



Present: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler
Also present to observe: Nancy Schaar, Free Press Standard; Leigh Ann Rutledge, Carroll County Messenger; Stacy Taylor, Deputy Auditor and Brittany Tangler, Deputy Auditor.

**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**


 9:00 AM

Melissa N. Schaar, 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 22, 2019 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
EXPENSES**

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Sherri Lewis, IM Supervisor	DJFS	C-8 Admin Meeting	Morrow, OH	8/13/19	\$100.00
Sherri Lewis, IM Supervisor	DJFS	C-8 Admin Meeting	Morrow, OH	9/10/19	\$100.00

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

Motion carried on unanimous vote.

 9:01 AM


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

Motion: to approve the following appropriation(s):


FUND	NAME	CODE	AMOUNT
REA	Equipment	0103-J000-J04.040	\$8,500.00

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

Motion carried on unanimous vote.

 9:01 AM

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


 9:02 AM

Josh Long, Dog Warden, filed his report for the week of July 14, 2019 to July 20, 2019 showing 8 dogs impounded, 8 adopted out, 1 redeemed, 0 euthanized, 0 citation(s) for no license, and 0 citation(s) for running at large.

**IN THE MATTER OF
WORK ORDER – EAST TOWNSHIP**

Motion: to approve a work order for the East Township Trustees for a blanket work order for wintermix for 2019, **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.

 9:02 AM

**IN THE MATTER OF
APPOINTMENT – KELLY ENGELHART
ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICE (ADAMHS)**

Motion: to appoint Kelly Engelhart to the Alcohol, Drug Addiction and Mental Health Service Board for the term of four years beginning August 1, 2019 and ending June 30, 2023. **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.


 9:03 AM

**IN THE MATTER OF
COMMON PLEAS COURT
TARGETED COMMUNITY ALTERNATIVES TO PRISON GRANT**

Commissioner Wirkner advised that this grant allows for the alternative placement of felony five prisoners in county jail instead of prison. The County’s period of obligation is only for the term of the grant, which is 2020 and 2021. The grant is for \$150,000.00 paid quarterly over the 2-year period. There is a formula that allocates a percentage of the funds to the Sheriff and the remainder goes to Common Pleas court to help fund the Drug Court activities.

Motion: to approve the Board to sign the Subsidy Grant Agreement for the Targeted Community Alternatives to Prison (T-CAP) 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.


 9:05 AM

**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
Hilltop Learning Center	8/1/19 – 7/31/20	Dependent on use	Child Care for Foster Parents	MOA	Renew	7/18/19

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.

 9:08 AM

**IN THE MATTER OF
RESOLUTION NO. 2019-22
TRANSFER OF FUNDS - JOB & FAMILY SERVICES**

Motion: to approve Resolution No. 2019-22 authorizing a transfer of \$16,132.50 from the Public Assistance Fund (H000) to the CS50 Fund (S000) as permitted by Ohio Revised Code 5705.14 and as recommended by Kate Offenberger, Job and Family Services Director, **Action:** Upon the call of the roll, 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.

 9:09 AM

**RESOLUTION #2019-22
AUTHORIZING A TRANSFER BETWEEN FUNDS**

WHEREAS, the Carroll County Commissioners have determined that the below listed request for a transfer between funds is valid and necessary for the purpose of: To transfer Title XX base and Title XX TANF allocations to Children Services for April – June 2019 as allowed per OAC 5101:9-6-12/ORC 5705.14;

THEREFORE, BE IT RESOLVED the below listed sum be transferred, for the above stated purpose, as follows:

FROM (FUND):	ACCOUNT	AMOUNT
Public Assistance	0320-H000-H38.000 REIMBURSEMENT TO CS50	\$16,132.50
TO (FUND):	ACCOUNT	AMOUNT
CS50	0324-S000-602 REIMBURSEMENTS – OTHER	\$16,132.50

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.

Requested By:

/s/ Kate Offenberger
Kate Offenberger, Director
Carroll County Job and Family Services

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

Mr. Ohler seconded the motion.

Upon call of the roll the vote was recorded as follows: Mr. Ohler, Yes; Mr. Mickley, Yes; Mr. Wirkner, Yes.

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Motion carried on unanimous vote. Resolution adopted this 25th day of July, 2019.

BOARD OF COMMISSIONERS
OF CARROLL COUNTY

ATTEST:

/s/ Christopher R. Modranski
Christopher R. Modranski, Interim Clerk Supervisor

/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

**IN THE MATTER OF
PROSECUTOR OPINION**

Commissioner Ohler advised that this is a proposal but it is so well written that he would like Prosecutor Barnett to review the document and determine if it could be used as a contract as well.

Motion: to send Kramer Engineers Engineering Proposal for the Jail Repairs Project to the Prosecutor for his review for form and function, **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, **Seconded by** Commissioner Jeffrey L. Ohler. Motion carried on unanimous vote.


