



**Present:** Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler **Absent:** President Robert E Wirkner  
**Also present to observe:** Nancy Schaar, Free Press Standard reporter

**IN THE MATTER OF  
PLEDGE OF ALLEGIANCE**

 9:01 AM

Commissioner Mickley asked that everyone join in the reciting of the Pledge of Allegiance.


**IN THE MATTER OF  
RECORDINGS OF PROCEEDINGS**

 9:02 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, July 23, 2018 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:02 AM

**IN THE MATTER OF  
BOARD MEETING ATTENDANCE**

 9:02 AM


Commissioner Mickley questioned if everyone on the Board would be in attendance today. Commissioner Wirkner was absent.

**IN THE MATTER OF  
EXPENSES**

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

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Robert E. Wirkner, Commissioner	Commissioners	TRAC Meeting	Canton, OH	7/26/18	\$40.00
Robert E. Wirkner, Commissioner	Commissioners	RTIP Meeting	Minerva, OH	7/27/18	\$15.00
Bambi Merrick, Fiscal Officer Melissa Herrington, Budget Officer Kate Offenberger, Director	JFS	East Central Regional JFS Directors Meeting	Marietta, OH	8/7/18	\$0.00

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


 9:03 AM

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

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

FUND	NAME	CODE	TO	NAME	CODE	AMOUNT
REA	Supplies	0103-J000-J02.030	Equipment		0103-J000-J04.040	\$3,000.00


**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 Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:03 AM

**IN THE MATTER OF  
LEVY**

**CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**


**Motion:** to approve the ballot language for the renewal of Carroll County Developmental Disabilities levy as received from the Secretary of State's Office, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:04 AM

**IN THE MATTER OF  
LEVY**

**CARROLL COUNTY SENIOR CITIZEN SERVICES (FRIENDSHIP CENTER)**


**Motion:** to approve the ballot language for the renewal of Carroll County Senior Citizen Services or facilities (Friendship Center) levy as received from the Secretary of State's Office, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:05 AM

**IN THE MATTER OF  
REQUEST FOR FUNDS  
2018 WATER POLLUTION CONTROL LOAN FUND**


**Motion:** to approve a request for funds in the amount of \$767.74 from the Environmental Protection Agency of the State of Ohio under the 2018 Water Pollution Control Loan Fund for the cleaning of septic drain line, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.

 9:05 AM


**IN THE MATTER OF  
BID ACCEPTANCE  
2018 CDBG PAVING PROJECT**

**Motion:** to accept the bid from Barbicas Construction Company, Inc. of Akron, Ohio in the amount of \$105,405.75 for the 2018 CDBG Paving Project as recommended by Brian J. Wise, County Engineer, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.


 9:06 AM

**IN THE MATTER OF  
PROSECUTOR OPINION  
2018 CDBG PAVING PROJECT BID ACCEPTANCE**

**Motion:** to send the contract with Barbicas Construction Company, Inc. for the 2018 CDBG Paving Project to the Prosecutor for his approval, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.

 9:07 AM

**IN THE MATTER OF  
PAYROLL DEADLINES  
AUDITOR'S OFFICE**


 9:07 AM

Lynn Fairclough, Auditor, and Brittany Tangler, Deputy Auditor (Payroll), appeared before the Board to explain why a deadline is needed for payroll. Ms. Fairclough advised this subject has been discussed in previous Leadership Committee meetings back in March and September of 2017 and again at the beginning of 2018 as well as a Commissioners' session. Ms. Fairclough stated departments want to pick paychecks up on Wednesday at 3:00 p.m. but to meet that timeframe the Auditor's Office needs a deadline of when payroll is turned in. Ms. Fairclough advised there are also deadlines that need to be met for the fringe benefits. Ms. Fairclough explained that Ms. Tangler must have all payroll in before the payroll process can begin. Ms. Fairclough advised this isn't a threat to anyone but if payroll isn't received by 9:00 a.m. on Monday of the payroll week then any late department's payroll will be run based off their last payroll transmittal sheet. Ms. Fairclough advised this will cause chaos in the office that didn't turn their payroll in because they will have to make all the adjustments for the next payroll reporting period, but it will keep the Auditor's timeline. Ms. Fairclough stated using the 9:00 a.m. deadline for the payroll falls in line with the Commissioners' sessions; therefore, they will be able to sign off on any last-minute payroll. Ms. Fairclough stated she just wanted to let everyone know and she thought this would be the best way to communicate it. Ms. Tangler added that in addition to the deadline she wanted departments to know that whiteout cannot be used on payroll transmittal sheets per the state auditor. Ms. Tangler stated that numerous departments are turning in payroll with whiteout on them. Ms. Tangler advised that the auditor could look at it like the payroll has been changed or altered after it was submitted. Ms. Tangler advised if a mistake is made the department should just put a line through the mistake and write the correct response beside the mistake. Ms. Tangler advised that the payroll should also be completed in pen rather than pencil for the same reasoning. Commissioner Ohler asked Ms. Fairclough if she would send the Board an email discussing the deadline and it could be forwarded to the Leadership Committee. Ms. Fairclough stated that today's minutes could be forwarded to the Leadership Committee. Commissioner Ohler asked that a separate reminder explaining the deadline requirements be sent after the minutes are complete.

