



**Present:** President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler  
**Also present to observe:** Nancy Schaar, Free Press Standard reporter; Carol McIntire, The Messenger.

**IN THE MATTER OF  
 PLEDGE OF ALLEGIANCE**

 9:00 AM

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

**IN THE MATTER OF  
 RECORDINGS OF PROCEEDINGS**


 9:01 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, October 1, 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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 9:01 AM

**IN THE MATTER OF  
 BOARD MEETING ATTENDANCE**

 9:01 AM

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

**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: September 30, 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	\$402,883.31
DD Improvement Fund	Bus. Savings	PNC Bank	Variable	Daily	\$264,967.37
Bureau of Support Admin. Fund	Bus. Savings	PNC Bank	Variable	Daily	\$482,552.46
Permanent Improvement Fund	Bus. Savings	PNC Bank	Variable	Daily	\$108,638.29
Home Loan Fund	Bus. Savings	PNC Bank	Variable	Daily	\$16,258.29
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	\$5,000,000.00
General Fund	Money Mkt Checking	Consumer's Bank	Variable	Daily	\$4,000,000.00
General Fund	Money Mkt Checking	PNC Bank	Variable	Daily	\$4,000,000.00
General Fund	Money Max Savings	Huntington Bank	Variable	Daily	\$5,000,000.00
<b>Total Funds on Deposit:</b>					<b>\$25,125,299.72</b>

<u>Interest Earned Per Fund</u>	<u>3rd Quarter</u>	<u>Year-to-date</u>
General Fund	\$32,005.87	\$129,686.30
Bureau of Support Admin. Fund	\$743.92	\$1,187.82
BTM General Fund	\$711.13	\$1,434.04
Home Loan Fund	\$35.33	\$80.43
<b>Total Interest Fund</b>	<b>\$33,496.25</b>	<b>\$132,388.59</b>


**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>
Lynn Fairclough, Auditor	Auditor	CAAO Winter Conference	Dublin, OH	11/14/18 to 11/16/18	\$1,040.00
Staci Brady, Chief Deputy Auditor					
Jennifer Burns, Program Administrator	JFS	ODAPS 2.0	Columbus, OH	10/16/18	\$50.00
Jennifer Burns, Program Administrator	JFS	FFPSA Forum	Chagrin Falls, OH	10/10/18	\$50.00
Jennifer Burns, Program Administrator	JFS	Leadership Academy	Columbus, OH	10/24/18 to 10/26/18	\$300.00
Jeffrey L Ohler, Commissioner	Commissioners	MCJAS	Canton, OH	Retroactive to 09/07/18	\$29.43

**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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:04 AM


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

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


FROM			TO		AMOUNT
FUND	NAME	CODE	NAME	CODE	
County General	Equipment	0550-A006-F03.040	Travel/Dues	0550-A006-F07.050	\$1,500.00
County General	Repairs	0200-A006-A05.000	Fuel/Repairs	0200-A006-A07.000	\$5,000.00

**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.


 9:05 AM

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

 9:06 AM


Commissioner Wirkner advised that Ollie Scott, CGAR Superintendent, filed her report for the month of September 2018 showing 5 male and 36 female residents. A copy is on file in the Commissioners’ office.

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

 9:06 AM


Commissioner Wirkner advised Sheriff Dale R. Williams filed his report for the month of September 2018 showing 2,025 meals served and 216 washes completed. A copy is on file in the Commissioners’ office.

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

 9:07 AM

Commissioner Wirkner advised the office of the Prosecuting Attorney filed the September 2018 report for the Carroll County Child Support Enforcement Agency. A copy is on file in the Commissioners’ Office.

**IN THE MATTER OF  
COAL MINING PERMIT RENEWAL  
LEESVILLE LAND, LLC**

 9:07 AM

Commissioner Wirkner advised the Division of Mineral Resources Management of the Ohio Department of Natural Resources has received an application for a coal mining and reclamation permit from Leesville Land, LLC.


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

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


PROVIDER	EFFECTIVE DATE	AMOUNT	SERVICE	TYPE	STATUS	DATE SIGNED
Big Brothers Big Sisters of Northeast Ohio	10/1/18 to 09/30/19	\$29,961.77	Community-based and school-based mentoring	Service	Renewal	09/26/18
Family and Children First Council	10/1/18 to 09/30/19	\$82,037.00	Employment Preparation Program	Service	Renewal	09/26/18
Family and Children First Council	10/1/18 to 09/30/19	\$31,130.00	Service Coordination Program	Service	Renewal	09/26/18
Chrysalis	10/1/18 to 09/30/19	\$12,000.00	Residential and Placement Consultation Services	Service	Renewal	09/26/18
HARCATUS Tri-County CAO, Inc.	10/1/18 to 09/30/19	\$15,805.00	Senior Outreach/Friendly Visitor	Service	Renewal	09/26/18

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

Motion carried on majority vote.

