



**Present:** President Jeffrey L Ohler, Vice President Robert E Wirkner, Commissioner Lewis A Mickley.

**IN THE MATTER OF  
PLEDGE OF ALLEGIANCE**

 9:01 AM

Commissioner Ohler asked that everyone stand and recite the Pledge of Allegiance.


**IN THE MATTER OF  
RECORDINGS OF PROCEEDINGS**

 9:02 AM


Valerie S. Mossor, Assistant Clerk II, certified that the entire recording of the proceedings at the prior meetings are captured completely and accurately in the electronic record and are available at the office.

**IN THE MATTER OF  
MINUTES**

**Motion:** to approve the summary of the minutes from the regular meeting of Thursday, October 19, 2017 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E Wirkner, **Seconded by** Commissioner Lewis A Mickley. Motion carried on unanimous vote.

 9:02 AM

**IN THE MATTER OF  
BOARD MEETING ATTENDANCE**

 9:02 AM


Commissioner Ohler questioned if everyone on the Board would be in attendance today. Everyone was present.

**IN THE MATTER OF  
EXPENSES**

**Motion:** to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Jeffrey L Ohler, Commissioner	Commissioners	MCJAS	Canton, OH	Retroactive to 10/6/17 10/20/17	\$57.78
Robert E Wirkner, Commissioner	Commissioners	RTIP	Minerva, OH	Retroactive to 10/20/17	\$15.62

**Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.


 9:03 AM

**IN THE MATTER OF  
APPROPRIATION AMENDMENT(S)**


**Motion:** to approve the following appropriation amendment(s):

FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
General Fund	Supplies	0200-A006-A03.030	Services	0200-A006-A06.000	\$2,000.00
General Fund	Repairs	0200-A006-A05.000	Services	0200-A006-A06.000	\$2,118.00
General Fund	S.O. Notification	0200-A006-A019.00	Services	0200-A006-A06.000	\$500.00
CDBG FY16	Village of Dellroy	0600-T117-T17.000	Health Department	066-T117-T19.000	\$670.00
CDBG FY16	Village of Carrollton	066-T117-T118.000	Health Department	0660-T117-T19.000	\$18,120.00

**Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.


 9:03 AM

**IN THE MATTER OF  
REPORT OF COUNTY DOG WARDEN**

 9:03 AM


Josh Long, Dog Warden, filed his report for the week of October 15, 2017 through October 21, 2017 showing 16 dogs impounded, 11 adopted out, 10 redeemed, 0 euthanized, 0 citation(s) for no license, and 1 citation(s) for running at large.

**IN THE MATTER OF  
TRAVEL EXPENSES**

 9:04 AM

Commissioner Wirkner requested that the Board review the travel expenses before they are approved at future meetings.

**IN THE MATTER OF  
MONTHLY REPORT – SEPTEMBER  
CHILD SUPPORT ENFORCEMENT AGENCY**

 9:04 AM

Commissioner Ohler advised the office of the Prosecuting Attorney filed the September 2017 report for the Carroll County Child Support Enforcement Agency. A copy of the report is on file in the Commissioners' Office.

**IN THE MATTER OF  
DJFS - VARIOUS CONTRACTS**

**Motion:** to approve the following contracts for the Department of Job and Family Services as recommended by Kate Offenberger, Director:

PROVIDER	EFFECTIVE DATE	AMOUNT	SERVICE	TYPE	STATUS	DATE SIGNED
Chrysalis	10/1//17 – 9/30/18	\$12,000.00	Residential and placement consultation services	Service	New	10/18/17

**Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.

9:05 AM

**IN THE MATTER OF  
COMMERCIAL CARD RESOLUTION  
RESOLUTION #2017-39**

**Motion:** to adopt Resolution #2017-39 for the County’s procurement card, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.

9:07 AM

**RESOLUTION #2017-39  
COMMERCIAL CARD RESOLUTION**

Pursuant to OHIO State law and public policy, the following apply:

**Authorization**

The governing board/legislative authority of CARROLL COUNTY, OHIO has 1) authorized Card use (provided by The Huntington National Bank) for specific purposes and 2) have or will approve and adopt a policy governing usage of the credit card and appropriate oversight controls.

**Appropriation**

We certify that the governing board/legislative authority approved card usage for those purposes involving the procurement of goods and/or services for which the CARROLL COUNTY, OHIO has appropriated funds in its annual appropriations budget.

**Usage and Oversight Controls**

The governing board/legislative authority of CARROLL COUNTY, OHIO has adopted formal policies and procedures concerning Card usage and oversight, including but not limited to the following considerations: 1) a list of authorized employees; 2) custody of the card(s); and 3) the pre-approval of card usage and reconciliation of usage against purchase orders.

