



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

**IN THE MATTER OF  
PLEDGE OF ALLEGIANCE**

 9:00 AM

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


**IN THE MATTER OF  
RECORDINGS OF PROCEEDINGS**

 9:00 AM


Christopher R Modranski, Assistant Clerk I, 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 Monday, April 2, 2018 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.  
Motion carried on unanimous vote.

 9:01 AM

**IN THE MATTER OF  
INVESTMENT REPORT**

 9:01 AM

Jeff Yeager, Treasurer, appeared before the Board to present the quarterly report for the Carroll County Investment Advisory Board. He presented the report as follows:


**Carroll County Investment Advisory Board  
Quarterly Report**

Quarter Ending: March 31, 2018  
Funds on Deposit:

<u>Fund</u>	<u>Account Type</u>	<u>Institution</u>	<u>Rate</u>	<u>Due</u>	<u>Amount</u>
BTM General Fund	Bus. Savings	PNC Bank	Variable	Daily	\$247,282.53
DD Improvement Fund	Bus. Savings	PNC Bank	Variable	Daily	\$264,967.37
Bureau of Support Admin. Fund	Bus. Savings	PNC Bank	Variable	Daily	\$498,374.91
Permanent Improvement Fund	Bus. Savings	PNC Bank	Variable	Daily	\$98,613.25
Home Loan Fund	Bus. Savings	PNC Bank	Variable	Daily	\$16,551.71
General Fund	Certificate of Deposit	Consumer's Bank	1.04%	10/20/18	\$1,000,000.00
General Fund	Certificate of Deposit	Consumer's Bank	1.04%	11/2/18	\$500,000.00
General Fund	Certificate of Deposit	Consumer's Bank	1.24%	11/27/18	\$1,500,000.00
BTM General Fund	Certificate of Deposit	Consumer's Bank	1.24%	11/30/18	\$350,000.00
General Fund	Certificate of Deposit	Consumer's Bank	1.34%	12/19/18	\$1,000,000.00
General Fund	Certificate of Deposit	Consumer's Bank	1.34%	12/22/18	\$500,000.00
General Fund	Certificate of Deposit	Consumer's Bank	0.95%	4/03/18	\$1,000,000.00
General Fund	Certificate of Deposit	Huntington Bank	0.95%	5/3/18	\$1,000,000.00
General Fund	Money Mkt Checking	Consumer's Bank	Variable	Daily	\$4,000,000.00
General Fund	Money Mkt Checking	PNC Bank	Variable	Daily	\$20,000,000.00
General Fund	Money Max Savings	Huntington Bank	Variable	Daily	\$9,000,000.00
<b>Total Funds on Deposit:</b>					<b>\$40,975,789.77</b>

<u>Interest Earned Per Fund</u>	<u>1st Quarter</u>	<u>Year-to-date</u>
General Fund	\$33,639.35	\$33,639.35
Bureau of Support Admin. Fund	\$267.11	\$267.11
BTM General Fund	\$220.60	\$220.60
Home Loan Fund	\$18.47	\$18.47
<b>Total Interest Fund</b>	<b>\$34,145.53</b>	<b>\$34,145.53</b>

**IN THE MATTER OF  
BOARD MEETING ATTENDANCE**

 9:03 AM

Commissioner Wirkner 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:

<u>NAME, TITLE</u>	<u>DEPT.</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>DATE</u>	<u>AMOUNT (not to exceed)</u>
Christopher R. Modranski, Asst. Clerk I	Commissioners	Stark County Safety Council	Canton, OH	4/12/18	\$30.00
Joshua Long, Dog Warden	Dog Pound	Humane State Ohio	Medina, OH	4/16/18	\$0.00
Lynn Fairclough, Auditor	Auditor	Northeast Auditors'	Medina, OH	4/20/18	\$30.00
Staci Brady, Chief Deputy Auditor		Association District Meeting			
Jeff Yeager, Treasurer	Treasurer	County Treasurers Association of Ohio	Dublin, OH	5/14/18-5/15/18	\$625.32
Karin Taff, Director	Victim Assistance	2 Days in May Conference	Columbus, OH	5/14/18-5/15/18	\$800.00

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

Motion carried on unanimous vote.

 9:03 AM


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

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


<u>FUND</u>	<u>NAME</u>	<u>CODE</u>	<u>AMOUNT</u>
Water Pollution Control Loan Fund	Contract Services	0001-T201-T01.000	\$197,000.00
Water Pollution Control Loan Fund	Administration	0001-T201-T02.000	\$3,000.00
T118	Remittance to State	0600-T118-T22.000	\$266.63
T114	Remittance to State	0600-T114-T25.000	\$183.58
T115	Remittance to State	0600-T115-T25.000	\$0.71

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

Motion carried on unanimous vote.


 9:06 AM

**IN THE MATTER OF  
MONTHLY REPORT – MARCH  
CARROLL GOLDEN AGE RETREAT**

 9:06 AM

Commissioner Wirkner advised that Ollie Scott, CGAR Superintendent, filed her report for the month of March 2018 showing 4 male and 35 female residents. A copy is on file in the Commissioners’ office.

