

The Board of County Commissioners, Brown County, Ohio, met in regular session this 8<sup>th</sup> day of December, 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 Keller, Administrative Assistant, for a supplemental appropriation of unappropriated funds from 1000 *CGF* in the amount of \$10,000.00 into 1000-1000-52111 *Postage*. Said funds will be used for postage needs through the end of the year. Second: Mr. Woodruff.

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. Woodruff to approve the request of Hannah Birchfield, Clerk, for a supplemental appropriation of unappropriated funds from 2150 *Solid Waste District/HB 592 Fund* in the amount of \$5,500.00 into 2150-1008-52116 *Solid Waste Other Expenses*. Said funds will be used to pay the final invoice for Tire Amnesty Days. Second: Mr. Ellis.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – AUDITOR**

Motion moved by Mr. Ellis to approve the request of Jill Hall, Auditor, for a supplemental appropriation of unappropriated funds from 2022 *Real Estate Assessment Fund* in the amount of \$550.00 into 2022-1001-51124 *REA Health Insurance*. Said funds will be used for health insurance for the rest of the year. Second: Mr. Woodruff.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – AUDITOR**

Motion moved by Mr. Woodruff to approve the request of Jill Hall, Auditor, for a supplemental appropriation of unappropriated funds from 2022 *Real Estate Assessment Fund* into the following accounts:

- 2022-1001-51111 *REA Salary/Hourly* in the amount of \$7,000.00
- 2022-1001-51118 *Real Estate PERS* in the amount of \$900.00
- 2022-1001-51124 *REA Health Insurance* in the amount of \$500.00

Second: Mr. Ellis.

Said funds are needed due to salary, health insurance, and OPERS changes in FY 2025.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – RECORDER**

Motion moved by Mr. Ellis to approve the request of Mariah Votel, Recorder, for a supplemental appropriation of unappropriated funds from 2061 *Housing Trust Fund* in the amount of \$10,815.00 into 2061-1003-52532 *Recorder Housing Trust Fees*. Said funds will be used to pay the amount to the Housing Trust Fund for the 3<sup>rd</sup> quarter. Second: Mr. Woodruff.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – CLERK OF COURTS**

Motion moved by Mr. Woodruff to approve the request of Joni Dotson, Court Administrator, for a supplemental appropriation of unappropriated funds from 2400 *Certificate of Title ADM Fund* in the amount of \$20,000.00 into 2400-3002-52116 *Title Other Expenses*. Said funds will be used to pay voided titles for the remainder of the year. Second: Mr. Ellis.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – PROSECUTOR**

Motion moved by Mr. Ellis to approve the request of Zachary Corbin, Prosecutor, for a supplemental appropriation of unappropriated funds from 2486 *Child Support Prosecution Fund* in the amount of \$400.00 into 2486-3006-51118 *Prosecutor CSEA PERS*. Said funds will be used to complete 2025 payroll. Second: Mr. Woodruff.

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

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**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – JFS**

Motion moved by Mr. Woodruff to approve the request of Sheri Tabor, Court Administrator, for a supplemental appropriation of unappropriated funds from 2550 *Job & Family Services Fund* in the amount of \$175,000.00 into 2550-5000-52191 *JFS Contract Services/ABCAP*. Said funds will be used to cover additional PA contract services expenses. Second: Mr. Ellis.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – JFS**

Motion moved by Mr. Ellis to approve the request of Sheri Tabor, Court Administrator, for a supplemental appropriation of unappropriated funds from 2550 *Job & Family Services Fund* in the amount of \$55,000.00 into 2550-5000-52133 *Transfer Out*. Said funds will be used for the transfer of the CAP payment owed to the county. Second: Mr. Woodruff.

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. Woodruff to approve the request of Sarah Beath, County Administrator, for a supplemental appropriation of unappropriated funds from 1000 *CGF* in the amount of \$19,304.54 into 1000-1000-51124 *Employee Health Insurance*. Said funds are needed to pay the December Health Insurance bill, the first invoice that reflects the 17.7% increase in premiums. Second: Mr. Ellis.

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

**IN THE MATTER OF APPROPRIATION CHANGE – ENGINEER**

Motion moved by Mr. Ellis to approve the request of Todd Cluxton, Engineer, for an appropriation change to decrease 2521-4004-52116 *Engineer Office Other Expenses* in the amount of \$350.00 and increase 2521-4004-52114 *Engineer Office Travel* in the amount of \$350.00. Said funds are necessary to pay for expenses related to the CEOA Convention. Second: Mr. Woodruff.

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

**IN THE MATTER OF APPROPRIATION CHANGE – PROBATE JUVENILE COURT**

Motion moved by Mr. Woodruff to approve the request of Ryan Gallenstein, CFO, for an appropriation change to decrease 1000-3005-52112 *Probate Court Equipment* in the amount of \$300.00 and increase 1000-3005-52116 *Probate Other Expenses* in the amount of \$300.00. Said funds are necessary to process payments to Hamilton County Probate Court for Mental Illness Proceedings. Second: Mr. Ellis.

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

**IN THE MATTER OF APPROPRIATION CHANGE – PROBATE JUVENILE COURT**

Motion moved by Mr. Ellis to approve the request of Ryan Gallenstein, CFO, for an appropriation change to decrease 2570-5001-52112 *CSEA Equipment* in the amount of \$10,100.00 and increase 2570-5001-52139 *CSEA Rent/Lease* in the amount of \$10,100.00. Said funds are necessary to process payment to the Brown County Commissioners' Office for Rental Agreement for 2025. Second: Mr. Woodruff.