**Authorized Person to Execute Agreement**

The governing board/legislative authority certifies that the following individual(s) is/are fully authorized to execute a Card Agreement with The Huntington National Bank and bind CARROLL COUNTY, OHIO to its terms.

Printed Name: 1) Jeffrey L. Ohler, President

RESOLVED FURTHER that this Board of Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board which resulted in this formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including ORC 121.22.

Mr. Mickley moved for the adoption of the preceding Resolution;

Mr. Wirkner seconded the motion.

Upon call of the roll the vote was recorded as follows:

Mr. Mickley, Yes; Mr. Wirkner, Yes; Mr. Ohler, Yes.

Motion carried on unanimous vote. Resolution adopted this 23<sup>rd</sup> day of October, 2017.

ATTEST:

BOARD OF COMMISSIONERS  
OF CARROLL COUNTY

/s/ Valerie S. Mossor

/s/ Jeffrey L. Ohler

[ ] Christopher R. Modranski, Assistant Clerk I

Jeffrey L. Ohler, President

[ X ] Valerie S. Mossor, Assistant Clerk II

/s/ Robert E. Wirkner

[ ] Janice E. Leggett, Clerk Supervisor

Robert E. Wirkner, Vice President

/s/ Absent

Lewis A. Mickley, Commissioner

**IN THE MATTER OF  
AGREEMENT/CONTRACT  
NORTHWEST GROUP SERVICES**

**Motion:** to approve the renewal contract with Northwest Group Services (NWGS) for a two year term effective January 1, 2018 for voluntary benefits, flexible spending account, COBRA, and consolidated billing; the renewal rate fee is \$.50 per eligible employee per month for COBRA administration for dental and vision plans, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.

9:08 AM

**IN THE MATTER OF  
HOLIDAY SCHEDULE**


9:08 AM

Commissioner Ohler advised he has had a couple offices ask if the Board was making any changes to the holiday schedule. Commissioner Wirkner advised he doesn’t see anything different. Commissioner Mickley advised dates will be updated for next year. \*\*\*\*\*

**Motion:** to approve the 2018 holiday schedule, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E Wirkner, **Seconded by** Commissioner Lewis A Mickley. Motion carried on unanimous vote.


9:09 AM

**IN THE MATTER OF  
REQUEST FOR FUNDS  
COMMUNITY HOUSING IMPACT AND PRESERVATION GRANT**

 9:09 AM

Commissioner Ohler advised a request for payment was approved in the amount of \$31,717.00 from the Ohio Development Services Agency, Office of Community Development, for the CHIP FY15 Grant #B-C-15-1AJ-1.


**IN THE MATTER OF  
PERSONNEL POLICY MANUAL  
HOURS OF WORK AND OVERTIME**

 9:10 AM

Commissioner Mickley explained that the Personnel Policy Manual needs updated to cover tracking of sick and vacation time and to request additional tracking information from Economic Development going forward. Commissioner Ohler asked if tracking is done by each office. Commissioner Mickley said yes, but the Board has the ability to request it at any time. Commissioner Wirkner explained this also gives the Board the opportunity to review time spent on certain activities to determine productivity.

\*\*\*\*\*


**Motion:** to adopt a revision to the Personnel Policy Manual in Section XII-Hours of Work and Overtime to add subparagraph E, Tracking and Reporting, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner. Motion carried on unanimous vote.

 9:13 AM

\*\*\*\*\*


Commissioner Wirkner advised one of the Board members should review these changes with the department heads so they understand what is expected. Commissioner Mickley will take care of this.

**IN THE MATTER OF  
HOLIDAY SCHEDULE**

 9:14 AM

Janice E Leggett, Clerk Supervisor, appeared before the Board to clarify the holiday schedule question. She advised that offices have been asking about Christmas and whether any additional days off will be given. Commissioner Ohler advised we passed a motion for the 2018 holiday schedule. Ms. Leggett advised the question was not about 2018 but whether the day after Christmas will be given as a paid holiday. Commissioner Wirkner advised this would mess up some of the department's budgets. Commissioner Ohler advised that if the departments want to do something other than the approved holiday schedule, then they will have to take a vacation day. This will be up to the departments. Commissioner Ohler advised he would like a notice sent out to the departments clarifying this.


**IN THE MATTER OF  
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)  
EMERGENCY MANAGEMENT AGENCY**

 9:17 AM


Tom Cottis, EMA Director, appeared before the Board to get approval to be the grant manager for the Ohio Emergency Management Performance Grant (EMPG). The County received \$38,172.00. The grant guidelines are the same as they have been in past years. The money is spent, and then the County receives 50% of it back up to \$38,172.00 and that is recouped through wages and benefits.

\*\*\*\*\*

**Motion:** to approve Tom Cottis as the administrator for the 2017-2018 Emergency Management Performance Grant, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E Wirkner, **Seconded by** Commissioner Lewis A Mickley. Motion carried on unanimous vote.


