

**RECORD OF PROCEEDINGS**  
WARREN COUNTY BOARD OF ELECTIONS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held February 6, 2025 \_\_\_\_\_ 20\_\_\_\_\_

**February 6, 2025, 9:00 a.m.**  
**Warren County Board of Elections**  
**520 Justice Dr., Lebanon, OH 45036**

**Board Members:**

*Present:* Chairman Jeff Monroe, Kathlene Applegate, and Lori Viars

**Others Present:**

Director Brian Sleeth, Deputy Director Shari Huff, Becky Baily, Representing the League of Women Voters Cathy Dunlay, Kelly Sakalas, Ian Logan, Prosecutor David Fornshell and Prosecuting Attorney Adam Nice.

**1. Call to Order**

The meeting was called to order at 9:00 a.m. by Chairman Jeff Monroe.

**2. Approval of Meeting Minutes**

Minutes from January 14, 2024 Board meeting was presented to the Board for approval.

**Motion:** A motion to approve the meeting minutes from January 14, 2024, was made by Member Kathlene Applegate and seconded by Member Lori Viars, after a roll call vote, the motion passed unanimously.

3-0-0

**3. Approval of Expenditures**

Check Run Date	Vendor		Amount
01/27/2025	AMAZON CAPITAL SERVICES INC	BOE- OFFICE SUPPLIES	\$175.47
01/27/2025	FLEXPRINT INTERMEDIATE LLC	BOE- COPIER PRINT CHARGE	\$436.67
01/27/2025	FLEXPRINT INTERMEDIATE LLC	BOE- COPIER PRINT CHARGE	\$47.33
01/27/2025	FLEXPRINT INTERMEDIATE LLC	BOE- PRINT CLICK CHARGE	\$225.91
01/27/2025	AMAZON CAPITAL SERVICES INC	BOE- OFFICE SUPPLIES	\$339.98
01/27/2025	SYNCHRONY BANK	BOE- HEATER FOR ELECTION DAY	\$407.55
01/27/2025	WALTZ BUSINESS SOLUTIONS	BOE- PRINTER REPAIR AND FINANC	\$220.00
01/27/2025	CLEAR BALLOT GROUP INC	BOE- WARRANTY REPAIR	\$125.00
01/27/2025	CLEAR BALLOT GROUP INC	BOE- WARRANTY REPAIR	\$80.00
01/27/2025	VERIZON WIRELESS SERVICES LLC	BOE- JET PACK CHARGE	\$43.26
01/27/2025	VERIZON WIRELESS SERVICES LLC	BOE- JET PACK CHARGE	\$1.44
01/27/2025	MILLENNIUM CAPITAL LLC	BOE- COPIER LEASE 12/1-1/1	\$376.84
01/27/2025	MILLENNIUM CAPITAL LLC	BOE- COPIER LEASE 12/1-1/1	\$12.16
01/27/2025	WELLS FARGO LEASING INC	BOE- COPIER LEASE	\$181.00

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01/27/2025	WELLS FARGO LEASING INC	BOE- COPIER LEASE	\$181.00
01/27/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	BOE- FOLDER LEASE	\$304.88
01/27/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	BOE- FOLDER LEASE	\$196.00
01/27/2025	MILLENNIUM CAPITAL LLC	BOE- COPIER LEASE	\$389.00
01/27/2025	MILLENNIUM CAPITAL LLC	BOE- COPIER LEASE	\$389.00
02/05/2025	MILLENNIUM BUSINESS SYSTEMS	BOE- COPY MACHINE LEASE	\$389.00
			\$4,521.49

**Payroll**

01/17/2025	SALARY	\$20,001.14
01/31/2025	SALARY	\$23,229.60
01/31/2025	VACATION PAYOUT- ROSE MARIANO	\$1,732.73
01/17/2025	BOARD SALARY	\$2,594.98
01/31/2025	BOARD SALARY	\$2,594.98
01/17/2025	PERS	\$3,293.53
01/31/2025	PERS	\$3,697.44
01/17/2025	MEDICARE	\$327.44
01/31/2025	MEDICARE	\$394.15
01/17/2025	PART TIME SALARY	\$929.00
01/31/2025	PART TIME SALARY	\$585.72
		\$59,380.71

**Motion:** A motion to approve the expenditures was made by Member Lori Viars and seconded by Member Kathlene Applegate. After a roll call vote, the motion passed. 3-0-0.

