



Present: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II.
Also present to observe: Thomas Clapper, Carroll County Messenger and Georgette Huff, Free Press Standard.

**IN THE MATTER OF
PLEDGE OF ALLEGIANCE**

 8:57 AM


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

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

 8:58 AM

Commissioner Leggett: Present; Commissioner Wirkner: Present; Commissioner Modranski: Present


**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**

 8:58 AM

April D. Mayle, Assistant Clerk II 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, November 16, 2023, and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.


 8:58 AM

**IN THE MATTER OF
EXPENSES**

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Donald E. Leggett II	Commissioners	MCJAS Trustee & Commissioners Meeting	Canton, OH	11/21/23	\$40.00
Christopher R. Modranski	Commissioners	MCJAS Commissioners Meeting	Canton, OH	11/21/23	\$40.00
Robert E. Wirkner	Commissioners	MCJAS Commissioners Meeting	Canton, OH	11/21/23	\$40.00

Action: Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.


 8:59 AM

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

Motion: to approve the following appropriation(s):

FUND	NAME	CODE	AMOUNT
20708	Equipment	20708-11180-54440	\$9,880.00

Action: Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.


 8:59 AM

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

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


FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
10000	Supplies & Materials	10000-11101-54400	W/M Supplies	10000-11102-54400	\$690.00
10000	Supplies & Materials	10000-11101-54400	W/M Contract Services	10000-11102-53300	\$450.00

Action: Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.

 8:59 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 Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.

 9:00 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: Fairclough, Byron, \$562.80; Borland, Hunter, \$779.52; Strock, Kelly, \$899.76; and Wheeling & Lake Erie Railway Co., \$300.00.

DJFS: Eastern Gateway Community College, \$27,716.09.

Action: Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.


 9:00 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
Ohio Mentor	1/1/24-12/31/25	Maximum amount payable \$300,000.00	Placement for foster children	Service	Renewal	11/8/23
Redemption House	1/1/24-12/31/25	Maximum amount payable \$400,000.00	Placement for foster children	Service	Renewal	11/13/23
Ace Hardware Carrollton	10/1/23-7/19/24	Varies, dependent on program authorizations	Purchase of motor vehicle fuel for authorized specific program recipients	Contractor	New	11/14/23
Carroll County General Health District	11/1/23-9/30/24	\$39,000.00	Uplifting Carroll Families	Service	New	11/15/23
Carroll County General Health District	11/1/23-9/30/24	\$46,520.54	Carroll Cares-Meeting the Needs of Adults and Seniors	Service	New	11/15/23
Multi-County Juvenile Attention Center	1/1/24-12/31/25	Maximum amount payable \$310,000.00	Placement for foster children	Service	Renewal	11/16/23

Action: Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.

 9:02 AM


**IN THE MATTER OF
AGREEMENT/CONTRACT – M. GRIFFITH DESIGN & SERVICE, LLC
2023 WATER POLLUTION LOAN CONTROL FUND 2023-01**

Motion: to approve a contract and issue a notice to proceed to M. Griffith Design & Service, LLC of Canton, OH, in the amount of \$550.00 to design one leach field for the 2023 Water Pollution Control Loan Fund project 2023-01 at a residence located on Waynesburg Rd., **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.

 9:03 AM


**IN THE MATTER OF
PROSECUTOR OPINION**

Motion: to send the Water Pollution Control Loan Fund contract with M. Griffith Design & Service, LLC to the Prosecutor for his approval, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.


 9:03 AM

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

Motion: to approve a Disbursement Request Form and Certification to the Ohio Public Works Commission for the Plymouth Road (TR 374) Box Culvert, PER-T374-2488, Project No. CN25AA in the amount of \$171,000.00, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.

 9:04 AM


**IN THE MATTER OF
PROSECUTOR OPINION**

 9:05 AM

Commissioner Wirkner asked what mortgage this was for. April Mayle, Assistant Clerk II advised that it was a CHIP mortgage.