 9:11 AM

**IN THE MATTER OF
CUSTODIAL TECHNICIAN I**


Ed Eick, Maintenance Supervisor appeared before the Board to recommend the hiring of Julie Wilson for the full-time position of Custodial Technician I.

Motion: to hire Julie Wilson as Custodial Technician I full-time with benefits, at the rate of \$12.00 per hour, with a 90 day probationary period and providing that the background check and drug test come back clean; **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.


 9:13 AM

**IN THE MATTER OF
COURTHOUSE BELL TOWER
UPDATE**

 9:14 AM

Ed Eick, Maintenance Supervisor advised that the construction company has been working all week. They have now reached the point where they need scaffolding on the roof, so they are waiting on the approval from the structural engineer for the scaffolding. Mr. Eick advised that he will have more updates on Monday.

**IN THE MATTER OF
BUDGETARY MATTERS**

 9:15 AM


Lynn Fairclough, Auditor, and Stacy Taylor, Deputy Auditor, appeared before the Board to discuss the schedule for paying bills during the week of August 12, 2019 as there will be no meetings that week due to only one Commissioner being in the office for the week. Ms. Taylor advised that the normal cut off time for bills is Thursday at 2:00 PM for Monday meetings and Tuesday at 2:00 PM for Thursday meetings. With this schedule, any bills turned in after 2:00 PM on August 6, 2019 would not be paid until Monday, August 19, 2019. Ms. Taylor asked the Board if they would consider holding an afternoon session on Thursday, August 8, 2019 so that the deadline for bills could be extended. Commissioner Wirkner advised that the Board could go into temporary recess and reopen the meeting at 3:00 PM. Ms. Taylor advised that would work out well as the Auditors Office could extend the cutoff time until 2:00 PM on Thursday, August 8, 2019 and then bring the bills over for approval. Commissioner Wirkner advised that the Board has prepared a letter that will be sent out to the Leadership Committee on Monday, July 29, 2019 so that all departments have a two-week notice. Ms. Taylor advised that the Auditor's Office would like to remind all departments that when a grant is applied for, the office needs a copy of the grant. The office needs to begin setting up the fund when the grant is applied for, not when the money comes in for the grant. Ms. Taylor also advised that there is a 24-hour rule for pay-ins. When funds are received, the pay-in needs to be done within 24 hours, regardless of dollar amount. If funds are received after the 3:00 PM cut off, then the receiving office needs to secure the funds in a safe place and do the pay-in the next morning. Commissioner Ohler advised that he will have Melissa Schaar, Assistant Clerk I draft a memo regarding the grants and the 24-hour pay-in rule to be sent to the Leadership Committee. Ms. Taylor advised that the Auditor's Office has run into some issues with the mileage reimbursements for the travel requests. Because the Auditor's Office does not see the travel requests before they are approved in session, they do not know if the travel is for one day or multiple days. The office then has to backtrack and research the length of the trip so they can verify if the employee should be receiving the rental car rate

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on a one-day trip or the submitted mileage because it was a multiple day trip. According to policy, a rental car is to be used when a one-day trip is more than 180 miles round trip. If a rental car is not used on a one-day trip of more than 180 miles round trip, then the employee is only reimbursed the rental car rate. Commissioner Wirkner advised that policy is for all offices that are governed by the Commissioners' Office and has been forwarded to the other departments asking them to adhere to this policy as it does save the County money. Commissioner Wirkner advised that all offices have a fiscal responsibility to be mindful of how the taxpayer's money is spent. Commissioner Wirkner asked that the Auditor's Office discuss changes to the travel request form and present a written recommendation to the Board for their review. Ms. Taylor advised that the Auditor's Office has been told by the State Auditor that travel requests are to be submitted before the date of travel and in the event that the method of travel has changed, the employee is to submit a revised travel request.

**IN THE MATTER OF
SECTION 529 PLAN**

 9:38 AM


Lynn Fairclough, Auditor, and Brittany Tangler, Deputy Auditor, appeared before the Board to discuss the State of Ohio Section 529 Plan. Ms. Tangler advised that the Section 529 Plan allows employees to put college money away for a child, grandchild, niece or nephew. It is an ACH program similar to the Gold Circle Credit Union plan. Ms. Tangler advised that there is no cost to the County for this plan. A representative can do a face to face presentation, a conference call or a webinar to provide information and would come and help set up the accounts. Commissioner Ohler asked if this service would need to be bid out. Ms. Tangler advised that the Section 529 Plan is a State of Ohio program. Commissioner Wirkner advised Ms. Tangler to present the plan to the Employee Benefits Committee and then the committee can make a recommendation to the Board.