**IN THE MATTER OF  
MONTHLY REPORT – MARCH  
SHERIFF’S OFFICE**

 9:07 AM

Commissioner Wirkner advised Sheriff Dale R. Williams filed his report for the month of March 2018 showing 2,049 meals served and 231 washes completed. A copy is on file in the Commissioners’ office.


**IN THE MATTER OF  
JFS – VARIOUS CONTRACTS**

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

<u>PROVIDER</u>	<u>EFFECTIVE DATE</u>	<u>AMOUNT</u>	<u>SERVICE</u>	<u>TYPE</u>	<u>STATUS</u>	<u>DATE SIGNED</u>
The Bair Foundation	4/1/18-12/31/19	Dependent on use	Placement for foster children	Service	Renewal	3/30/2018
Multi-County Juvenile Attention System	4/1/18-12/31/19	Dependent on use	Placement for foster children	Service	Renewal	4/2/2018

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


Motion carried on unanimous vote.

 9:08 AM

**IN THE MATTER OF  
HOME HOUSING PROGRAM INCOME  
COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

**Motion:** to approve a letter stating the Commissioners will utilize the balance of \$16,208.75 in HOME Housing Program Income to complete the PY 2018 Community Housing Impact and Preservation (CHIP) Program, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:10 AM


**IN THE MATTER OF  
REQUEST FOR PROPOSALS  
WATER POLLUTION CONTROL LOAN FUND/HOUSEHOLD SEWER TREATMENT SYSTEM**

**Motion:** to accept Request for Proposals (RFP) up to and opened at 9:30 a.m. on April 30, 2018 in the Commissioners’ office at 119 S. Lisbon Street, Suite 201, Carrollton, OH 44615 for the Water Pollution Control Loan Fund/Household Sewer Treatment System; proposals are being accepted for septic system designers, soil evaluators and test hole excavators, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:14 AM

**IN THE MATTER OF  
PROCLAMATION  
MOTORCYCLE AWARENESS MONTH**


 9:15 AM

Commissioner Wirkner advised the Commissioners’ office received a letter from American Bikers Aimed Toward Education (ABATE) of Ohio, Inc. requesting the Board pass a Proclamation designating the month of May in Carroll County as Motorcycle Awareness Month. Commissioner Wirkner read the proclamation. A copy of the proclamation is on file in the Commissioners’ Office.


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

 9:17 AM


**IN THE MATTER OF  
PROCLAMATION  
FAIR HOUSING MONTH**

 9:18 AM


Commissioner Wirkner advised the Commissioners' Office received a letter from the Carroll County Fair Housing asking the Board to adopt a proclamation designating the month of April as National Fair Housing Month in Carroll County, Ohio. Commissioner Wirkner read the proclamation. A copy of the proclamation is on file in the Commissioners' Office.

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**Motion:** to adopt the 2018 Fair Housing Proclamation designating the month of April as National Fair Housing Month in Carroll County, Ohio, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:19 AM

**IN THE MATTER OF  
WITNESS FEES**


 9:20 AM

Commissioner Wirkner reminded the Board that they received a letter from Municipal Court Judge Gary L. Willen on January 11, 2018 asking the Board to review the reimbursement fee for subpoenaed witnesses. The current rate is \$0.10 per mile. The Board conducted a survey in regard to the witness fee. The results of the survey are as follows:


Municipal Court	Judge Gary L. Willen	\$0.20
Common Pleas -- Probate/Juvenile Division	Judge John S. Campbell	No Recommendation
Common Pleas -- Trial Division	Judge Dominick E. Olivito, Jr.	No Recommendation
Prosecuting Attorney	Prosecutor Steven D. Barnett	No Recommendation

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**Motion:** to increase the mileage reimbursement rate for witnesses to \$0.20 per mile as recommended by Judge Willen, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:25 AM


**IN THE MATTER OF  
CHILD ABUSE PREVENTION MONTH  
PROCLAMATION**

 9:27 AM


Kate Offenberger, Director, Job and Family Services appeared before the Board to advertise the activities that will take place during the month of April to encourage awareness of Child Abuse Prevention Month. The department will be hosting a "Wear Blue Day" on April 11, 2018. Ms. Offenberger also advised JFS is hosting their 10<sup>th</sup> annual Child Abuse Prevention Walk on Saturday, April 14, 2018. The walk begins at 10:00 A.M. and starts at the JFS parking lot. JFS will also be hosting a Child Abuse Prevention Breakfast with speaker Wayne Campbell on Tuesday, April 24, 2016 at 9:00 A.M. The breakfast will be held at St. Johns Villa Restaurant in the Gathering Room. Commissioner Wirkner read the proclamation.