 9:12 AM

**IN THE MATTER OF  
PAYROLL SOFTWARE  
AUDITOR’S OFFICE**

 9:14 AM

Lynn Fairclough, Auditor, appeared before the Board to advise she has submitted the purchase agreement to the Prosecutor for his review and he has approved the agreement if Harris Local Governments removes the language advising we will follow the laws governed by the state of New York which is where the company is headquartered. Ms. Fairclough advised she has been working on this upgrade for the last year and half and it is necessary for both the budgetary and payroll departments. Ms. Fairclough advised her preliminary cost estimate was \$130,000 but she was able to negotiate with the help of her current consultant to achieve a contract price of \$90,270. Ms. Fairclough reported that there will be some fees for upgrading the hardware which will be around \$3,000 and the

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annual maintenance will go from \$17,000 per year to \$6,500 per year. Commissioner Ohler asked if the initial total is approximately \$100,000. Ms. Fairclough answered yes and then \$6,500 each additional year. Ms. Fairclough advised staying with the same company allows them not to bid the project and they are able to meet all of their needs. Ms. Fairclough advised the software will need purchased this year rather than in 2019. Commissioner Ohler advised the Board will need to take the funds out of unappropriated once we receive the invoice. Commissioner Ohler advised his opinion is pay it now or pay it later so we might as well take advantage of the discount and pay it now. Commissioner Ohler asked when this will be in operation. Ms. Fairclough advised they are going to train one department at a time and hopefully that will be completed by the end of 2019.

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**Motion:** to approve the purchase of the new payroll software from Harris Local Governments in the amount of \$99,770 from unappropriated funds, **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.

 9:17 AM

**IN THE MATTER OF  
REQUEST FOR DISBURSEMENT  
OHIO PUBLIC WORKS COMMISSION**

**Motion:** to approve a Disbursement Request Form and Certification requesting funds in the amount of \$138,825.00 from the Ohio Public Works Commission for the Avalon Road CR20 Resurfacing, DNV04, **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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:20 AM


**IN THE MATTER OF  
REQUEST FOR DISBURSEMENT  
OHIO PUBLIC WORKS COMMISSION**

**Motion:** to approve a Disbursement Request Form and Certification requesting funds in the amount of \$308,359.80 from the Ohio Public Works Commission for the Bacon Road CR24 and Alamo Road CR8 Resurfacing, CN05V, **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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:21 AM

**IN THE MATTER OF  
CUSTODIAL TECHNICIAN I APPLICATIONS  
BUILDING MAINTENANCE**


 9:21 AM

Ed Eick, Building Maintenance Supervisor appeared before the Board to advise he met with Commissioner Ohler to review the applicants for the Custodial Technician I position. They determined that at this point there are too few applicants to make a selection. Mr. Eick also advised the requested salary on the applications he received are too high for his budget and he has reached out to negotiate. Mr. Eick requested permission to advertise the position for an additional two weeks.


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**Motion:** to advertise the position of Custodial Technician I for an additional two weeks as recommended by Ed Eick, Maintenance Supervisor, **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.


 9:24 AM

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

 9:24 AM

Commissioner Ohler asked Ed Eick, Building Maintenance Supervisor, to provide an update on the progress of the Bell Tower Project. Mr. Eick advised the architect is nearing completion of the drawings and estimates. Mr. Eick had conversations with the firm to ensure that the finer details were included in the project. Commissioner Ohler advised that once the architect is finished, the Board should bid the project now and start in the spring. Mr. Eick advised it would be his recommendation as well as the architect's to bid the project the first week in February as this will secure better pricing and more competition because that is when contractors begin to line up their jobs for when the weather breaks.

**IN THE MATTER OF  
911**


 9:28 AM

Commissioner Wirkner advised the redundant circuits for 911 tested positively through Horizon. He explained that allows for the cancelation of a Spectrum account which will save about \$350.00 per month.

**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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:29 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:** Crash Data Group, \$1,050.00; AEP, \$3,173.68; CEAO, \$580.00; & Superfleet, \$206.36.


**DJFS:** HARCATUS, \$686.42; & Walmart, \$33,317.73.

**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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 9:29 AM

**IN THE MATTER OF  
911**

 9:30 AM

Commissioner Wirkner questioned Janice Leggett, Clerk Supervisor, if the cancellation process for the Spectrum account has been resolved without any problems. Ms. Leggett advised the cancellation process has been started but confirmation of the cancellation has not been received.

