

The Board of County Commissioners, Brown County, Ohio, met in regular session this 15th day of January, 2025 with the following members present: Barry L. Woodruff, Member Gordon Ellis, Member Tony Applegate, President

In attendance: Sarah Beath, County Administrator

IN THE MATTER OF PREVIOUS MINUTES

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

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Sarah Beath, County Administrator, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$19,237.54 into 1000-1000-52133 *Transfer Out*. Second: Mr. Woodruff.

ROLL CALL VOTE: Mr. Woodruff, yea Mr. Ellis, nay Mr. Applegate, yea

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff to approve the request of Sarah Beath, County Administrator, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of \$19,237.54 into 2525-4002-40547 *Transfer In*. Second: Mr. Ellis.

ROLL CALL VOTE: Mr. Woodruff, yea Mr. Ellis, nay Mr. Applegate, yea

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Hannah Birchfield, Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$414.00 into 1000-1000-52133 *Transfer Out*. Second: Mr. Woodruff.

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

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff to approve the request of Hannah Birchfield, Clerk, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of \$414.00 into 2300-2001-40501 *911 Refunds/Reimbursements*. Said funds will be used for COVID-19 related sick leave, paid to a 911 employee, for time used on 12/28/24 and 12/29/24, in accordance with the Temporary 2024 COVID-19 Emergency Paid Sick Leave Policy. Second: Mr. Ellis.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Hannah Birchfield, Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$30,323.00 into 1000-1000-52133 *Transfer Out*. Said funds will be used for the local match for the annual Emergency Management Performance Grant. Second: Mr. Woodruff.

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

IN THE MATTER OF TRANSFER OF FUNDS – DPS

Motion moved by Mr. Woodruff to approve the request of Dominick Daulton, Director, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of \$30,323.00 into 2322-2002-40503 *EMA Transfer In*. Second: Mr. Ellis.

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

IN THE MATTER OF APPROPRIATION CHANGE – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Hannah Birchfield, Clerk, for an appropriation change to decrease 1000-1000-53002 *SWCD Grant* in the amount of \$95,300.00 and increase 1000-1000-52133 *Transfer Out*, said funds will be used for the Soil & Water Conservation Distract local match. Second: Mr. Woodruff.

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

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff to approve the request of Hannah Birchfield, Clerk, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of \$95,300.00 into 2750-8000-44139 *SW Grant County Share*, said funds will be used for the Soil & Water Conservation Distract local match. Second: Mr. Ellis.

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

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IN THE MATTER OF RESOLUTION – REDUCTION IN BOARD MEMBERS – MENTAL HEALTH AND ADDICTION SERVICES

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

RESOLUTION #01152025-1

**REDUCTION IN BOARD MEMBERS OF THE
BROWN COUNTY MENTAL HEALTH AND ADDICTION SERVICES BOARD
O.R.C. 340.02**

The Board of County Commissioners of Brown County, Ohio, met on the 15th day of January, 2025, in Regular Session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Tony Applegate, President
Barry Woodruff, Member
Gordon Ellis, Member

The following resolution was presented by Mr. Ellis, who moved its adoption, and seconded by Mr. Woodruff.

WHEREAS, County Commissioners are authorized to determine the size of governing Mental Health and Addiction Services Boards with options of 9, 12, 14, 15 or 18 members.

WHEREAS, Commissioner Ellis, attended a Brown County Mental Health and Addiction Services Board meeting on January 9th, 2025, a unanimous vote was made in support of reducing the current board from 14 to 12 members.

WHEREAS, there has not been a change in board size since establishment.

WHEREAS, 1/3 of the board must continue to be appointed by OhioMHAS and 2/3 by the county commissioners.

THEREFORE, BE IT RESOLVED, Pursuant to R.C. 340.02, the Board hereby approves the request of the Brown County Mental Health and Addictions Services Board to reduce their board from 14 to 12 members.

IT IS FURTHER RESOLVED, the Board hereby directs the Clerk to provide a certified copy of this Resolution to the Brown County Mental Health and Addiction Services Board as expeditiously as possible.

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

IN THE MATTER OF RESOLUTION – AUTHORIZING THE ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICES – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

RESOLUTION NO. 01152025-2

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF
PAYMENTS BY FINANCIAL TRANSACTION DEVICES
FOR EXPENSES DUE TO COUNTY
OHIO REVISED CODE § 301.28(B)**

The Board of County Commissioners of Brown County, Ohio, met on the 15th day of January, 2025, in regular session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Tony Applegate, President
Gordon Ellis, Member
Barry Woodruff, Member

The following resolution was presented by Mr. Ellis, who moved its adoption, and seconded by Mr. Woodruff.

WHEREAS, Brown County started accepting credit card and debit card payments for expenses due the county through financial transaction devices in 2016;

WHEREAS, the Board finds it would continue to be in the best interest of the County, and further, will continue to increase convenience to the public, if the County continues to approve the use of financial transaction devices;

WHEREAS, R.C. §301.28(B) authorizes the County to accept payments by financial transaction devices for expenses due to the county;

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WHEREAS, the Brown County Recorder and Probate Juvenile Court have approached the board to request the county seek proposals for a new third-party vendor;

THEREFORE BE IT RESOLVED:

In accordance with R.C. 301.28(B) the Board authorizes the acceptance of payments by financial transaction devices for expenses due to the county;

BE IT FURTHER RESOLVED:

