



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

**IN THE MATTER OF
PLEDGE OF ALLEGIANCE**

 9:04 AM

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

**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**


 9:04 AM

Ronald M. Nuzzolillo Jr, 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 Thursday, March 19, 2020 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.


 9:05 AM

**IN THE MATTER OF
ROLL CALL / BOARD MEETING ATTENDANCE**

 9:05 AM

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

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


 9:05 AM

Josh Long, Dog Warden, filed his report for the week of March 15, 2020 to March 21, 2020 showing 0 dogs impounded, 2 adopted out, 2 redeemed, 0 euthanized, 2 citation(s) for no license, and 0 citation(s) for running at large.


**IN THE MATTER OF
AGREEMENT/AC-26 FORM
CCAO WORKERS' COMPENSATION GROUP RATING PLAN**

Motion: to approve the County Commissioners Association of Ohio Worker's Compensation Group Rating Plan Agreement and the AC-26 Employer Statement which identifies CompManagement Inc. as the Third Party Administrator and representative for Carroll County, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.


 9:06 AM

**IN THE MATTER OF
EMA – FLOODING**

 9:08 AM

Tom Cottis, EMA Director advised that there was a significant amount of rain over the past weekend. Mr. Cottis advised that 2.48 inches of rain fell over most of the county and fell over a short period of time. Mr. Cottis advised that there was one home that was stranded due to the flooding. Mr. Cottis advised that there were multiple road closures due to flooding in the county as well. Mr. Cottis wanted to remind everyone to turn around don't drown and advised that there were two drownings in adjacent counties; one in Tuscarawas County and one in Harrison County.


**IN THE MATTER OF
TRANSIT**

 9:09 AM


Christopher R. Modranski, Clerk Supervisor advised that transit is changing their hours due to a decline in ridership. Mr. Modranski advised that transit did receive authorization from the state to decrease their hours.

Motion: to adjust the hours of Carroll County Transit to 7:00 a.m. to 4:30 p.m. effective immediately for the duration of the COVID-19 pandemic as recommended by Sonja Leggett, Transit Director, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.


 9:11 AM

**IN THE MATTER OF
COMMISSIONERS' OFFICE**

 9:11 AM

Ronald M. Nuzzolillo Jr, Assistant Clerk I advised that he looked into the feasibility of the clerks working from home during the COVID-19 pandemic. Mr. Nuzzolillo advised that he spoke with Steve Kadis of Serversim to go over the different options. One option is to use a remote desktop program for clerks to access their office computer from their home computer. Mr. Nuzzolillo advised that there are some concerns of the security of this method. Mr. Nuzzolillo advised that the second method is to set up a Virtual Private Network (VPN) which connects to the network directly and is password protected and encrypted. Mr. Nuzzolillo advised that the other issue to address is whether employees use either method from their home computer or from a county owned computer. Mr. Nuzzolillo advised that Mr. Kadis recommends using a county owned computer because it would be the most secure method and not be as vulnerable as a home computer may be. Mr. Nuzzolillo advised that he received a quote of \$2000.00 to purchase two laptops, have the correct security measures installed, and have them set up to connect to the server via a VPN. Mr. Nuzzolillo advised that there were concerns from the Sheriff's office about a VPN leaving their network vulnerable, but Mr. Kadis assured him that the Commissioners' VPN would not be able to access the Sheriff's network as they are two separate networks. Tom Cottis, EMA Director advised that the Commissioners' office keep track of all costs related to this. Mr. Cottis advised that there is a possibility for public assistance for local government as a reimbursable expense under the Emergency Declaration by the State. Mr. Cottis advised that the language is not finalized but recommends keeping all documentation regarding this purchase. Commissioner Wirkner asked if there is enough funds in equipment line. Mr. Nuzzolillo advised that there are enough funds in the equipment line of the budget. Commissioner Mickley feels anything the office can do to minimize contact with the public and continue to get work completed should be done. Commissioner Ohler stated the office needs to take whatever steps necessary to provide services, even if it is from a remote location. Commissioner Wirkner asked when this can happen. Mr. Nuzzolillo advised that he was told by Mr. Kadis this can be done tomorrow. Commissioner Wirkner asked Mr. Cottis what documentation is needed for any possible reimbursement. Mr. Cottis advised that documentation would include any work orders, invoices, receipts, purchase orders and checks.