Motion: to send the Satisfaction and Release of Mortgage to the Prosecutor for his review for form and function, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner.


Motion carried on unanimous vote.

 9:05 AM


**IN THE MATTER OF
PROSECUTOR OPINION
NOTICE TO VACATE**

Motion: to send the Notice to Vacate to the Prosecutor for his review for form and function, **Action:** Vote was recorded as follows: YEA: Vice President Robert E. Wirkner and Commissioner Donald E. Leggett II; NEY: None; ABSENT: President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner.

Motion carried on unanimous vote.

 9:05 AM

**IN THE MATTER OF
SAINT VINCENT DE PAUL**

 9:05 AM


Father Jonas Shell from Our Lady of Mercy (OLOM) catholic church appeared before the Board to discuss the rental agreement between the Board of Commissioners and Saint Vincent De Paul. Father Jonas thanked the commissioners for working with them and lowering the rent. Father Jonas advised the purchase of the building happened quickly and then St. Vincent De Paul received a contract lease asking for \$750.00 monthly to rent the space that they had already been using for a long time. Father Jonas said that he knows the lease was lowered to \$500.00 a month, but he is asking if it can be lowered even more. Father Jonas explained that St. Vincent De Paul does everything they do for free. They receive donations of clothing, sort them, clean them, and distribute them to people in need. Father Jonas advised that they work in association with Loaves and Fishes which services about 200 families a month. Father Jonas advised that both Saint Vincent De Paul and Loaves and Fishes work with Job & Family Services (JFS) at times to provide goods for the constituents of the county, so it would be nice for them to be in the same building. Father Jonas advised that they were paying for utilities when OLOM owned the building, and they would still like to pay for the utilities. Father Jonas advised that he realizes there is a cost for the building. Father Jonas advised that it looks like the commissioners are providing a service for the community when it is Saint Vincent De Paul that is providing a service and not only are they volunteering their time and effort, but now they are paying to volunteer their time and effort to provide services for the constituents of Carroll County. Father Jonas advised that he feels it would be reasonable to pay a little less. Father Jonas advised that they do not have a tithing system in their church where they exact tithes from people so it's all a free will offering. Father Jonas advised that they receive an average of \$493.00 a month for Saint Vincent De Paul, so over a year's time, they wouldn't be able to pay the rent. Father Jonas advised that \$400.00 a month would be reasonable. Father Jonas asked about returning to the building after the renovations are done. Commissioner Modranski advised that during renovation, the State of Ohio will not allow anyone to inhabit the building. Commissioner Modranski advised that the building will have to be vacated for a period, probably starting in February. Commissioner Modranski advised that the commissioners are looking to house the Board of Elections in the part of the building that Saint Vincent De Paul and Loaves and Fishes are currently occupying. Commissioner Modranski advised that if the commissioners can bring Saint Vincent De Paul and Loaves and Fishes back to the building after the renovations, they would be placed in the back of the building somewhere. Commissioner Modranski is not sure that would work well for people coming and going and the commissioners don't really know what everything will look like until they receive the designs from the architect. Commissioner Modranski advised that the only thing they know for sure is they want to put the Board of Elections in the front of the building and JFS in the gym and some of the classrooms. Commissioner Modranski advised that he fully understands the benefit of what the program does for JFS and the school CARE team. Commissioner Modranski advised that he is hesitant because there are so many churches in our community that do mission work, and if the commissioners allow Saint Vincent De Paul to occupy the building for free or at a discounted rate, then they would be expected to do that for everybody. Commissioner Modranski advised that there are also expenses tied into it. Commissioner Leggett advised that if the commissioners cannot afford to renovate the entire school, including the bathrooms, the State of Ohio will not allow them to lease the unfinished portion. Commissioner Wirkner advised that he has a conflict of interest on several levels. Commissioner Wirkner advised that he is a parishioner, and he is on Rotary, who supplies manpower to run Loaves and Fishes and Saint Vincent De Paul. Commissioner Wirkner advised that his wife and himself have both volunteered to supply both services, and he will abstain from any vote that the commissioners take. Commissioner Wirkner advised that he will still share his views. Commissioner Wirkner advised that he would use his own personal funds to support Saint Vincent De Paul, but he cannot vote to use taxpayer funds to support it. Father Jonas advised that he has two questions regarding the contract, one of which is the use of a freezer, and Saint Vincent De Paul does not use a freezer. Father Jonas advised that he doesn't think Worker's Compensation applies to Saint Vincent De Paul because they only use volunteers. Commissioner Modranski advised that is a legal question that needs to be run by the prosecutor. Father Jonas asked if a vote was going to be taken regarding lowering the price. Commissioner Modranski advised that the price was already lowered to \$500.00 Father Jonas asked if the commissioners would lower the rent even more. Commissioner Modranski advised that \$500.00 is the lowest they can go. Commissioner Leggett advised

