

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

IN THE MATTER OF PREVIOUS MINUTES

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

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

IN THE MATTER TO APPROVE THE BILLS

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

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

DEPT	EXPENDITURE
AUDITOR	\$10,905.50
BOE	\$12,459.60
BUILDING DEPT	\$390.92
CLERK OF COURTS	\$554.88
COMMISSIONERS	\$98,630.04
COMMON PLEAS	\$6,244.35
CORONER	\$8,264.88
CSEA	\$177,646.39
DEVELOPMENT	\$36,058.61
DOG TAGS	\$0
E911	\$44,103.70
EMA	\$0
ENGINEER HWY	\$42,557.65
ENGINEER OFFICE	\$790.95
ENGINEER SEWER & WATER	\$2,554.12
JFS	\$168,896.17
JURY COMMISSION	\$0
PROBATE/JUVENILE	\$9,186.37
MAINTENANCE	\$18,973.71
MUNICIPAL	\$0
PROSECUTOR	\$0
RECORDER	\$73,471.25
SHERIFF	\$29,612.16
TITLE	\$0
TREASURER	<u>\$9,071.83</u>
GRAND TOTAL	<u>\$750,373.08</u>

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 \$19,211.70 into 1000-1000-51124 *Employee Health Insurance*. Said funds will be used to pay the December Health Insurance bill, specifically for Municipal Court. 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 Keller, Assistant Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$500.00 into 1000-8007-52110 *Maintenance Supplies*. Said funds will be used for supply expenses from Jani-Chem through the end of the year. 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, Assistant Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$617.57 into 1000-1000-52115 *Commissioner Advertising & Printing*. Said funds will be used for advertising expenses through the end of the year. Second: Mr. Woodruff.

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

December 10, 2025

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BUILDING DEPARTMENT

Motion moved by Mr. Woodruff to approve the request of James Berry, Building Official, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$800.00 into 1000-8009-52116 *Building Dept Other Expenses*. Said funds will be used for additional expenditures for IT repair work and connectivity for Building Department's computers. Second: Mr. Ellis.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF ELECTIONS

Motion moved by Mr. Ellis to approve the request of Bethany Phillips, Deputy Director, for a supplemental appropriation of unappropriated funds from 2083 *Redistricting Fund* in the amount of \$1,546.26 into 2083-1004-52133 *Transfer Out*. Said funds will be used to cover PERS for a grant. Second: Mr. Woodruff.

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

IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF ELECTIONS

Motion moved by Mr. Woodruff to approve the request of Bethany Phillips, Deputy Director, for a transfer of funds from 2085-1004-52133 *Transfer Out* in the amount of \$1,546.26 into 2085-1004-40547 *Transfer In*. Said funds will be used to cover PERS for a grant. Second: Mr. Ellis.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF ELECTIONS

Motion moved by Mr. Ellis to approve the request of Bethany Phillips, Deputy Director, for a supplemental appropriation of unappropriated funds from 2085 *General Grant Fund* in the amount of \$1,546.26 into 2085-1004-51118 *Employee PERS*. Said funds will be used to cover PERS for a grant. Second: Mr. Woodruff.

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

IN THE MATTER TO APPOINT BOARD MEMBERS – PLANNING COMMISSION

Motion moved by Mr. Woodruff, upon the request of James Berry, Executive Secretary, Planning Commission, to reappoint Board Members, Stephen Huff, Jim Mitchell, Christopher Renshaw, Brett Rogers, beginning January 1, 2026 through December 31, 2028. 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, Assistant Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$35,600.00 into 1000-1000-52310 *Professional Contract Services*. Said funds will be used for expenses associated with services performed by 1011 Technology. Second: Mr. Woodruff.

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

IN THE MATTER TO ENTER CONTRACT – BROWN COUNTY SOLID WASTE AUTHORITY – BROWN COUNTY COMMISSIONERS

Motion moved by Mr. Woodruff to approve contractual agreement between Brown County Solid Waste Authority and the following county agencies, agreements commence on January 1, 2026 and ending on December 31, 2026. See complete agreements on file. Either party may terminate agreement with 30 days written notice to the other party, upon termination unused funds shall be returned to the BCSWA. Second: Mr. Ellis.

- Board of Commissioners – Professional Services \$26,400.00
- ABCEOI – Professional Services \$28,600.00
- ABCEOI – Recycling Services \$150,000.00
- ABCEOI – Environmental Education \$45,000.00
- Sheriff- Environmental Law Deputy \$52,853.00 and \$9,000.00
- Prosecuting Attorney – Environmental Law \$22,000.00
- Soil & Water Conservation District – Environmental Education \$50,000.00

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

December 10, 2025

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – E911 COMMUNICATION CENTER

Motion moved by Mr. Ellis to approve the request of Elizabeth Felts, Administrative Assistant, for a supplemental appropriation of unappropriated funds from 2302 *Enhanced 911 Surcharge Fund* in the amount of \$3,000.00 into 2302-2001-51111 *E911 Salary/Hourly*. Said funds will be used to pay out former Director Dominick Daulton’s vacation time upon separation. Second: Mr. Woodruff.

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

IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – E911 COMMUNICATION CENTER

Motion moved by Mr. Woodruff to approve the request of Elizabeth Felts, Administrative Assistant, for a supplemental appropriation of unappropriated funds from 2322 *Emergency Management Fund* in the amount of \$1,000.00 into 2322-2002-51111 *EMA Salary/Hourly*. Said funds will be used to pay out former Director Dominick Daulton’s vacation time upon separation. Second: Mr. Ellis.

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. Ellis 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 \$900,000.00 into 2400-3002-52530 *Title State Treasurer Fees*. Said funds will be used to pay Treasurer of State weekly fees for the remainder of the year. Second: Mr. Woodruff.

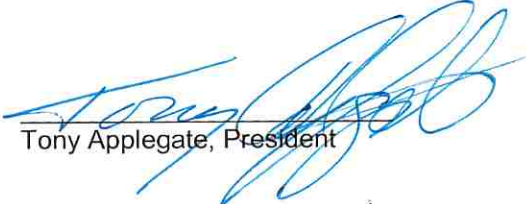
ROLL CALL VOTE: Mr. Woodruff, yea Mr. Ellis, yea Mr. Applegate, yea

IN THE MATTER TO ADJOURN

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

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

Approval: December 15, 2025


Tony Applegate, President


Gordon Ellis, Member


Barry Woodruff, Member


Hannah Birchfield, Clerk