

The Board of County Commissioners, Brown County, Ohio, met in regular session this 12<sup>th</sup> day of January, 2026 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. 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 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 1000 CGF in the amount of \$4,700.00 into 1000-1000-53002 *SWCD Grant*. Said funds are needed to fund the Soil & Water Conservation District's local match. Second: Mr. Ellis.

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

#### IN THE MATTER OF APPROPRIATION CHANGE – BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to approve the request of Hannah Birchfield, Clerk, for an appropriation change to decrease 1000-1000-53002 *SWCD Grant* in the amount of \$100,000.00 and increase 1000-1000-52133 *Transfer Out*. Said funds will be used for the Soil & Water Conservation District local match. Second: Mr. Woodruff.

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

#### IN THE MATTER OF TRANSFER OF FUNDS – BOARD OF COMMISSIONERS

Motion moved by Mr. Woodruff to approve the request of Hannah Birchfield, Clerk, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of \$100,000.00 into 2750-8000-44139 *SW Grant County Share*. Said funds will be used for the Soil & Water Conservation District local match. Second: Mr. Ellis.

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

#### IN THE MATTER OF APPROPRIATION DECREASE – VETERANS' SERVICES

Motion moved by Mr. Ellis to approve the request of Tyler Crank, Director, to decrease 1000-8004-51130 *Vet Comm Board Member Salary* in the amount of \$35,700.00, bringing the corrected appropriation to \$30,600.00. The decrease is needed to correct salary amounts entered during the 2026 budget process. Second: Mr. Woodruff.

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

#### IN THE MATTER TO ENTER CEBCO WELLNESS GRANT AGREEMENT

Motion moved by Mr. Woodruff to enter into the 2026 CEBCO Wellness Grant Agreement for program funds of \$5,790.00, to apply towards the wellness-related events, activities and initiatives provided to CEBCO enrolled employees and spouses. Funds must also meet the 5 program criteria stated in the grant agreement. Second: Mr. Ellis.

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

#### IN THE MATTER TO ADJOURN SINE DIE

Motion moved by Mr. Woodruff, WHEREAS, there being no further business transaction for the year of 2025, this Board of Commissioners hereby adjourn SINE DIE. Second: Mr. Ellis.

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

#### IN THE MATTER OF RESOLUTION – REORGANIZE BROWN COUNTY BOARD OF COMMISSIONERS

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

##### RESOLUTION NO. 01122026-1

#### IN THE MATTER TO REORGANIZE BROWN COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, The Board of County Commissioners of Brown County, Ohio, met on the 12th day of January, 2026 in regular session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Gordon Ellis  
Barry L. Woodruff  
Tony Applegate

January 12, 2026

**WHEREAS**, The Board reorganizes on an annual basis;

**THEREFORE, BE IT RESOLVED THAT**, Tony Applegate, be elected to serve as President of this Board of Commissioners, Brown County, Ohio for the year of 2026.

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

**IN THE MATTER OF RESOLUTION – DESIGNATE OFFICIAL VOTING REPRESENTATIVE AND ALTERNATE FOR PURPOSE OF ANNUAL CCAO MEETING**

Motion moved by Mr. Woodruff to adopt the following resolution. Second: Mr. Ellis.

**RESOLUTION # 011202026-2**

**RESOLUTION TO DESIGNATE THE OFFICIAL REPRESENTATIVE AND ALTERNATE FOR THE PURPOSE OF VOTING AT THE ANNUAL MEETING OF THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO IN 2025**

Commissioner, Barry Woodruff, moved the adoption of the following resolution:

**WHEREAS**, Article IV, Section 6, of the Code of Regulations of the County Commissioners' Association of Ohio requires each member county to, for the purpose of voting at any annual or special meeting of the Association, designate an Official Representative and Alternate; and

**WHEREAS**, the designation of the Official Representative and Alternate for a county organized under the statutory form of county government shall be by resolution of the board of county commissioners; and

**WHEREAS**, in designating the Official Representative and Alternate only a member of the board of county commissioners is eligible to be designated as the Official Representative and Alternate;

**NOW THEREFORE BE IT RESOLVED** that Member, **Gordon Ellis**, is designated as the Official Voting Representative of Brown County, Ohio.

**BE IT FURTHER RESOLVED** that County Administrator, **Sarah Beath**, is designated as the Alternate Voting Representative of Brown County, Ohio.

The motion was seconded by Commissioner, Gordon Ellis.

PASSED AND ADOPTED by the Board of County Commissioners of Brown County at Georgetown, Ohio, on the 12<sup>th</sup> of January, 2026.

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

**IN THE MATTER OF RESOLUTION – DESIGNATION OF PERSONS TO SERVE ON VARIOUS BOARDS AND COMMITTEES– BOARD OF COMMISSIONERS**

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

**RESOLUTION #01122026-3**

**DESIGNATION OF THE FOLLOWING PERSONS TO SERVE ON VARIOUS BOARDS AND COMMITTEES FOR A ONE (1) YEAR TERM BEGINNING JANUARY 1, 2026**

The Board of County Commissioners of Brown County, Ohio, met on the 12<sup>th</sup> day of January, 2026, in Regular Session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Tony Applegate, President  
Barry Woodruff, Member  
Gordon Ellis, Member

The following resolution was presented by Mr. Ellis, who moved its adoption, and seconded by Mr. Woodruff.