 9:18 AM

**IN THE MATTER OF  
EMERGENCY ACTION PLAN**

 9:19 AM

Commissioner Wirkner asked Tom Cottis, EMA Director, how long the printer takes to get the Action Plan printed. Mr. Cottis advised he hopes to get the prototype print back today. Commissioner Wirkner advised there is a copy on his desk and it has all three judges' signatures on it. Mr. Cottis asked if 50 copies are needed. Commissioner Wirkner advised yes.

**IN THE MATTER OF  
2018 BUDGET**


 9:21 AM

Commissioner Wirkner advised the sales tax is about \$300,000 less for this year. Commissioner Ohler believes it is because of the Medicaid Sales Tax. Commissioner Wirkner advised there are some departments asking for an increase in their budget from last year, and he would like the departments asking for a significant increase to meet with this Board. Commissioner Wirkner asked the clerks to review the budget and reach out to those departments.

**IN THE MATTER OF  
PAYMENT OF BILLS**

**Motion:** to approve bills submitted for payment and to authorize the County Auditor to issue her warrant on the County Treasury for payment of same, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E Wirkner, **Seconded by** Commissioner Lewis A Mickley.

Motion carried on unanimous vote.

 9:23 AM

**IN THE MATTER OF  
PAYMENT OF BILLS WITHOUT PRIOR CERTIFICATION:  
REVISED CODE 5705.41**


**Motion:** to approve payment of the following for materials or services purchased without a proper purchase order and certification and the County Auditor is authorized to issue her warrant for payment of same:

**COUNTY:** Waste Management \$2,098.54, Adams & Sons Pump Service \$222.00, Beverly McClure \$125.00, APCO \$856.00


**DJFS:** None

**Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Vice President Robert E Wirkner.

Motion carried on unanimous vote.

 9:23 AM

**IN THE MATTER OF  
CCH ENVIRONMENTAL - BUDGET**


 9:23 AM

Commissioner Ohler asked if Commissioner Wirkner spoke with CCH Environmental (Solid Waste) about their budget.

Commissioner Wirkner advised they are trying to figure a few things out. Commissioner Ohler advised the bills are no higher than we thought. Commissioner Wirkner explained the wild card is the fuel cost but the other costs they are able to anticipate. Commissioner Ohler advised there is an anticipated increase in the cost of fuel because when we did the bidding for the fuel, we thought the cost was for the year, but it was only for that day. Commissioner Wirkner advised the fuel cost is the only variable received.


**IN THE MATTER OF**

**911**

 9:27 AM

Commissioner Wirkner advised they have run across a glitch for NextGen. This glitch is not in the implementation of NextGen 911, that is moving forward for an anticipated date of December 15, 2017, but it is in the PSAP in a box. The connection is unable to grab that thing and get a connection back to the SOC on any internet source. Part of that are the firewalls and the technology with the SOC. So the plan is to have a traditional secondary PSAP in a standoff location. We are working out the details of that now for where that is going to be. Once we have a grip, then we have to go the committees and get a change order to reflect the secondary PSAP. This Board will have to vote on it. This will not stop NextGen from moving forward because this isn't going to affect our primary PSAP.

**IN THE MATTER OF  
ROAD VACATION – UNNAMED ALLEY, PERRY TWP  
PUBLIC HEARING**

 9:30 AM

Commissioner Ohler advised that it is now time to conduct the public hearing to vacate an unnamed alley as petitioned by the Perry Township Volunteer Fire Department and others in Perry Township. A legal notice was placed in the Free Press Standard on September 28 and October 5, 2017 advising of the viewing and hearing. The viewing took place at the site on October 29, 2017 at 2:00 p.m. Commissioner Ohler asked if there was anyone present who wished to speak against vacating the alley. No one present replied. Commissioner Ohler questioned if there was anyone present who wished to speak in favor of vacating the alley. Bryan Mossor, Perry Township Volunteer Fire Department, spoke in favor. Brian Wise, Engineer, provided a report which was read by Commissioner Ohler.


-----

Public hearing closed at  9:32 AM

**IN THE MATTER OF  
ROAD VACATION – UNNAMED ALLEY, PERRY TWP  
RESOLUTION NO 2017-34**

**Motion:** to approve Resolution No. 2017-34 vacating an unnamed alley in Perry Township as petitioned by the Perry Township Volunteer Fire Department and others, **Action:** Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E Wirkner, **Seconded by** Commissioner Lewis A Mickley.

Motion carried on unanimous vote.

 9:32 AM

**RESOLUTION #2017-34  
VACATING UNNAMED ALLEY IN PERRY TOWNSHIP**

The Carroll County Board of Commissioners met on the 23<sup>rd</sup> day of October, 2017, in regular session at the office of the Board (119 S. Lisbon Street, Suite 201, Carrollton, Ohio), with the following members present: Jeffrey Ohler, Robert Wirkner, Lewis Mickley, Bryan Mossor, Nancy Schaar and Valerie Mossor.