**IN THE MATTER OF  
OIL & GAS LEASES  
SURE GROUP/REX LITIGATION**


 9:31 AM

Janice E. Leggett, Commissioners' Clerk Supervisor, appeared before the Board to discuss the arbitrator fees paid for the SURE Group/Rex litigation. She explained that for several months from 2015 into 2016 the Board attempted to negotiate a fee agreement with the Reminger law firm to represent the County in the litigation. During that time the arbitrator fees were paid to Sure Royalty in the amount of \$3,000. Commissioner Ohler sent a letter on May 2, 2016 advising if an agreement could not be reached, the County would ask for a refund of the arbitrator fees. Ultimately a satisfactory agreement could not be reached, but the refund was never requested. Commissioner Ohler advised we tried but couldn't reach an agreement. Commissioner Wirkner stated that there was a deadline to get the fee paid to remain a part of the group. Commissioner Ohler stated that at this point there probably isn't any money left but we should still ask. Commissioner Ohler stated that the check was paid to Sure Royalty and they should be copied on the letter sent to Reminger.


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**Motion:** to authorize the Board President to draft a letter to Reminger law firm requesting the \$3,000 from the arbitration to be returned, **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.

 9:34 AM

**IN THE MATTER OF  
2018 COMMUNITY HOUSING IMPACT & PRESERVATION (CHIP)  
CONDITIONAL AWARD**


 9:36 AM

Janice E. Leggett, Commissioners' Clerk Supervisor, appeared before the Board to discuss the 2018 Community Housing Impact & Preservation (CHIP) grant. She advised the County was awarded \$400,000 which is broken down into program activities as follows: (a) Owner Rehabilitation of \$210,000 to complete 5 units, (b) Owner Home Repair of \$120,000 to complete 9 units, (c) Tenant-Based Rental Assistance of \$22,000 to assist 4 households, and (d) Fair Housing and General Administration of \$48,000. The County has some paperwork to complete before opening the application process, and a formal announcement will be made when that happens. Ms. Leggett advised a letter needs sent to the Office of Community Development stating the County accepts the terms and conditions of the conditional award. Commissioner Wirkner asked if this funding can be used for the sewer project in Amsterdam. Ms. Leggett advised no but the Board applied for a grant through the Ohio Environmental Protection Agency that could provide that funding.

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**Motion:** to authorize the Board President to sign a letter to the Office of Community Development stating that Carroll County accepts the terms and conditions outlined in the conditional award letter for the 2018 Community Housing Impact & Preservation (CHIP) grant, **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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.


 9:39 AM

**IN THE MATTER OF  
TEMPORARY RECESS**


**Motion:** to temporarily recess, **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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:41 AM

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Board members reconvened at  11:00 AM.

**IN THE MATTER OF  
BOARD OF ELECTIONS  
SECURITY VISIT**


 11:01 AM

Commissioner Wirkner advised the Board will now tour the Carroll County Board of Elections (BOE) with Ed Eick, Maintenance Supervisor and Vickie Reed, BOE Director. Christopher R. Modranski, Assistant Clerk I, will accompany the Board and record the proceedings on a handheld recorder. Ms. Reed advised there are several things they wanted to show the Board about the office space and the security needs. Commissioner Wirkner explained that the long-range plan is for the BOE to have new quarters so putting an abundance of money into this office space doesn't make sense. Ms. Reed asked how long it will be until the new office space would be available for the BOE. Commissioner Ohler advised the land has been transferred to the Ohio Department of Transportation (ODOT) who is planning to build a new office/garage there and sell the old space to the County at which time the Engineer may relocate to the space vacated by ODOT making their current office space available for the BOE. Commissioner Ohler advised it could take three years because ODOT will want to be in their new space for one year before selling the old space. Commissioner Ohler said the projects that are necessary should be considered now and the money allocated in the 2019 budget. Commissioner Wirkner advised the long-range plan is to get files off the elevated floors in the courthouse and relocated to ground floor to alleviate some weight on the structure. Amanda Tubaugh, BOE Deputy Director, advised the Secretary of State has required different types of testing be completed by the BOE one of which was an assessment by Homeland Security. Ms. Tubaugh provided copies of the assessment to Commissioners. Ms. Tubaugh advised Homeland Security was made aware of the long-range plan. Commissioner Ohler asked if any other BOE office has security bars over their windows. Mr. Eick advised he has researched BOE offices near Carroll County and has not found any and stated that a lot have store front style windows. Ms. Reed advised the current office space is not ADA compliant. Commissioners viewed the storage room where the voting equipment is stored. Ms. Reed advised that the equipment needs to be plugged into electric and there are inadequate electrical outlets. Commissioner Ohler suggested an electrical contractor provide additional electrical service. The Board asked the BOE to triage their needs in order with costs and present it to the Board.

**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 Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.

 11:26 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