**BE IT RESOLVED** by the Board of County Commissioners of Brown County, Ohio, that the following persons be and are hereby appointed and or designated to serve on various boards and committees for their one (1) year term beginning January 1, 2026.

Boards/Committees	Representative & Alternate, if applicable	Designated Meeting Dates
ABCAP	Tony Applegate, Chair Barry Woodruff Gordon Ellis	3 <sup>rd</sup> Tuesday of each month
BET/LEPC	Gordon Ellis	2 <sup>nd</sup> Tuesday of each even numbered month, except December
Board of Revisions	Gordon Ellis	Scheduled as needed
Buckeye Safety Council	Gordon Ellis	As scheduled on a monthly basis

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County Commissioners association of Ohio (CCAO)	Tony Applegate Gordon Ellis (Alt)	Scheduled on an annual basis
Family & Children First Council	Barry Woodruff	4 <sup>th</sup> Tuesday of the middle month of each quarter
Land Reutilization Corporation (Land Bank)	Tony Applegate Barry Woodruff	As scheduled on a quarterly basis
Law Library Resources Board	Tony Applegate Barry Woodruff	2 <sup>nd</sup> Tuesday, every other month 9:00 a.m.
Local Corrections Planning Board	Gordon Ellis	As scheduled
Ohio Valley Regional Development Commission (OVRDC)	Barry Woodruff	As scheduled on a monthly basis
OneOhio Region 9	Barry Woodruff	As scheduled

Planning Commission	Tony Applegate Barry Woodruff Gordon Ellis	3 <sup>rd</sup> Tuesday of each month 8:00 a.m.
Records Commission	Tony Applegate, Chair	As scheduled, twice a year
Solid Waste Authority Board	Tony Applegate, Chair Barry Woodruff Gordon Ellis	2 <sup>nd</sup> Tuesday of each month 8:00 a.m.
WIOA		As Scheduled on Wednesdays

Whereupon the resolution was declared adopted.

Adopted this 12th day of January, 2026.

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

**IN THE MATTER OF RESOLUTION – OPERATING AGREEMENT – BROWN COUNTY HUMANE SOCIETY**

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

**RESOLUTION NO. 01122026-4  
SIXTH ADDENDUM TO  
OPERATING AGREEMENT WITH THE BROWN COUNTY HUMANE SOCIETY  
O.R.C. § 955.15**

The Board of County Commissioners of Brown County, Ohio, met on the 12<sup>th</sup> day of January, 2026, in regular session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Tony Applegate, President  
Gordon Ellis, Member  
Barry Woodruff, Member

The following resolution was presented by Mr. Ellis, who moved its adoption, and seconded by Mr. Woodruff.

WHEREAS, the Board has previously met in open meeting and adopted an Operating Agreement with the Brown County Humane Society to operate the Animal Shelter;

WHEREAS, the Brown County Humane Society met with the Board of Commissioners in spring and fall of 2024 to request additional funding to continue their duties pursuant to the Operating Agreement;

WHEREAS, the Board finds they have the authority to make a yearly contribution to the Humane Society for the operation of the Animal Shelter;

WHEREAS, the Board finds it would be difficult for the Humane Society to continue the performance of the agreement after reviewing the revenue and expenses over the last fiscal year;

WHEREAS, the Board finds the county would benefit for the Humane Society to continue in its performance of its duties under the Operating Agreement;

THEREFORE, BE IT RESOLVED, by the majority of the Board of Commissioners of Brown County, Ohio, that on the above findings, it hereby adopts, approves, authorizes, and confirms, the Sixth Addendum to the Operating Agreement with the Brown County Humane

Society, attached hereto and fully incorporated herein, making quarterly payments of \$25,000 to the Humane Society totaling an annual contribution of \$100,000 to enable the Humane Society to fulfill its duties under the Operating Agreement.

Upon call of the roll:

Tony Applegate      yea  
Gordon Ellis        yea  
Barry Woodruff      yea

Whereupon the resolution was declared adopted.

Adopted this 12<sup>th</sup> day of January, 2026.

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

**IN THE MATTER OF ADDENDUM – OPERATING AGREEMENT – BROWN COUNTY HUMANE SOCIETY**

Motion moved by Mr. Woodruff to adopt the following resolution. Second: Mr. Ellis.

