MATTER OF APPROPRIATION CHANGE – PROSECUTOR

Motion moved by Mr. Gray to approve the request of Zachary Corbin, Prosecutor, for the following appropriation changes:

Decrease 1000-3006-52118 *Prosecutor Contract Services* in the amount of \$3,577.59
 Increase 1000-3006-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$3,577.59

Decrease 1000-3006-52118 *Prosecutor Contract Services* in the amount of \$500.86
 Increase 1000-3006-51118 *Prosecutor PERS* in the amount of \$500.86

Decrease 1000-2000-52118 *Prosecutor Contract Services* in the amount of \$51.88
 Increase 1000-2000-51119 *Prosecutor Medicare* in the amount of \$51.88

Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER TO CONTRACT FOR FY24 FINANCIAL STATEMENTS

Motion moved by Mr. Applegate to enter contract with Julian & Grube, 333 County Line Road, West, Westerville, Ohio 43082, to assist in the preparation of County financial statements for FY24, for a sum of \$11,300.00. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER TO APPOINT BOARD MEMBER – PLANNING COMMISSION

Motion moved by Mr. Gray to appoint Kenneth A. Waterfield, Hamersville, Ohio, to the Planning Commission to serve a full term, beginning January 1, 2024 and ending December 31, 2026. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER TO APPOINT THE 2025 APIARY INSPECTOR

Motion moved by Mr. Applegate to appoint the 2025 Apiary Inspector, Gary Scott Phillips, with the Ohio Department of Agriculture, ORC § 909, an appropriation was made in the 2025 Budget for \$5,000.00 payable in the amount of \$25.00/hr. for apiary inspections in Brown County including a mileage rate of \$0.67 per mile. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER TO ENTER CONTRACT FOR ARCHITECTURAL SERVICES

Motion moved by Mr. Gray to enter contract with DS2 Architects, 107 West Second Street, Maysville, Kentucky 41056, for a new sign at the 9116 Hamer Rd property, to include plans, specifications, bidding services, observation, and payment application review. Compensation shall be based upon a lump sum fee of \$5,000.00. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

IN THE MATTER TO ENTER CONTRACT FOR ARCHITECTURAL SERVICES

Motion moved by Mr. Applegate to enter contract with DS2 Architects, 107 West Second Street, Maysville, Kentucky 41056, for alterations to the existing Administration Building, located at 800 Mt. Orab Pike, to include plans, specifications, bidding services, construction observation, and payment application review. Compensation shall be based upon a percentage of construction cost of seven percent. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea Mr. Woodruff, yea

Commissioner Barry Woodruff exited the meeting at 12:45 p.m.

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – COMMON PLEAS

Motion moved by Mr. Gray to approve the request of Joni Dotson, Court Administrator, for a supplemental appropriation of unappropriated funds from 2356 *TCAP Grant Fund* in the amount of \$500.00 into 2356-3000-51111 *TCAP Grant Employee Salary/Hourly*. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Applegate to approve the request of Sarah Beath, County Administrator, on behalf of the Coroner's Office, for a supplemental appropriation of unappropriated funds from 1000 *CGF* into the following accounts:

1000-1006-51111 *Coroner Employee Salary/Hourly* in the amount of \$3,100.00
 1000-1006-51118 *Coroner PERS* in the amount of \$20.00
 1000-1006-51119 *Coroner Medicare* in the amount of \$40.00

Second: Mr. Gray.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea

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IN THE MATTER TO ADJOURN

Motion moved by Mr. Gray to adjourn this meeting with no further business before the Board this 23rd day of December, 2024. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Applegate, yea Mr. Gray, yea

12/23/2024

Commissioners met with Emil Lisniansky and Tom Moeller, Envision Group, to discuss the comprehensive plan draft. Commissioners met with Rebecca Rickey, Stephen Huff, Susan Huff, and Gary Embrey, Byrd Township School Preservation Committee, to discuss the Byrd Township School Preservation Committee building project.

Approval: December 30, 2024


Barry Woodruff, President


Darryl Gray, Member


Tony Applegate, Member


Hannah Birchfield, Clerk

December 23, 2024