CONTINUED ON THE NEXT PAGE

CONTINUED FROM THE PREVIOUS PAGE


that if they keep lowering the price, other people with leases are going to come and ask for theirs to be lowered as well. Commissioner Wirkner advised that the building was purchased for government use and the faster that the building can be used for the intended purpose, the better off the taxpayers of the county will be. Commissioner Wirkner advised that his takeaway was that the commissioners would continue to house Loaves and Fishes and Saint Vincent De Paul temporarily until they were able to renovate the building and use it for the purpose the government bought it for. Father Jonas said that is wonderful to know and that clears up some confusion he had. Father Jonas asked about the November rent. He advised that he only had three days to review the contract and is asking if the commissioners still want him to pay November's rent. Commissioner Modranski advised that he thinks that is fair considering that other renters have paid. Commissioner Wirkner advised that the contracts are to protect the commissioners for the period they are allowing other people to use and occupy the building. Father Jonas thanked the commissioners for their time.

**IN THE MATTER OF
JFS HIRING RECOMMENDATION**


 9:18 AM

Kate Offenberger, Job & Family Service Director and Jennifer Burns, Assistant Director appeared before the Board to request permission to hire Tiffany Moore in place of a Social Service Worker that resigned last week.

Motion: to hire Tiffany Moore as a Social Services Worker 2 at a rate of \$20.05 effective November 27, 2023, as recommended by Kate Offenberger, Job and Family Services Director, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner. Motion carried on unanimous vote.


 9:19 AM

**IN THE MATTER OF
JFS COMPENSATION PLAN**


 9:19 AM

Kate Offenberger, Job and Family Service (JFS) Director appeared before the Board to discuss a new compensation plan for JFS that she would like to be in effect starting January 1, 2024. Ms. Offenberger advised that JFS started working on this plan in 2020 and did a salary survey of counties across the state, surrounding counties, and the counties that they collaborate with. Ms. Offenberger advised that they got sidetracked with COVID and now they have revisited it. Ms. Offenberger advised that she did an internal review of all JFS position descriptions and went through a point factoring process, scoring each position according to education, complexity, experience, supervision, and work environment. Ms. Offenberger advised that they have been using the same plan since 1995 and it needed to be brought into compliance with some different things. Ms. Offenberger advised that during scoring they aligned positions into new pay grades and looked at different pay scales that they could utilize. Ms. Offenberger advised that they have been working on the nuances of the plan since September. Ms. Offenberger advised that the plan was presented to the commissioners previously. Commissioner Wirkner asked if they were voting on the same plan that they were presented with earlier. Ms. Offenberger advised that it is. Ms. Offenberger advised that it is an attempt to retain and recruit staff. Ms. Offenberger advised that there has been a lot of turn over in the child welfare area and they are trying to retain and recruit staff the best they can. Mr. Wirkner advised that from his review of the policy it looks like it's a realignment of duties and compensation. Ms. Offenberger advised that is correct and that the previous job descriptions and pay ranges were based off the old Department of Administrative Services (DAS). Ms. Offenberger advised that since 1995 DAS is no longer in the business of administering pay scales and job descriptions.

