

The Board of County Commissioners, Brown County, Ohio, met in regular session this 10th day of September, 2025 with the following members present: Barry L. Woodruff, Member Gordon Ellis, Member

Tony Applegate, President, was absent.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Sarah Keller, Assistant Clerk, for a supplemental appropriation of unappropriated funds from 3000 *Capital Project Fund* in the amount of \$300.00 into 3000-1000-52180 *County Capital Improvement Contract/Projects*. Second: Mr. Woodruff.

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

IN THE MATTER OF NOTICE TO BIDDERS – SNOW REMOVAL SERVICES – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff upon the request of Sarah Beath, County Administrator, to advertise the Notice to Bidders for Snow Removal Services. Second: Mr. Ellis.

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

PUBLIC NOTICE

**Request for Proposals (RFP)
Snow Removal and Treatment Services
Brown County Campus – Georgetown, Ohio**

The **Brown County Board of Commissioners** is accepting sealed proposals from qualified contractors for **snow removal and treatment services** at the Brown County Campus, located at **800 Mt. Orab Pike, Georgetown, Ohio**. Services include snow plowing, de-icing, and sidewalk clearing for the 2025–2026 winter season, with the potential for renewal.

Proposal documents detailing scope of work, insurance requirements, and submission guidelines are available at the Commissioners' Office or by request via email at **SBeath@BrownCountyOhio.Gov**

Proposal Deadline:
Proposals must be received no later than **9:00 a.m. on 10/8/2025** at:

Brown County Commissioners' Office
Attn: Sarah Beath, County Administrator
800 Mt. Orab Pike, Suite 101
Georgetown, OH 45121

The Board reserves the right to reject any or all proposals and to waive irregularities in the best interest of the County.

By order of:
Brown County Board of Commissioners

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

DEPT	EXPENDITURE
AUDITOR	\$247.87
BOE	\$634.82
BUILDING DEPT	\$193.44
CLERK OF COURTS	\$0
COMMISSIONERS	\$117,066.52
COMMON PLEAS	\$87.77
CORONER	\$0
CSEA	\$0
DEVELOPMENT	\$1,172.05
DOG TAGS	\$0
E911	\$12,298.65
EMA	\$178.38
ENGINEER HWY	\$116,685.13
ENGINEER OFFICE	\$602.66
ENGINEER SEWER & WATER	\$1,304.98

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JFS	\$65,620.53
JURY COMMISSION	\$0
PROBATE/JUVENILE	\$0
MAINTENANCE	\$32,246.86
MUNICIPAL	\$0
PROSECUTOR	\$261.00
RECORDER	\$0
SHERIFF	\$27,694.85
TITLE	\$12,978.60
TREASURER	\$0
GRAND TOTAL	\$389,274.11

IN THE MATTER TO RECORD – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve a one-time bonus, in the amount of \$7,500.00, for Sarah Beath, County Administrator, who assumed additional responsibilities during the vacancy of Economic Development Director, from October 1, 2024 through June 16, 2025, and approved leave of the Clerk of the Board of Commissioners, from March 17, 2025 through June 16, 2025. During this period, Administrator Beath was at times the sole employee of the Commissioners' Office, due to staff vacancies and approved leaves, and throughout said period, maintained the duties of County Administrator. Second: Mr. Woodruff.

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

IN THE MATTER TO ADJOURN

Motion moved by Mr. Woodruff to adjourn this meeting with no further business before the Board this 10th day of September, 2025. Second: Mr. Ellis.

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

9/9/2025

Commissioner Gordon Ellis attended the Ribbon Cutting Ceremony at the Mercy Health-Georgetown Family Medicine facility, Georgetown.

9/10/2025

Commissioner Barry Woodruff administered an Oath of Office to Deputy Dog Warden, Kelsey Stephens. In attendance: Mackenzie Reardon, Deputy Dog Warden.

Approval: September 15, 2025

Absent
Tony Applegate, President

Gordon Ellis
Gordon Ellis, Member

Barry Woodruff
Barry Woodruff, Member

Hannah Birchfield
Hannah Birchfield, Clerk

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