Motion: to create a Virtual Private Network to allow clerks to work from home, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Jeffrey L. Ohler, **Seconded by** Commissioner Lewis A. Mickley. Motion carried on unanimous vote.

 9:16 AM

**IN THE MATTER OF
OIL & GAS LEASE
EAP OHIO, LLC**

Motion: to approve the Paid-Up Oil and Gas Lease and Memorandum of Oil and Gas Lease by and between The Board of Commissioner of Carroll County, Ohio and EAP Ohio, LLC, for the following properties in Perry Township, Carroll County, Ohio, totaling 0.220384 acres: Township 12N; Range 5W; Section 36; Parcel Number unavailable. The primary lease term will be five years with 15.00% net royalties. EAP Ohio, LLC is to pay \$440.77 within 120 days after their receipt of all documentation necessary to render title acceptable, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.


Motion carried on unanimous vote.

 9:18 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 Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.

 9:26 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: Casto Harris, \$209.70; Vehicle Solutions, \$3,024.00; Guess Motors, \$32,799.88; Comdoc, \$360.26; & Burris Heating & Cooling, \$2,900.00;


DJFS: None

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

Motion carried on unanimous vote.


 9:26 AM

**IN THE MATTER OF
CHIP PY 20**


 9:27 AM

Dale Hartle, Ohio Regional Development Corporation (ORDC) President, appeared before the board to give an update on the PY20 CHIP program. Mr. Hartle advised that the PY20 application is currently due mid-May but may change with the current pandemic. Mr. Hartle advised that Carroll County is on pace to meet the goals set for the program. Mr. Hartle advised that, in response to the current pandemic, their staff and contractors are not required to enter a client’s house if the homeowner doesn’t want them to. Mr. Hartle believes that the Governor’s order won’t apply to ORDC because they are helping elderly and disabled persons. Mr. Hartle believes that application deadline will be extended due to the pandemic crisis. Mr. Hartle advised that his staff will continue to work from home.

**IN THE MATTER OF
CDBG / CHIP PY20 – PUBLIC HEARING #1**

 9:30 AM


The time having arrived to conduct the first public hearing for Community Housing Impact and Preservation Program (CHIP), Dale Hartle, President/CEO, Ohio Regional Development Corporation (ORDC) opened the meeting. Those present for the hearing included: Dale Hartle; Ronald Nuzzolillo, Assistant Clerk I, Christopher Modranski, Clerk Supervisor; Robert Wirkner, Commissioner; Lewis Mickley, Commissioner; Jeffrey Ohler, Commissioner. Nancy Schaar, Free Press Standard; Carol McIntire, Carroll County Messenger; and Tom Cottis, EMA Director. Mr. Hartle advised of four different programs that Carroll County can apply for. First is the CHIP program. Mr. Hartle advised that Carroll County is eligible to apply for up to \$400,000.00 in the CHIP Program. Examples of the types of programs that can be offered are: Tenant Based Rental Assistance (TBRA), Home repair, Owner Rehab, Habitat, and others. The second program is allocation money that is available for Community Development Block Grant (CDBG) programs. Mr. Hartle advised that, currently, guidelines call for projects to be done in 2020. Examples of the types of projects would be water lines, sewer lines, water or sewer treatment plants, sidewalks, curb cuts, street paving, and parks and recreational. These must be qualified by either being in a 51% or greater low-moderate income (LMI) benefit area or qualified under one of the other approved methods. Other grants are available upon funding availability which include but are not limited to Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure grants. The third program available is Economic Development Loan and infrastructure programs, including: Economic Development Loans, Economic Development Public Infrastructure Grant Program, and Residential Public Infrastructure Grant Program. Another program is Target of Opportunity Grant Programs: CDBG Target of Opportunity Grants, Economic and Community Development Target of Opportunity Program, New Horizons Fair Housing Assistance Program. Ohio Housing Trust Fund (OHTF) Grants, Homeless Target of Opportunity Grants, and Neighborhood Stabilization Grants. Mr. Hartle advised that the CHIP grant applied for the most. Mr. Hartle advised that the application deadline is currently May 20, 2020. Mr. Hartle advised that there will need to be a second hearing before that application date and that hearing will have to be specific as to how much money the county is applying for. The advertisement for the second hearing will also need to specify how much money is being spent.