**IN THE MATTER OF
CEBCO**

 9:41 AM

Brittany Tangler, Deputy Auditor appeared before the Board to advise that employees have been receiving Dependent Verification Forms in the mail from CEBCO. Ms. Tangler advised that if this form is not returned by the deadline, the employee's dependents will be taken off of their insurance and cannot be added again until open enrollment. Ms. Tangler advised that all new employees will need to provide their marriage certificate and children's birth certificate in order to add their dependents to the insurance. Ms. Tangler advised that Christopher R. Modranski, Interim Clerk Supervisor sent an email to the Leadership Committee on Monday, but Ms. Tangler is still receiving phone calls from employees that are wondering what the form is for. Commissioner Mickley will reach out to all department heads and/or elected officials to remind them to communicate this important information to their employees.

**IN THE MATTER OF
2020 RURAL TRANSIT GRANT**


 9:45 AM

Ronald M. Nuzzolillo, Jr., Assistant Clerk I appeared before the Board to advise that there will be a Public Hearing on August 8, 2019 at 9:30 AM in the Commissioners' Meeting Room for the 2020 Rural Transit Grant.

**IN THE MATTER OF
PROSECUTOR OPINION**

Ronald M. Nuzzolillo, Assistant Clerk I appeared before the Board to discuss the ComDoc lease. Mr. Nuzzolillo advised that ComDoc adjusted their lease agreement to 60 months and the monthly lease payment will remain the same at \$130.00 per month. Commissioner Wirkner expressed concern that ComDoc was able to redo their quote. Mr. Nuzzolillo advised that all three companies were provided with their competitor's quotes through the process.

Motion: to send the ComDoc Copier Lease to the Prosecutor for his review for form and function, **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.


 9:48 AM

**IN THE MATTER OF
WATER POLLUTION CONTROL LOAN FUND/HOME SEWAGE TREATMENT SYSTEM - BID ACCEPTANCE
TEST HOLE EXCAVATORS**

Ronald M. Nuzzolillo, Jr. appeared before the Board to advise that he contacted the Ohio EPA regarding the lack of bids for test hole excavators. Mr. Nuzzolillo advised that the Ohio EPA instructed him to get quotes from area contractors for the work. Mr. Nuzzolillo received two quotes: one from Jon Stewart Excavating LLC for \$600.00 per site and RTC Contracting Inc. for \$745.00 per site. Mr. Nuzzolillo advised that he reached out to other contractors but was told it was not worth their time. Mr. Nuzzolillo advised that when a test hole needs done, he will reach out to the Jon Stewart Excavating LLC and if he is not available, then Mr. Nuzzolillo will move on to RTC Contracting Inc. Commissioner Wirkner confirmed with Mr. Nuzzolillo that the authorization to use an informal bidding process came from the Ohio EPA and that Mr. Nuzzolillo has that approval in his files.


Motion: to accept all bids submitted by John Stewart Excavating LLC and RTC Contracting Inc. as the test hole excavators for the 2019 Water Pollution Control Loan Fund/Home Sewage Treatment System projects, on the recommendation of Ronald M. Nuzzolillo, Jr., Assistant Clerk I, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner and Vice President Lewis A Mickley; NEY: None; ABSENT: Commissioner Jeffrey L Ohler; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** President Robert E Wirkner.

Motion carried on unanimous vote.

 9:50 AM

**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.


 9:52 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: Cope Farm Equipment, \$9,326.00; CCDJFS, \$857.71; John Wern, \$904.00 & Carrollton Animal Hospital, \$143.52.
DJFS: KeyBank, \$279.97; Marvin McKinney, \$1,500.00 & KeyBank, \$192.08.

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.

 9:53 AM


**IN THE MATTER OF
SHERIFFS DEPARTMENT**

 9:53 AM

Commissioner Wirkner advised that Sheriff Dale Williams would like to get a drone for law enforcement/emergency medical purposes. Drones have proved beneficial to other law enforcement agencies around the State of Ohio as they can scope out situations that may be dangerous for humans to go into. The cost of the drone is \$38,000.00. Commissioner Wirkner advised that Carroll Electric Cooperative has committed \$5,000.00 to this worthy endeavor and Commissioner Ohler advised that he believes he has found \$10,000.00 in the budget that can be applied to the drone. Commissioner Wirkner and Sheriff Dale Williams are currently working on another grant for the drone.


**IN THE MATTER OF
ROUTE 9 TOWER**

Commissioner Wirkner advised that fire band antenna on the Route 9 Tower has been replaced, tested and has passed all tests.

 9:59 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** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.
Motion carried on unanimous vote.

 9:59 AM

PREPARED BY:

/s/ Melissa N. Schaar
Melissa N. Schaar, Assistant Clerk I

We hereby certify the foregoing to be true and correct.

/s/ Christopher R. Modranski
Christopher R. Modranski, Interim 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