

The Board of County Commissioners, Brown County, Ohio, met in regular session this 3<sup>rd</sup> 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. 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 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	\$4,662.03
BOE	\$2,804.06
BUILDING DEPT	\$253.88
CLERK OF COURTS	\$0
COMMISSIONERS	\$222,620.45
COMMON PLEAS	\$5,135.45
CORONER	\$1,938.28
CSEA	\$400.00
DEVELOPMENT	\$0
DOG TAGS	\$0
E911	\$1,410.86
EMA	\$178.86
ENGINEER HWY	\$71,522.40
ENGINEER OFFICE	\$983.06
ENGINEER SEWER & WATER	\$1,202.29
JFS	\$63,653.63
JURY COMMISSION	\$0
PROBATE/JUVENILE	\$6,525.60
MAINTENANCE	\$31,702.73
MUNICIPAL	\$800.94
PROSECUTOR	\$996.43
RECORDER	\$0
SHERIFF	\$36,424.31
TITLE	\$13,708.73
TREASURER	\$0
GRAND TOTAL	\$466,923.99

IN THE MATTER OF APPROPRIATION – ENGINEER – TABLED

Motion moved by Mr. Woodruff to table 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. 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 the following:

Decrease 1000-3005-52112 *Probate Court Equipment* in the amount of \$8,000.00  
Increase 1000-3005-51111 *Probate Court Employee Salary/Hourly* in the amount of \$8,000.00

Decrease 1000-3005-52110 *Probate Court Supplies* in the amount of \$4,000.00  
Increase 1000-3005-51111 *Probate Court Employee Salary/Hourly* in the amount of \$4,000.00

Decrease 1000-3005-52110 *Probate Court Supplies* in the amount of \$2,800.00  
Increase 1000-3005-51118 *Probate PERS* in the amount of \$2,800.00

Decrease 1000-3005-52110 *Probate Court Supplies* in the amount of \$200.00  
Increase 1000-3005-51119 *Probate Medicare* in the amount of \$200.00 Second: Mr. Woodruff.

Said funds are for payroll in December 2025.

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

December 3, 2025

**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 1000-3004-52513 *Juvenile Attorney Fees* in the amount of \$35,000.00 and increase 1000-3004-52122 *Juvenile Child Support/Detention* in the amount of \$35,000.00. Said funds will be used for the Clermont County Detention bill for November and December 2025. Second: Mr. Ellis.

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

**IN THE MATTER OF DELINQUENT TAX AND ASSESSMENT COLLECTION FUND – PROSECUTOR**

Motion moved by Mr. Ellis to accept the annual report from Zac Corbin, Prosecutor, pursuant to ORC 321.261, accounting for Delinquent Tax and Assessment Collection Fund (DTAC) for calendar year 2025, see complete report on file. Second: Mr. Woodruff.

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

IN THE MATTER OF AMENDED CERTIFICATE

Motion moved by Mr. Woodruff to record as a matter of record the following Amended Certificate. Second: Mr. Ellis.

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

## AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Office of Budget Commission, Brown County, Ohio

To the **TAXING AUTHORITY OF BROWN COUNTY COMMISSIONERS**

The following is the initial amended certificate of estimated resources for the fiscal year beginning **January 1<sup>st</sup>, 2025** as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during such year.

Fund	Unencumbered Balance 1/1/25	Taxes	Other Sources	Total
General Fund	\$10,764,588.38	\$4,600,000.00	\$14,980,170.92	\$30,344,759.30
Special Revenue	\$21,542,852.00	\$1,301,000.00	\$55,908,123.71	\$78,751,975.71

**IN THE MATTER TO ENTER CONTRACT – FRONTIER COMMUNICATIONS OF AMERICA – DPS**

Motion moved by Mr. Ellis, upon the recommendation of Dominick Daulton, Director, to enter contact with Frontier Communications of America, 111 Field Street, Rochester, NY 14620, for the Frontier hosted Motorola Vesta 911 phone system, for a period of 60 months. See complete contract on file. Second: Mr. Woodruff.

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

**IN THE MATTER OF PERSONNEL – BOARD OF COMMISSIONERS**

Motion moved by Mr. Woodruff to appoint Tom Peterson as EMA Director, effective December 5, 2025. Second: Mr. Ellis.

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

**IN THE MATTER OF PERSONNEL – BOARD OF COMMISSIONERS**

Motion moved by Mr. Ellis to appoint Daniel Cayse, Telecommunication Specialist Supervisor, as Interim 911 Communication Center Director, effective December 5, 2025. Second: Mr. Woodruff.

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

## MEMORANDUM OF UNDERSTANDING – VILLAGE OF MOUNT ORAB

Motion moved by Mr. Woodruff to approve and execute a Memorandum of Understanding between the Village of Mount Orab and Brown County Board of Commissioners, to provide a forgivable loan, in the amount of \$212,500.00, to support the Apple Street West Connector Project. See the complete MOU on file. 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 \$1,500.00 into 1000-1003-52118 *Recorder Contract Services*. Said funds will be used to pay the Recorder's portion of a shared server. Second: Mr. Woodruff.

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

**December 3, 2025**



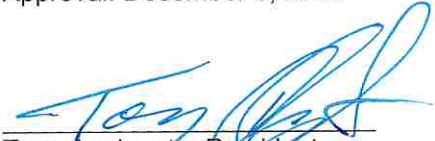
IN THE MATTER TO ADJOURN

Motion moved by Mr. Woodruff to adjourn this meeting with no further business before the Board this 3<sup>rd</sup> day of December, 2025. Second: Mr. Ellis.

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

12/2/2025  
Commissioners Tony Applegate and Gordon Ellis attended the monthly ABCAP Board Meeting.

Approval: December 8, 2025

  
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Tony Applegate, President

  
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Gordon Ellis, Member

  
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Barry Woodruff, Member

  
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Hannah Birchfield, Clerk