Commissioner Wirkner closed the public hearing at  9:35 AM.

**IN THE MATTER OF
EXECUTIVE SESSION**


Motion: to enter into Executive Session per ORC 121.22(G)(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.

 9:36 AM

The Board reconvened with no action taken at  9:55 AM.


**IN THE MATTER OF
EMA – DEPUTY DIRECTOR POSITION**

 9:56 AM


Commissioner Wirkner advised that there is a need to fill the EMA Deputy Director Position.

Motion: to allow Commissioner Wirkner and Tom Cottis, EMA Director to offer the Deputy Director position to a candidate at rate of \$19.00 to \$20.00 per hour, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Jeffrey L. Ohler, **Seconded by** Commissioner Lewis A. Mickley.

Motion carried on unanimous vote.


 9:56 AM

**IN THE MATTER OF
MEDIA**

 9:57 AM

Carol McIntire, Carroll County Messenger asked if the focus of the executive session was the hiring of the EMA Deputy Director. Commissioner Wirkner answered, yes, the purpose of the executive session was to fast-track the hiring process because Tom Cottis, EMA director is working by himself during this crisis. Nancy Schaar, Free Press Standard asked how many applied for the position. Commissioner Wirkner answered they received five, but one withdrew. Of the remaining four applications, one was not qualified, one EMA couldn't meet the wage requirement, and the other applicant couldn't meet the work commitment requirements. Ms. Schaar asked if the candidate is a local person. Commissioner Wirkner answered that they are. Commissioner Wirkner advised that he and Mr. Cottis need to ask the individual if they accept the offer. Commissioner Wirkner advised that normally they would interview applicants, however with the current COVID-19 crisis, he felt the need to expediate the process. Ms. McIntire asked if there were no interviews and was the decision based only on the applications. Commissioner Wirkner answered that is correct and that it is a security issuer because Mr. Cottis is currently operating by himself during this pandemic. Commissioner Wirkner advised that office will contact media with the name of the applicant if they accept the position.

**IN THE MATTER OF
COVID-19**


 10:01 AM

Commissioner Wirkner advised that there will be a press conference at 3:30 p.m. at the Friendship Center. Commissioner Mickley advised that he will attend a County Commissioners Association of Ohio (CCAO) phone conference at the same time. Commissioner Wirkner advised that he will have a phone conference at 11:00 a.m. with elected officials and department leaders to discuss possibly modifying when the courthouse will be open to the public. Commissioner Wirkner advised that he will let the media know if any decision was made.

**IN THE MATTER OF
TEMPORARY RECESS**


Motion: to temporarily recess until 1:00 p.m., **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.

 10:05 AM

Board members reconvened at  1:07 PM.


**IN THE MATTER OF
RESOLUTION 2020-14
LIMITING PUBLIC ACCESS TO THE COURTHOUSE**

 1:07 PM

Commissioner Wirkner advised that the elected officials and department leaders met via phone conference and agreed upon modifying public access to the Courthouse to the following: Mondays from 9:00 a.m. to 12:00 p.m., Tuesdays closed to the public, Wednesdays and Thursdays from 9:00 a.m. to 3:00 p.m., and Fridays 9:00 a.m. to 12:00 p.m. Commissioner Wirkner advised that Courthouse will only be closed to the public on Tuesdays. Commissioner Wirkner advised that there was discussion that the Courthouse be made available only to members of the public who are at high risk such as those who are over the age of 65 or have a compromised immune system from 8:00 a.m. to 9:00 a.m. on Mondays, Wednesdays, Thursdays, and Fridays. Commissioner Wirkner advised that the intent of the modified hours is to keep the Courthouse open to the public so they can conduct necessary business while minimizing the contact with county employees. Commissioner Wirkner advised that department leaders and elected officials in outlining buildings may adopt this policy if they feel it necessary but are not obligated to. Commissioner Ohler asked if those officials could change the hours that they are open on their own. Commissioner Wirkner answered that they are able to follow this resolution or not. Commissioner Ohler advised that if another department does to change their hours, they should notify the Commissioners' Office. Commissioner Wirkner suggested that the beginning date of the modified Courthouse hours should be Thursday, March 26, 2020, so that notification can be sent to the public. Commissioner Wirkner suggested that the end date should be at the end of the crisis. Commissioner Ohler asked if there would be future modifications if there are further directives issued by the Governor. Commissioner Wirkner advised that if there are orders issued by the Governor or the Department of Health, the Board will need to re-address this issue. Commissioner Mickley asked if the Health Director's declaration address any other groups besides those over the age of 65 when they refer to the at-risk population. Commissioner Wirkner advised that the declaration did not but feels that common sense could be used when observing someone who appears to be at risk. Commissioner Wirkner stated that the security guard at the entrance should be able to use their own discretion to determine if someone could be considered at-risk. Commissioner Ohler asked if that could also include someone who may have a medical condition. Commissioner Wirkner answered yes, someone with a compromised immune system would be allowed to enter during that extra hour in the morning.