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

**IN THE MATTER OF APPROPRIATION CHANGE – PROSECUTOR**

Motion moved by Mr. Woodruff to approve the request of Zachary Corbin, Prosecutor, for an appropriation change to decrease 2488-3006-51111 *PVA Employee Salary/Hourly* in the amount of \$971.84 and increase 2488-3006-51124 *PVA Health Insurance* in the amount of \$971.84. Said funds will be used to make the 2025 PVA Health Insurance payment. Second: Mr. Ellis.

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

**IN THE MATTER OF APPROPRIATION CHANGE – PROSECUTOR**

Motion moved by Mr. Ellis to approve the request of Zachary Corbin, Prosecutor, for an appropriation change to the following:

Decrease 1000-3006-52116 *Prosecutor Other Expenses* in the amount of \$5,000.00  
Increase 1000-3006-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$5,000.00

Decrease 1000-3006-52118 *Prosecutor Contract Services* in the amount of \$14,841.62  
Increase 1000-3006-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$14,841.62

Decrease 1000-3006-52119 *Prosecutor Transcripts* in the amount of \$3,430.75  
Increase 1000-3006-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$3,430.75

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Decrease 1000-3006-51116 *Prosecutor Workers Compensation* in the amount of \$2,845.21  
Increase 1000-3005-51111 *Prosecutor Employee Salary/Hourly* in the amount of \$2,845.21

Second: Mr. Woodruff

Said funds are for payroll in December 2025.

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

**IN THE MATTER OF APPROPRIATION CHANGE – AUDITOR**

Motion moved by Mr. Woodruff to approve the request of Jill Hall, Auditor, for an appropriation change to the following:

Decrease 1000-1001-51116 *Auditor Workers Compensation* in the amount of \$552.65  
Increase 1000-1001-51111 *Auditor Employee Salary/Hourly* in the amount of \$552.65

Decrease 1000-1001-52110 *Auditor Supplies* in the amount of \$1,000.00  
Increase 1000-1001-51111 *Auditor Employee Salary/Hourly* in the amount of \$1,000.00

Decrease 1000-1001-52110 *Auditor Supplies* in the amount of \$250.00  
Increase 1000-1001-51118 *Auditor Employee PERS* in the amount of \$250.00

Second: Mr. Ellis.

Said funds are for payroll in December 2025.

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

**IN THE MATTER OF APPROPRIATION CHANGE – MUNICIPAL COURT**

Motion moved by Mr. Ellis to approve the request of Joni Dotson, Court Administrator, for an appropriation change to the following:

Decrease 1000-3003-52513 *Municipal Court Attorney Fees* in the amount of \$2,400.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$2,400.00

Decrease 1000-3003-52514 *Municipal Court Juror Fees* in the amount of \$2,500.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$2,500.00

Decrease 1000-3003-52515 *Municipal Court Witness Juror Fees* in the amount of \$1,000.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$1,000.00

Decrease 1000-3003-52310 *Municipal Visiting Judge Expenses* in the amount of \$2,000.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$2,000.00

Decrease 1000-3003-52114 *Municipal Travel* in the amount of \$3,000.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$3,000.00

Decrease 1000-3003-52110 *Municipal Court Supplies* in the amount of \$1,500.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$1,500.00

Decrease 1000-3003-52116 *Municipal Court Other Expenses* in the amount of \$1,500.00  
Increase 1000-3003-51111 *Municipal Employee Salary* in the amount of \$1,500.00

Decrease 1000-3003-52116 *Municipal Visiting Other Expenses* in the amount of \$500.00  
Increase 1000-3003-51118 *Municipal Court PERS* in the amount of \$500.00

Second: Mr. Woodruff.

Said funds are needed to complete payroll for the remainder of the year.

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

**IN THE MATTER OF TRANSFER OF FUNDS – JFS**

Motion moved by Mr. Woodruff to approve the request of Sheri Tabor, Director, for a transfer of funds from 2550-5000-52133 *Transfer Out* in the amount of \$51,341.50 into 1000-1000-40547 *Refunds/Reimbursements/Transfers*. Said funds will be used to pay the second half of the 2025 Cost Allocation Plan. Second: Mr. Ellis.

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

**IN THE MATTER TO ADJOURN**

Motion moved by Mr. Ellis to adjourn this meeting with no further business before the Board this 8<sup>th</sup> day of December, 2025. Second: Mr. Woodruff.

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

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12/5/2025

Commissioner Gordon Ellis attended a Ribbon Cutting Ceremony at the Behavioral Health Urgent Care, Mt. Orab.  
Commissioner Gordon Ellis attended the Brown County Trustees and Fiscal Officers Association Fall Banquet.

12/8/2025

Commissioners met with Rick Hoffman to discuss fiscal operations of the Board of Developmental Disabilities.  
Commissioners met with Jennifer Bohrer, Angela Marlow, Denise Holden, Tammie Keller, Patrick Klump, Board of Developmental Disabilities, and Jill Hall, Auditor, to discuss a potential property tax levy.  
Commissioners received and reviewed the monthly meal report from the BCSD.

Approval: December 10, 2025

  
Tony Applegate, President

  
Gordon Ellis, Member

  
Barry Woodruff, Member

  
Hannah Birchfield, Clerk

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