**4. Ballot RFP**

The Board received two bids for the 2025 election cycle. One from the current vendor Graphic Village- Test Deck \$0.15, Blank Ballot Stock \$0.13 and Election Day Ballots \$0.18.  
 IVS- Test Deck \$0.18, Blank Ballot Stock \$0.12 and Election Day Ballots \$0.18.

The Director and Deputy recommended that we stay with Graphic Village.

**Motion:** A motion to award the contract to Graphic Village was made by Member Lori Viars and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.  
 3-0-0

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**5. Candidate Petition Review**

Office staff reviewed the following petition and has met all of the legal requirements.

D. Andrew Batche- Candidate for Mason City Judge

It was noted that since there were no other filings that this candidate would not appear on the Primary Election ballot and will go straight to the November 4, 2025 General Election ballot.

**Motion:** A motion to approve the petition was made by Member Lori Viars and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.

3-0-0

**6. Certify May Election Issues**

The following issues have been filed and reviewed by SoS Legal:

Franklin Fire Levy Additional 4.9mills CPT

Franklin SD Add 6.301 mills 5 yrs

Harlan Twp Fire Add 3.5 mills 5 yrs

Massie Twp Fire 1 mill renewal 5 yrs

Harveysburg Police Add 2.5 mills 5 yrs

Local Option Pct 138 Smoke & Beverage Sunday

Local Option Pct 159 Kroger Sunday Sales

**Overlapping Issues**

Clinton Massie LSD 1% Income tax 5 yrs

MidPointe Library Replacement .75 mills 5 yrs

Princeton Schools 6.61 mills 10 yrs



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The Board's legal counsel Adam Nice spoke concerning the Massie Fire and Harveysburg levies. There were minor errors in both resolutions but nothing to prevent them from appearing on the ballot.

**Motion:** A motion to approve the May Election Issues was made by Member Kathlene Applegate and seconded by Member Lori Viars, after a roll call vote, the motion passed unanimously.

3-0-0

## 7. Chargeback Approval

The calculated Chargeback for the March 19, 2024 election is \$23,279.39

**Motion:** A motion to approve the Chargeback was made by Member Lori Viars and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.

3-0-0

The calculated Chargeback for the November 8, 2024 election is \$14,273.51.

**Motion:** A motion to approve the Chargeback was made by Member Kathlene Applegate and seconded by Member Lori Viars, after a roll call vote, the motion passed unanimously.

3-0-0

## 8. Director/Deputy Report

The director reported that the 2024 Election Administration Survey has been submitted to the State.

The total cost for additional voting machines and equipment is \$85,000. The cost will be covered by our Technology Fund.

It was discussed that there was a recent 24 count indictment on a recent petition forgery case that we sent to the Prosecutors Office to review.

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**9. Recognizing Outgoing Board Members**

Chairman Jeff Monroe, David Fornshell and Adam Nice and others in attendance recognized outgoing Board Members Lori Viars and Kathlene Applegate for their years of service to the Board. A brief reception followed.

There being no further business, the meeting was adjourned at 9:44 a.m.

The Warren County Board of Elections

  
\_\_\_\_\_  
Jeff Monroe, Chairman

  
\_\_\_\_\_  
Rebecca Bailey

  
\_\_\_\_\_  
Bethe Goldenfield

  
\_\_\_\_\_  
Kelly Sakalas

  
\_\_\_\_\_  
Attested – Brian Sleeth

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