

The Board of County Commissioners, Brown County, Ohio, met in regular session this 5th day of November, 2025 with the following members present: Barry L. Woodruff, Member Gordon Ellis, Member

Tony Applegate, President, was absent.

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

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	\$3,475.97
BOE	\$1,912.99
BUILDING DEPT	\$0
CLERK OF COURTS	\$0
COMMISSIONERS	\$5,164.80
COMMON PLEAS	\$338.40
CORONER	\$1,700.00
CSEA	\$989.24
DEVELOPMENT	\$18.07
DOG TAGS	\$0
E911	\$4,063.67
EMA	\$178.90
ENGINEER HWY	\$1,075.00
ENGINEER OFFICE	\$0
ENGINEER SEWER & WATER	\$0
JFS	\$15,766.54
JURY COMMISSION	\$0
PROBATE/JUVENILE	\$6,450.46
MAINTENANCE	\$28,096.01
MUNICIPAL	\$0
PROSECUTOR	\$0
RECORDER	\$417.00
SHERIFF	\$26,642.77
TITLE	\$15,354.19
TREASURER	\$0
GRAND TOTAL	\$111,644.01

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff 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 \$83,000.00 into 3000-1000-52180 *County Capital Improvement Contract/Projects*. Said funds will be used to fund additional razor wire at the jail and to replace a jail cell window. Second: Mr. Ellis.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – SHERIFF

Motion moved by Mr. Ellis to approve the request of Rita Henize, BCSO, for a supplemental appropriation of unappropriated funds from 1000 *CGF* in the amount of \$3,987.00 into 1000-2000-51132 *Detention Overtime*. Said funds were received from a psychotropic med reimbursement. Second: Mr. Woodruff.

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

IN THE MATTER OF APPROPRIATION CHANGE – DPS

Motion moved by Mr. Woodruff to approve the request of Elizabeth Felts, Administrative Assistant, for an appropriation change to decrease 2300-2001-51118 *911 PERS* in the amount of \$200.00 and increase 2300-2001-51111 *911 Salary/Hourly* in the amount of \$200.00. Said funds will be used to pay for Director Dominick Daulton’s pay increase for the rest of the year. Second: Mr. Ellis.

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

IN THE MATTER OF LEASE AGREEMENT – LAW LIBRARY RESOURCES BOARD

Motion moved by Mr. Ellis to enter an agreement with the Brown County Public Library, 613 High Street, Mt. Orab, Ohio 45154, to house and operate the Brown County Law Library in the Brown County Public Library, Georgetown Branch; annual fee will be \$6,995.00; commencing January 1, 2026 and ending December 31, 2026. Second: Mr. Woodruff.

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

IN THE MATTER OF CONTRACT FOR SERVICE – LAW LIBRARY RESOURCES BOARD

Motion moved by Mr. Woodruff to enter a contract with the Brown County Public Library, 613 High Street, Mt. Orab, Ohio 45154, to provide services and/or resources for the administration and operation of the Brown County Law Library to be invoiced on a quarterly basis in amounts of \$5,811.00, commencing January 1, 2026 and ending December 31, 2026. Second: Mr. Ellis.

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

IN THE MATTER TO ENTER CONTRACT – ELECTRICAL INSPECTOR – BUILDING DEPARTMENT

Motion moved by Mr. Ellis to approve contractual agreement between Brown County Board of Commissioners, on behalf of the Brown County Building Department, and Paul Ayres Jr., Electrical Inspector, effective November 5, 2025 and expires on termination. Either party may terminate agreement with 14 days written notice to the other party. See complete agreement on file Second: Mr. Woodruff.

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

IN THE MATTER OF NOTICE TO BIDDERS – OLD STATE ROAD BRIDGE – ENGINEER

Motion moved by Mr. Woodruff upon the request of Todd Cluxton, Brown County Engineer, to advertise the Notice to Bidders for the Old State Road Bridge project. Second: Mr. Ellis.

ROLL CALL VOTE: Mr. Woodruff, yea Mr. Ellis, yea
NOTICE TO BIDDERS

Sealed bids will be received by the Board of County Commissioners of Brown County, at Georgetown, Ohio, at the Office of the Clerk of the Board in the County Administration Building, 800 Mt. Orab Pike, Suite 101, Georgetown, Ohio 45121 until **9:00 a.m. on December 15, 2025** for:

Old State Road Bridge

Bidding forms may be obtained at the Office of the Brown County Engineer, or at www.browncountyengineer.org. Bidders must use the printed forms provided therefore as none others will be accepted. Bidding documents shall be fully executed and must contain the full name of each person or company submitting the bid. **Please include two copies of bid documents.**

Bidding procedures, time of completion, and bonding requirements shall be as detailed in the Information for Bidders.

The right is reserved to reject any and all Bids. The Contract will be awarded to the lowest and best bidder.

Bids will be opened and read at **10:00 a.m. on December 15, 2025.**

By order of the Board of Brown County Commissioners, Brown County, Ohio.

IN THE MATTER TO ADJOURN

Motion moved by Mr. Ellis to adjourn this meeting with no further business before the Board this 5th day of November, 2025. Second: Mr. Woodruff.

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

Approval: November 10, 2025

absent

Tony Applegate, President

Gordon Ellis

Gordon Ellis, Member

Barry Woodruff

Barry Woodruff, Member

Hannah Birchfield

Hannah Birchfield, Clerk

November 5, 2025

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