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

Motion carried on unanimous vote.

 9:13 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:** Judge Linton Lewis, Jr., \$279.04; Independence Business Supply, \$423.08; Premier Biotech, \$185.64; & General Dynamics, \$279,292.00.


**DJFS:** JA's Auto Service, \$1,200.00; & Carroll County CSEA, \$70,405.88.

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

Motion carried on unanimous vote.


 9:13 AM

**IN THE MATTER OF  
TECHNICAL ASSISTANCE REVIEW (TAR)  
TRANSIT**

 9:14 AM


Sonja Leggett, Transit Director, appeared before the Board to report that Transit received a Technical Assistance Review which is completed every three years by the State of Ohio. Ms. Leggett advised the review was completed on July 11-12, 2018 and there were no compliance findings or deficiencies. Ms. Leggett explained they monitor several different areas including financial management, technical capacity (grant management, reporting, staffing), asset management, ADA, Title VI, procurement, disadvantaged business enterprise, legal, real property and vehicle/equipment maintenance, public comment on fares and service changes, safety & security, drug free workplace, equal employment opportunity, Transit Advisory Committee and driver assignments. Ms. Leggett advised the review did result in two recommendations. The first was how the local cash is reported. Ms. Leggett advised the Board grants Transit \$40,000 and this has previously been reported all at one time. Ms. Leggett advised their preference is to report the money as it is utilized. The second was vehicle maintenance. Ms. Leggett advised there was one incident where a vehicle had its oil changed a little late. Ms. Leggett stated that in the future they will make sure that the vehicle oil changes fall within the 10% allowance. Ms. Leggett advised she wants to thank her employees which includes the drivers, dispatchers, maintenance, operations manager, IT & Administration Supervisor because with everyone doing their jobs that's how we received no findings. Ms. Leggett advised the last review was completed in 2015 and there were 12 findings. Commissioner Ohler asked if the oil changes are completed in house. Ms. Leggett confirmed that they are. Commissioner Ohler congratulated Ms. Leggett and her team on the review.

**IN THE MATTER OF  
TIGER GRANT FUNDING  
TRANSIT**

 9:18 AM

Sonja Leggett, Transit Director, appeared before the Board to advise that the Ohio Department of Transportation (ODOT) amended the 2016 TIGER Grant with an additional \$15,396.00 for the purchase of ParaPass. Ms. Leggett advised ParaPass is a digital fare collection interface module software. The software includes three years of annual maintenance and support as well as training costs. Ms. Leggett advised the total contract for the TIGER Grant is now \$140,811.00. Ms. Leggett explained how the ParaPass works.


**IN THE MATTER OF  
REPAIRS – OHIO MEANS JOBS BUILDING  
CARPET ESTIMATES**

 9:21 AM


Ed Eick, Building Maintenance Supervisor appeared before the Board to request approval of a quote for flooring replacement at the Ohio Means Jobs building. Mr. Eick advised the current flooring is on the safety list as needing replaced because tiles are coming up from the floor and contribute to a trip and fall hazard. Mr. Eick obtained a quote from Country Carpets in Minerva, Ohio in the amount of \$6,402.99 to replace the flooring with a laminate plank material with a 25-year warranty. The quote covers removal of existing flooring and installation of the new flooring. Mr. Eick advised that per their lease agreement with Job and Family Services (JFS) the first \$2,500 of the repair is the responsibility of JFS leaving the remaining balance of \$3,902.99 for the Commissioners.

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**Motion:** to approve the quote from Country Carpets in the amount of \$6,402.99 with \$2,500 being paid by Job and Family Services and \$3,902.99 being paid from unappropriated funds, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.


 9:23 AM

**IN THE MATTER OF  
REPAIRS – COURTHOUSE  
AIR CONDITIONING**

 9:23 AM


Ed Eick, Building Maintenance Supervisor, appeared before the Board to advise the air conditioning unit for the north part of the Courthouse which consists of the Board of Elections and the Auditor's Office is not operable. Mr. Eick tried to reset the units but was unsuccessful, so the HVAC contractor was contacted. Mr. Eick advised the contractor found that the main motherboard for the unit is no longer operable and a replacement has been ordered. Mr. Eick is awaiting an estimated delivery date at this time.

**IN THE MATTER OF  
REPAIR REQUESTS  
BUILDING MAINTENANCE**

 9:25 AM

Commissioner Ohler advised that there is an ongoing issue where departments aren't requesting repairs properly. Commissioner Ohler advised that if a department needs a repair they must email the request so there is a written record. Commissioner Ohler advised he will send a notice to reiterate the email from Mr. Eick.


**IN THE MATTER OF  
REPAIRS – COURTHOUSE  
BELL TOWER PROJECT**

 9:28 AM

Commissioner Ohler advised the Bell Tower Project architect used a drone to take photos and video of the tower as part of their process. Commissioner Ohler advised he is hoping to know something within three weeks or so. Commissioner Ohler would like to bid the project in September. Mr. Eick advised he believes that an early September bid should not be a problem.

**IN THE MATTER OF  
ADJOURN**

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

 9:29 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