

The Board of County Commissioners, Brown County, Ohio, met in regular session this 13th day of October, 2021 with the following members present: Barry L. Woodruff, Member Tony Applegate, Member Daryll R. Gray, President

**IN THE MATTER OF PREVIOUS MINUTES**

Motion moved by Mr. Applegate 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. Applegate, yea Mr. Gray, yea

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

Motion moved by Mr. Woodruff to approve the request of Sheri Tabor, JFS Director, for a transfer of funds from 2551-5000-52133 *Transfer Out* in the amount of \$100,000.00 into 2550-5000-40547 *Transfer In*. Second: Mr. Applegate.

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

**IN THE MATTER OF APPROPRIATION CHANGE - BOARD OF COMMISSIONERS**

Motion moved by Mr. Applegate to approve the request of Bernadette Wireman, Assis. Clerk., for an appropriation change to decrease 1000-8007-52178 *Maintenance Repairs* in the amount of \$1,000.00 and increase 1000-1000-52110 *Commissioner Supplies* in the amount of \$1,000.00. Second: Mr. Woodruff.

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

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

Motion moved by Mr. Woodruff to approve the request of Michael R. Pride, Financial Manager, for the following appropriation changes:

Decrease 1000-3004-52114 *Juvenile Court Travel* in the amount of \$1,000.00  
 Increase 1000-3004-52116 *Other Expenses* in the amount of \$1,000.00

Decrease 1000-3004-52115 *Advertising and Printing* in the amount of \$4,000.00  
 Increase 1000-3004-52116 *Other Expenses* in the amount of \$4,000.00

Decrease 1000-3004-52310 *Foreign Judge Expense* in the amount of \$500.00  
 Increase 1000-3004-52116 *Other Expenses* in the amount of \$500.00 Second: Mr. Applegate.

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

**IN THE MATTER TO APPROVE THE BILLS**

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

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

<b>DEPT</b>	<b>EXPENDITURE</b>
AUDITOR	\$366.41
BOE	\$3,345.85
BUILDING DEPT	\$42.52
CLERK OF COURTS	\$0
COMMISSIONERS	\$428.95
COMMON PLEAS	\$251.00
CORONER	\$1,592.79
CSEA	\$597.23
DEVELOPMENT	\$0
DOG TAGS	\$0
E911	\$73,900.20
EMA	\$4,643.79
ENGINEER HWY	\$6,368.78
ENGINEER OFFICE	\$3,109.97
ENGINEER SEWER & WATER	\$0
JFS	\$25,937.32
JURY COMMISSION	\$0
PROBATE/JUVENILE	\$6,515.75
LAW LIBRARY	\$0
MAINTENANCE	\$27,313.33
MUNICIPAL	\$0
PROSECUTOR	\$1,045.19
RECORDER	\$67,729.33
SHERIFF	\$9,574.57
TITLE	\$15.00
TREASURER	<u>\$76.00</u>
<b>GRAND TOTAL</b>	<b>\$233,248.98</b>

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**IN THE MATTER OF EMPLOYEE TRAVEL POLICY**

Motion moved by Mr. Woodruff to adopt a revised travel policy, see complete policy on file. Second: Mr. Applegate.

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

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – BOARD OF COMMISSIONERS**

Motion moved by Mr. Applegate to approve the request of Bernadette Wireman, Assis. Clerk, for a supplemental appropriation of unappropriated funds from 1000 CGF in the amount of \$20,000.00 into 1000-8007-52118 *Maintenance Contract Repairs*, said funds will be used to increase the purchase order to Bachman's, Inc. Second: Mr. Woodruff.

ROLL CALL VOTE: Mr. Woodruff, yea Mr. Applegate, yea Mr. Gray, 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 2120 *Dog & Kennel Fund* in the amount of \$1,000.00 into 2120-1001-52116 *Other Expenses*. Second: Mr. Applegate.

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

**IN THE MATTER OF PRC PLAN – JFS**

Motion moved by Mr. Applegate to approve the PRC Plan Biennial Renewal effective October 1, 2021, with no current changes. Second: Mr. Woodruff.