**SIXTH ADDENDUM**  
**The Brown County Board of Commissioners**  
**Operating Agreement with the Brown County Humane Society**  
**O.R.C. 955.15**

Whereas, the Board and Society have agreed to modify this agreement by mutual consent;

Whereas, pursuant to subsection 2, the Board provide additional funds in furtherance of its duties under this agreement;

Whereas, the Board has agreed to provide additional funding to the Humane Society in quarterly payments of \$25,000 to the Humane Society totaling an annual contribution of \$100,000 in order for the Society to fulfill the duties of the Operating Agreement;

The parties agree all other provisions of this Agreement shall remain unchanged and in full force and effect.

This Sixth Addendum to this Agreement shall be binding on the Society and the Board, its successors and assigns.

IN WITNESS WHEREOF, the parties have entered into this Sixth Addendum to this Agreement on the 12<sup>th</sup> day of January, 2026, with the intent to be legally bound thereby as authorized by their respective bodies.

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

**IN THE MATTER OF RESOLUTION – AUTHORIZING THE COUNTY ENGINEER TO USE THE “FORCE ACCOUNT” PURSUANT TO THE OHIO REVISED CODE – SECTION 5543.19**

Motion moved by Mr. Ellis to adopt the following resolution. Second: Mr. Woodruff.

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

County Commissioners Office  
Brown County, Ohio  
January 12, 2026  
NO. 01122026-5

**IN THE MATTER OF AUTHORIZING THE COUNTY ENGINEER TO USE THE "FORCE ACCOUNT"**  
**PURSUANT TO THE OHIO REVISED CODE - SECTION 5543.19**  
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The Board of County Commissioners of Brown County, Ohio, met in regular session on the 12th of January, 2026.

Commissioner Ellis moved the adoption of the following

**RESOLUTION**

**WHEREAS**, the Board of County Commissioners has decided that the health, welfare and safety of the people of Brown County can best and most efficiently be served by the "Force Account" in matters pertaining to maintenance, repair, construction, and reconstruction of Brown County roads, bridges, culverts etc.

**THEREFORE, BE IT RESOLVED**, that the Board of County Commissioners, Brown County, Ohio, does hereby authorize Todd Cluxton, Brown County Engineer to use the existing county employee forces and proceed by "Force Account", as outlined in Section 5543.19 of the Ohio Revised Code, in the maintenance, repairs, construction of roads, bridges, and culverts in Brown County during the year 2026; and,

**January 12, 2026**



**BE IT FURTHER RESOLVED**, that the Board of County Commissioners, Brown County, Ohio, does hereby authorize Todd Cluxton, Brown County Engineer to purchase all such materials, supplies, repair parts, tools, equipment, fuels, oils, etc., required to proceed with the force account in the year 2026, when the cost is less than two hundred and forty four thousand, six hundred and fifty dollars (\$244,650), and when he is permitted by law to undertake such construction, reconstruction, improvement, maintenance, or repair of roads, bridges, culverts etc., by force account.

**WHEREAS**, the Ohio Revised Code Section 153.64, 4931 and 4933, provides to the Board of County Commissioners, the authority to control the installation and placement of any public utilities within the dedicated public right-of-ways of all County maintained highways; and,

**WHEREAS**, the Ohio Revised Code Section 5589 and 5543 provides to the Board of County Commissioners, the authority to control any digging and excavating on or along a County maintained highway and for the placement of a private driveway approach to a County maintained highway; and,

**THEREFORE, BE IT RESOLVED** that the Board of Brown County Commissioners does hereby authorize the Brown County Engineer to develop and administer permits for the above described activities within County road right-of-ways and to keep said permits with the permanent road records of Brown County; and,

Commissioner Woodruff seconded the Resolution and upon the roll being called, the Vote resulted in the adoption of the Resolution as follows:

Commissioner Gordon Ellis exited the meeting at 10:25 a.m.

Commissioner Gordon Ellis entered the meeting at 11:00 a.m.

**IN THE MATTER TO RECESS**

Motion moved by Mr. Woodruff to recess the meeting at 11:10 a.m. Second: Mr. Ellis.

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

**IN THE MATTER TO RECONVENE**

Motion moved by Mr. Ellis to reconvene the meeting at 12:40 p.m. Second: Mr. Woodruff.

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

**IN THE MATTER TO ADJOURN**

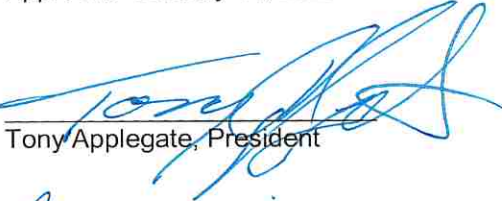
Motion moved by Mr. Woodruff to adjourn this meeting with no further business before the Board this 12<sup>th</sup> day of January, 2026. Second: Mr. Ellis.

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

1/8/2026  
Commissioners attended the monthly Solid Waste Authority Board Meeting.  
Commissioner Barry Woodruff attended a virtual OVRDC Bylaws Committee meeting.

1/12/2026  
Commissioner Gordon Ellis attended a Board of Revision Meeting.

Approval: January 14, 2026

  
Tony Applegate, President

  
Gordon Ellis, Member

  
Barry Woodruff, Member

  
Hannah Birchfield, Clerk