- (1) The Board further specifies those county officials and county offices that are authorized to accept payments by financial transaction devices:
County Auditor, County Treasurer, County Recorder, Prosecuting Attorney, Sheriff, Clerk of Probate Court, Clerk of Juvenile Court, Clerk of Court for all Common Pleas Divisions, Clerk of County Operated Municipal Court, Clerk of Court for Common Pleas, Clerk of County Court, Board of Health, Board of Commissioners/Building Department.
- (2) The Board further specifies what expenses may be paid for through the use of financial transaction devices:
Fees, costs, taxes, assessments, fines, penalties, payments or any other expense a person owes or otherwise pays to a county office under the authority of a county official, other than dog registration and kennel fees required to be paid under Chapter 955 of the Revised Code.
- (3) The Board further specifies the identification of financial transaction devices that are authorized as acceptable means of payment received for expenses due to Brown County:
Major bank credit card
- (4) The Board further specifies and authorizes a surcharge or convenience fee accessed to the person using the financial transaction device, to be set at the amount equal to the transaction or other costs accessed to the County by the respective financial institutions or the issuers or processors of the transactions;
- (5) The Board further specifies and authorizes a penalty accessed to the person using the financial transaction device if the payment made by the means of the financial transaction device is returned or dishonored for any reason, set in the amount necessary to reimburse the County for banking charges, legal fees, or other expenses incurred by the County in collecting the returned or dishonored payment;

BE IT FURTHER RESOLVED:

In accordance with R.C. 301.28, the Board designates the County Treasurer as the administrative agent to solicit proposals from financial institutions, issuers of financial transaction devices, and processors of financial transaction devices, to make recommendations about the proposals, and to assist the county offices in implementing and supervising the County's financial transaction devices program;

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BE IT FURTHER RESOLVED:

The Commissioner's Clerk shall send a copy of this resolution to all county officials
authorized to accept payments by financial transaction devices;

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

IN THE MATTER OF NOTICE TO VENDORS – ACCEPTANCE OF PAYMENTS BY FINANCIAL DEVICE – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff to advertise the Notice to Vendors for the acceptance of payments by financial device.
Second: Mr. Ellis.

**NOTICE TO VENDORS
BROWN COUNTY ACCEPTANCE OF PAYMENTS BY FINANCIAL DEVICE
RFP #1**

Sealed proposals will be received by the Brown County Treasurer, 800 Mt. Orab Pike, Suite 171, Georgetown, Ohio 45121 until 9:00 a.m. on the 12th day of February, 2025, said proposals will be opened and publicly read at 10:30 a.m. for the acceptance of payments by financial transaction devices for expenses owed to Brown County, in accordance with specifications on file in the Commissioners' Office on RFP #1.

Vendors interested in receiving the Request for Proposals must submit written notice of this interest to the county not later than noon (12:00 p.m.) on February 5, 2025. Request for Proposals will be mailed or emailed to financial institutions, issuers, or processors on or after January 26, 2025.

Questions regarding any technical issues in this request for Proposals shall be received by Wednesday, February 5, 2025 and addressed to:

Connie Patrick, Treasurer
Brown County Treasurer's Office
800 Mt. Orab Pike, Suite 171
Georgetown, Ohio 45121
treasurer@browncountyohio.gov
(NO PHONE CALLS ACCEPTED)

Each proposal must be in a sealed envelope and the outside thereof properly marked with the RFP Number 1, date and time of the proposal opening. Proposals must be submitted containing one original and one photocopied version.

No vendor shall be deemed eligible to be awarded the contract which this notice applies unless the vendor has completed certification that the vendor is in compliance with ORC 3517.13. A copy of the Affidavit of Compliance is included with the proposal package, and must be submitted with the response.

The Board of Commissioners reserves the right to waive any and all informalities and the right to reject any and all proposals. Brown County has the discretion to determine the lowest and best vendor.

By order of the Board of Commissioners of Brown County, Ohio: Tony Applegate, Barry Woodruff, and Gordon Ellis.

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

IN THE MATTER TO APPROVE THE BILLS

Motion moved by Mr. Ellis to approve the following bills for payment. Second: Mr. Woodruff.

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

DEPT	EXPENDITURE
AUDITOR	\$4,333.94
BOE	\$0
BUILDING DEPT	\$62.43
CLERK OF COURTS	\$0
COMMISSIONERS	\$105,583.54
COMMON PLEAS	\$9,090.20
CORONER	\$12,120.13
CSEA	\$45,438.84
DEVELOPMENT	\$0
DOG TAGS	\$0
E911	\$5,834.97
EMA	\$1,562.05
ENGINEER HWY	\$34,603.61
ENGINEER OFFICE	\$3,839.58
ENGINEER SEWER & WATER	\$1,125.00
JFS	\$137,335.59
JURY COMMISSION	\$0

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PROBATE/JUVENILE	\$7,544.32
MAINTENANCE	\$12,932.89
MUNICIPAL	\$0
PROSECUTOR	\$1,792.70
RECORDER	\$2,063.81
SHERIFF	\$2,330.99
TITLE	\$100.50
TREASURER	\$0
GRAND TOTAL	\$387,695.09

IN THE MATTER TO ADJOURN

Motion moved by Mr. Woodruff to adjourn this meeting with no further business before the Board this 15th day of January, 2025. Second: Mr. Ellis.

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

1/14/2025
Commissioners Barry Woodruff and Tony Applegate attended a Land Reutilization Corporation Board Meeting.

1/15/2025
Commissioners met with Ryan Gallenstein and Charles Ashmore, Juvenile Court, to discuss the acceptance of credit cards as payment.

Approval: January 22, 2025


Tony Applegate, President


Gordon Ellis, Member


Barry Woodruff, Member


Hannah Birchfield, Clerk