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

**IN THE MATTER OF RESOLUTION AUTHORIZING, TODD CLUXTON, BROWN COUNTY ENGINEER, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED**

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

**RESOLUTION 10/13/2021-1****AUTHORIZING LEGISLATION**

A RESOLUTION AUTHORIZING **TODD CLUXTON, BROWN COUNTY ENGINEER**, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, **Brown County** is planning to make capital improvements to **Fishing Gut Road Bridge**, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the **Brown County Commissioners**:

Section 1: **Todd Cluxton, Brown County Engineer**, is hereby authorized to apply to the OPWC for funds as described above.

Section 2: **Daryll R Gray, Chariman, Brown County Commissioners**, is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

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**IN THE MATTER OF RESOLUTION AUTHORIZING, TODD CLUXTON, BROWN COUNTY ENGINEER, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED**

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

**RESOLUTION 10/32021-1  
AUTHORIZING LEGISLATION**

A RESOLUTION AUTHORIZING **TODD CLUXTON, BROWN COUNTY ENGINEER**, TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, Eagle Township, Washington Township, the Village of Mt. Orab, the Village of Sardinia, and Brown County are planning to make capital improvements to County, Township, and Village Road Restructuring, and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by the **Brown County Commissioners**:

Section 1: Todd Cluxton, Brown County Engineer, is hereby authorized to apply to the OPWC for funds as described above.

Section 2: Daryll R Gray, Chariman, Brown County Commissioners, is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

**IN THE MATTER OF NOTICE TO BIDDERS – 2022 AGGREGATE PROJECT**

Motion moved by Mr. Woodruff upon the request of Todd Cluxton, Brown County Engineer, to advertise the Notice to Bidders for the 2022 Aggregate Project. Second: Mr. Applegate.

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

**NOTICE TO BIDDERS  
(Pursuant to 307.87 ORC)**

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 2:00 a.m. on November 15, 2021, for the purchase of aggregate for road construction and paving as follows:

- 2022 Aggregate #2
- #4
- #8
- #9
- #57
- #304
- #411

The quality and analysis of all aggregate materials shall be in accordance with the latest edition of the State of Ohio Department of Transportation Construction and Materials Specifications Item 703.

The method of measurement for payment shall be by the ton.

It is expressly understood that the purpose of this bid solicitation is to obtain unit price contracts for the purchase of aggregate material on force account projects for the 2021 calendar year in any quantity and at any time during the contract period.

Bidding forms may be obtained at the Office of the Brown County Engineer, or at [www.browncountyengineer.org](http://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 November 15, 2021.

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

**October 13, 2021**

**IN THE MATTER OF CCMEP TANF – JFS**

Motion moved by Mr. Applegate to approve the request of Sheri Tabor, JFS, to transfer remaining CCMEP TANF regular funds in the amount of \$10,000 to The Adams County Department of Job and Family Services. Second: Mr. Woodruff.

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

**IN THE MATTER OF PERSONNEL – DPS**

Motion moved by Mr. Woodruff, upon the request of Barb Davis, DPS, to increase Savannah Estep's new base rate of pay to \$16.36 per hour due to her three-year step increase effective November 1, 2021 and increase Tiffany Thomas' new base rate of pay to \$15.34 per hour due to her two-year step increase effective October 14, 2021. Second: Mr. Applegate.

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

**IN THE MATTER TO ADJOURN**

Motion moved by Mr. Applegate to adjourn this meeting with no further business before the Board this 13th day of October, 2021. Second: Mr. Woodruff.

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

10/12/2021

Commissioner, Daryll Gray, virtually attended the COVID-19 Planning Call.

10/13/2021

Commissioners met with Nick Owens, Grant Homestead Association, and Doug McDonald, Grant Homestead Association, to discuss the 200<sup>th</sup> Celebration of Grant's Birthday.

Approval: October 18, 2021

  
Daryll Gray, President

  
Tony Applegate, Member

  
Barry Woodruff, Member

  
Sarah Beath, Clerk

October 13, 2021