Motion: to approve resolution 2020-14 limiting public access to the Courthouse, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Jeffrey L. Ohler, and Commissioner Lewis A. Mickley; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Lewis A. Mickley, **Seconded by** Vice President Jeffrey L. Ohler.

Motion carried on unanimous vote.

 1:20 PM

RESOLUTION #2020-14
A RESOLUTION LIMITING PUBLIC ACCESS TO THE CARROLL COUNTY COURTHOUSE

WHEREAS, on March 9, 2020, Mike DeWine, Governor of the State of Ohio, declared a State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, on March 13, 2020 U.S. President Donald Trump declared a national emergency on March 13th, 2020 in response to the COVID-19 pandemic; and

WHEREAS, on March 22, 2020, Dr. Amy Acton, Ohio Department of Health Director issued a stay at home order requiring all persons to stay at home unless engaged in essential work or activity; and

WHEREAS, limiting public access to the Carroll County Courthouse is necessary to protect the general public and county employees; and

WHEREAS, it necessary to balance the health and safety of the general public and county employees and the need of the public to perform essential functions in the Courthouse;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners, Carroll County, Ohio:

Section 1: The Courthouse will be closed to the public on Tuesdays.

Section 2: The Courthouse will be open to the public from 9:00 a.m. to 12:00 p.m. on Mondays and Fridays.

Section 3: The Courthouse will be open to the public from 9:00 a.m. to 3:00 p.m. on Wednesdays and Thursdays.

Section 4: Only those who are over the age of 65 or have compromised immune systems may have access to the Courthouse from 8:00 a.m. to 9:00 a.m. on Mondays, Wednesdays, Thursdays, and Fridays.

Section 5: Other elected officials and department leaders may follow these guidelines for outlining county buildings but are not required to.

Section 6: This order will be effective Thursday, March 26, 2020 until the end the COVID-19 pandemic or ordered by this Board.

BE IT 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. Ohler seconded the motion.

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

Motion carried on unanimous vote. Resolution adopted this 23rd day of March 2020.

BOARD OF COMMISSIONERS
OF CARROLL COUNTY

ATTEST:


/s/ Ronald M. Nuzzolillo Jr.
Ronald M. Nuzzolillo Jr, Assistant Clerk I

/s/ Robert E. Wirkner
Robert E. Wirkner, President

/s/ Jeffrey L. Ohler
Jeffrey L. Ohler, Vice President

/s/ Lewis A. Mickley
Lewis A. Mickley, Commissioner

IN THE MATTER OF
EMA – DEPUTY DIRECTOR POSITION


 1:22 PM

Commissioner Wirkner advised that he and Tom Cottis, EMA Director spoke with Devin Herrington who has accepted the position of EMA Deputy Director at the rate of \$19.00 per hour with the possibility of a wage increase after completing additional courses.

**IN THE MATTER OF
ADJOURN**

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

Motion carried on unanimous vote.

 1:22 PM

PREPARED BY:

/s/ Ronald M. Nuzzolillo Jr.
Ronald M. Nuzzolillo Jr, Assistant Clerk I

We hereby certify the foregoing to be true and correct.

/s/ Christopher R. Modranski
Christopher R. Modranski, 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/ Jeffrey L. Ohler
Jeffrey L. Ohler, Vice President

/s/ Lewis A. Mickley
Lewis A. Mickley, Commissioner