WHEREAS, a request was filed by the Perry Township Volunteer Fire Department to vacate an unnamed alley located in Perry Township, more fully described as follows:

SEE ATTACHMENT A

WHEREAS, it is the recommendation of the County Engineer that the above-described unnamed alley be vacated; and

WHEREAS, legal advertising and personal notice was given in accordance with Ohio Revised Code §5553.05; and

WHEREAS, this Board viewed the unnamed alley on the 19<sup>th</sup> day of October, 2017; and

WHEREAS, a public hearing was held the 23<sup>rd</sup> day of October, 2017, to consider vacating said unnamed alley; and

WHEREAS, this Board has determined that vacating said unnamed alley as described in the above legal description is appropriate; and

**CONTINUED ON NEXT PAGE**

CONTINUED FROM PREVIOUS PAGE

THEREFORE, BE IT RESOLVED by this Board, that the unnamed alley located in Perry Township, as described above, be and the same is hereby declared vacated; and
BE IT FURTHER RESOLVED that the entire portion of alley so vacated shall become part of the holdings of the abutting property owners in proportionate shares as provided by law; and
BE IT FURTHER RESOLVED, that the land within the limits of said unnamed alley shall remain subject to the rights of utilities now maintaining structures, fixtures and appurtenances in,
under, over or upon said lands, to continue to maintain such structures, fixtures, and appurtenances, and to enter upon said lands wherever reasonably necessary to do so for the purpose of inspecting, altering, replacing, repairing, patrolling and maintaining such structures, fixtures and appurtenances; and
BE IT FURTHER RESOLVED, that the Clerk of this Board shall forward a certified copy of this resolution to the abutting property owners, the Carroll County Engineer, the Carroll County Recorder, and the Perry Township trustees.

Mr. Wirkner moved for the adoption of the preceding Resolution.
Mr. Mickley seconded the motion.

Upon call of the roll the vote was recorded as follows:

Mr. Ohler, Yes; Mr. Wirkner, Yes; Mr. Mickley, Yes

Motion carried. Resolution adopted this 23rd day of October, 2017.

ATTEST:

/s/ Valerie S. Mossor
[ ] Christopher R. Modranski, Assistant Clerk I
[X] Valerie S. Mossor, Assistant Clerk II
[ ] Janice E. Leggett, Clerk Supervisor

BOARD OF COMMISSIONERS
OF CARROLL COUNTY
/s/ Jeffrey L. Ohler
Jeffrey L. Ohler, President
/s/ Robert E. Wirkner
Robert E. Wirkner, Vice President
/s/ Lewis A. Mickley
Lewis A. Mickley, Commissioner

IN THE MATTER OF
TEMPORARY RECESS

Motion: to temporarily recess, Action: Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, Moved by Vice President Robert E Wirkner, Seconded by Commissioner Lewis A Mickley. Motion carried on unanimous vote.

9:33 AM

Board members reconvened at 10:00 AM

IN THE MATTER OF
BID OPENING
CDBG FY15 - CARROLL COUNTY GENERAL HEALTH DISTRICT PROJECT

10:00 AM

Commissioner Ohler advised the time has arrived to open bids for the Carroll County General Health District – ADA Parking, Walk-Way and Entry Door Project, and the following were received:

Table with 5 columns: COMPANY, LOCATION, BID, ALTERNATE BID A, ALTERNATE BID B. Rows include CCI Commercial Construction LLC and David McKarns Construction Inc.

Motion: to table bids for further review until Thursday, October 26, 2017, Action: Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, Moved by Vice President Robert E Wirkner, Seconded by Commissioner Lewis A Mickley.

Motion carried on unanimous vote.

10:04 AM

IN THE MATTER OF
ADJOURN

Motion: to adjourn, Action: Vote was recorded as follows: YEA: President Jeffrey L Ohler, Vice President Robert E Wirkner, and Commissioner Lewis A Mickley; NEY: None; ABSENT: None; ABSTAIN: None, Moved by Vice President Robert E Wirkner, Seconded by Commissioner Lewis A Mickley.

Motion carried on unanimous vote.

10:05 AM

/s/Valerie S Mossor
Valerie S. Mossor, Assistant Clerk II
(PREPARED BY)

Carroll County Commissioners
/s/ Jeffrey L Ohler PRESIDENT
Jeffrey L Ohler
/s/ Robert E Wirkner
Robert E Wirkner
/s/ Lewis A Mickley
Lewis A Mickley
/s/ Jeffrey L Ohler PRESIDENT
Jeffrey L Ohler

We hereby certify the foregoing to be true and correct.
/s/ Janice E. Leggett
Janice E. Leggett, Clerk Supervisor