The Board of County Commissioners, Brown County, Ohio, met in regular session this 14th day of September, 2026, with the following members present: Barry L. Woodruff, Member Gordon Ellis, Member Tony Applegate, President

In attendance: Charlene Fithen, Clerk

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

PUBLIC COMMENTS

Jessica Pringle and Nick Owens were in attendance and had no public comment.

IN THE MATTER OF MEMORANDUM OF UNDERSTANDING – COMMERCIAL BUILDING PERMITTING

Motion moved by Mr. Ellis to enter a Memorandum of Understanding with the Village of Sardinia to establish the terms and conditions under which Brown County shall provide commercial building permit review, issuance, and inspection services within the corporate limits of the Village, in accordance with applicable Ohio law and the Ohio Building Code. Second: Mr. Woodruff.

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

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* into the following accounts:

1000-8011-52518 *Commercial Permit Inspection Fee* in the amount of $18,000.00.
1000-8011-52530 *Commercial Fee State Share* in the amount of $600.00. Second: Mr. Ellis.

Said funds are needed for commercial permit expenses.

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 $775,000.00 into 1000-1000-52133 *Transfer Out*. Said funds will be further transferred into other accounts for expense purposes. 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 Sarah Beath, County Administrator, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of $25,000.00 into 2005-1000-40549 *27th Pay Transfer In*. Said funds will be set aside for the next 27th pay cycle. Second: Mr. Ellis.

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. Ellis to approve the request of Sarah Beath, County Administrator, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of $500,000.00 into 3000-1000-40547 *County Capital Improvement Transfer In*. Said funds will be set aside for building improvements and special projects. 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 Sarah Beath, County Administrator, for a transfer of funds from 1000-1000-52133 *Transfer Out* in the amount of $350,000.00 into 2026-1000-40547 *Parks & Recreation Transfer In*. Said funds were received from Alternative Energy Receipts generated from the additional tax of $2,000 per megawatt on the nameplate capacity of solar energy generation. 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 1000 *CGF* in the amount of $5,001.13 into 1000-1001-51110 *Auditor Salary*. Said funds are 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 OF APPROPRIATION CHANGE – DEVELOPMENT

Motion moved by Mr. Woodruff to approve the request of Madison Glenn, Development Director, for an appropriation change to the following:

Decrease 2016-1000-51116 *Land Bank Contract Workers Compensation* in the amount of $50.32
Decrease 2016-1000-52116 *Land Bank Contract Other Expenses* in the amount of $800.00
Decrease 2016-1000-52112 *Land Bank Contract Equipment* in the amount of $825.00
Increase 2016-1000-52110 *Land Bank Contract Supplies* in the amount of $1,675.32 Second: Mr. Ellis

Said funds are needed to cover the cost of a replacement desk for the Development office.

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

IN THE MATTER OF RESOLUTION – PROPERTY NOT NEEDED FOR PUBLIC USE - BOE

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

RESOLUTION NO. 09142026-1

**PROPERTY NOT NEEDED FOR PUBLIC USE, IS OBSOLETE,
OR IS UNFIT FOR USE,
AND HAS NO VALUE
OHIO REVISED CODE § 307.12(I)**

The Board of County Commissioners of Brown County, Ohio, met on the 14th day of September, 2026, in regular session at the offices of said Board in the Administration Building, Georgetown, Ohio, with the following members present:

Gordon Ellis
Barry Woodruff
Tony Applegate

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

WHEREAS, this Board has been advised by Brenda Siemer, Deputy Director of the Board of Elections, that, all equipment and inventory has been assessed and evaluated for use and function;

WHEREAS, the Board of Elections' Office prepared a list of assets and inventory that is broken, obsolete, or otherwise unfit for use, which is attached hereto and marked as Exhibit A;

WHEREAS, the Board of Elections' Office has removed said items described in Exhibit A from their office space;

WHEREAS, the Board of Elections' Office, is requesting to remove said items from their property inventory;

WHEREAS, the Board has reviewed the property described in Exhibit A and finds it to be not needed for public use, is obsolete, or is unfit for use, and further finds it has no value;

THEREFORE, BE IT RESOLVED:

The Board of Elections' Office, may remove said items, described in Exhibit A, from the county inventory;

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 14th day of September, 2026. Second: Mr. Ellis.

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

09/10/26
Commissioners Gordon Ellis and Barry Woodruff attended the Solid Waste Authority Meeting.
Commissioner Gordon Ellis attended the Business Advisory Meeting, SHCTC.

09/14/26
Commissioners reviewed the monthly inmate meal report from the BCSO.

Approval: September 16, 2026

Tony Applegate, President

Gordon Ellis, Member

Barry Woodruff, Member

Charlene Fithen, Clerk