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**Motion:** to adopt a proclamation recognizing April as Child Abuse Prevention Month in Carroll County, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:31 AM


**IN THE MATTER OF  
OHIO MEANS JOBS - ACTIVITIES  
JOB & FAMILY SERVICES**

 9:32 AM

Jennifer Burns, Program Administrator, Job and Family Services, appeared before the Board to report that Ohio Means Jobs – Carroll County will be hosting a Job and Career Expo on May 9, 2018 from 2:00 p.m. to 6:00 p.m. at the Carroll County Fairgrounds. Ms. Burns also announced the agency will be hosting several workshops during the month of April to help residents prepare a resume and learn interview techniques. Ms. Burns advised both the expo and workshops are free and open to the public.

**IN THE MATTER OF  
CALL-OUT PROCEDURES  
ENVIRONMENTAL SERVICES**

← RESCINDED 4/9/18  
J 46, P 700


 9:36 AM

Commissioner Ohler advised that the Environmental Services (formally known as BTM) has had a policy in place for years where they designate an employee to be on call each week for any emergencies that may arise. The employee is paid an extra 3 hours of straight time for being on call for the week. Commissioner Ohler advised that the Auditor is requesting a motion to support the extra compensation.


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**Motion:** to approve the extra compensation of 3 hours straight pay for an employee that is on call for Environmental Services and to make sure the policy and procedure manual is revised to include same, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** President Robert E Wirkner.

Motion carried on unanimous vote.


 9:39 AM

**IN THE MATTER OF  
COMMISSIONERS' OFFICE  
COUNCIL ON GOVERNMENTS MEETING**

 9:41 AM


Commissioner Mickley advised he will be attending the Council on Governments meeting in Harrison County on April 6, 2018.

**IN THE MATTER OF  
911**

 9:41 AM


Commissioner Wirkner advised he has a 911 Technical Services Advisory Committee meeting on April 10, 2018. Commissioner Wirkner advised things are starting to accelerate for the 911 Next Generation upgrade stating that the contractors are preparing to make connections to the State of Ohio Computer Center (SOCC) very soon and the equipment installation should begin within the next 30 days.

**IN THE MATTER OF  
HUMAN RESOURCES**

 9:43 AM

Commissioner Ohler advised he reached out to the County Commissioners Association of Ohio (CCAO)/County Risk Sharing Authority (CORSA) and spoke with Attorney Frank Hatfield who is the representative that takes care of the human resources for CORSA. Commissioner Ohler discussed with him our need to get an audit done and to find out if the policies and procedures are correct. Attorney Hatfield advised he can complete the audit and we are going to have a discussion with him on April 24, 2018. Also attending the meeting will be Auditor Fairclough; Brittany Tangler, Deputy Auditor (payroll); Janice Leggett, Clerk Supervisor; Matt Campbell, Superintendent, Board of Developmental Disabilities; Kate Offenberger, Director, Job and Family Services. Commissioner Ohler advised as a county we are not required to have an HR director but there are some things that we are required to have in compliance and that's what Mr. Hatfield will help us with. Commissioner Ohler discussed what he felt are things that should be completed on a yearly basis such as job description and policy reviews. Commissioner Wirkner asked if the needs assessment will be for all the county's departments. Commissioner Ohler confirmed that was his plan. Commissioner Mickley asked Commissioner Ohler if he felt that Clayton Morris, People Resource Management, should be notified that the Board is planning to utilize CCAO/CORSA at this time in the process. Commissioner Ohler advised yes but that doesn't mean that in the future the Board won't need to hire an outside resource at some point.

**IN THE MATTER OF  
MEDIA**


 10:05 AM

Nancy Schaar, Free Press Standard, advised the Community Improvement Corporation (CIC) email about the property sale/donation to the CCH Environmental Group stated that the plot behind Transit was no longer viable because it was only 6/10 acres. Mrs. Schaar asked how the plot went from 3 acres as described at the CIC meeting to 6/10 acres. Commissioner Ohler advised that he estimated the plot was 3 acres, but a more detailed review conducted by Rod Yoder, Deputy Surveyor for the County Engineer, determined the plot was only 6/10 acres. Commissioner Ohler advised there are also issues that would require a significant amount of excavating to get a truck onto the property.

**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 Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 10:13 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:** Braces, \$455.00; U-Save, \$292.87; Gregory Leopold, \$100.00; & Michael Maiorca, \$159.14.

**DJFS:** Walmart, \$876.34; Roger Patterson, \$1,050.00; & Fauver Demusey Comm., Inc., \$900.00.


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

 10:14 AM

**IN THE MATTER OF  
ADJOURN**

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

Motion carried on unanimous vote.

 10:14 AM

**PREPARED BY:**

/s/ Christopher R. Modranski  
Christopher R. Modranski, Assistant Clerk I

**We hereby certify the foregoing to be true and correct.**

/s/ Janice E. Leggett  
Janice E. Leggett, Clerk Supervisor  
/s/ Robert E. Wirkner  
Robert E. Wirkner, President

**BOARD OF COMMISSIONERS OF CARROLL COUNTY**

/s/ Robert E. Wirkner  
Robert E. Wirkner, President  
/s/ Lewis A. Mickley  
Lewis A. Mickley, Vice President  
/s/ Jeffrey L. Ohler  
Jeffrey L. Ohler, Commissioner