Motion: to approve the Carroll County Job and Family Services Compensation and Benefit Plan, effective January 1, 2024, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski and Vice President Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: Commissioner Donald E. Leggett II **Moved by** Vice President Robert E. Wirkner, **Seconded by** President Christopher R. Modranski. Motion carried on unanimous vote.


 9:24 AM

**IN THE MATTER OF
KATE OFFENBERGER
BIRTHDAY**

 9:25 AM


Commissioner Modranski asked Kate Offenberger, Job and Family Service Director if she had anything else to discuss. Ms. Offenberger said no. Commissioner Modranski told Ms. Offenberger Happy Birthday. Commissioner Modranski asked Ms. Offenberger if she would be having dinner out for her birthday. Ms. Offenberger said she didn't know. Ms. Offenberger thanked Commissioner Modranski for the Birthday wishes.

**IN THE MATTER OF
CLERK'S REPORT**

 9:26 AM


Ronald M Nuzzolillo Jr, Assistant Clerk I advised residents that the Courthouse and Sheriff's offices are back to receiving phone calls. However, the auto attendant and voicemail service are still down. Mr. Nuzzolillo advised that when residents call in, please be patient as each office will try to take their call as soon as they can. Mr. Nuzzolillo advised that 9-1-1 was not affected and is fully operational.

**IN THE MATTER OF
CLERK’S REPORT**

 9:26 AM


Ronald M. Nuzzolillo Jr, Assistant Clerk I reminded residents that the courthouse and non-emergency offices will be closed Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of Thanksgiving.

**IN THE MATTER OF
COURTHOUSE ANNEX BUILDING**

 9:26 AM


Commissioner Leggett advised that he had some proposals from Hasenstab Architects Inc. for the courthouse annex building. Commissioner Leggett advised that the estimated cost for the architect is \$251,000.00. Commissioner Leggett advised that includes mechanical, electrical, plumbing (MEP). Commissioner Leggett advised that he has a call scheduled for today with Dennis to find out more about MEP, whether that includes air conditioning, plumbing for all the bathrooms, and what electrical work if any is included. Commissioner Leggett advised that he has reviewed the contract and it does not include asbestos removal. Commissioner Leggett gave the proposals to the other commissioners for their review and they will discuss it further at a later date.

**IN THE MATTER OF
AIRPORT AUTHORITY BOARD**

 9:27 AM


Commissioner Wirkner advised that he will be meeting with the Airport Authority Board and the Emergency Management Agency (EMA) later this morning.

**IN THE MATTER OF
MEDIA**

 9:28 AM

Georgette Huff, Free Press Standard asked Commissioner Wirkner to repeat what kind of meeting he had scheduled. Commissioner Wirkner advised that he has an Airport Authority Board meeting to discuss fuel tanks.


**IN THE MATTER OF
MEDIA**

 9:28 AM

Georgette Huff, Free Press Standard asked if the Board of Elections (BOE) and Job and Family Services (JFS) will pay rent when they move over to the annex building and if they pay rent now. Commissioner Modranski advised that JFS pay a cost allocation for their shared services. Ms. Huff asked if all the offices in the courthouse pay rent. Commissioner Modranski advised that the Board does not charge their own employees rent because that would not make sense to give them money out of the budget for them to give back to the commissioners for rent. Commissioner Modranski advised that JFS is a little different because they can do a cost allocation plan and pull state money to pay for some of their commonly shared services. Ms. Huff asked if the BOE would pay rent when they move and how they would pay for it. Commissioner Modranski advised that they are given money from the general fund. Ms. Huff asked if the commissioners are going to make them pay rent and Commissioner Modranski said no.

**IN THE MATTER OF
ADJOURN**

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner, and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Donald E. Leggett II, **Seconded by** Vice President Robert E. Wirkner.
Motion carried on unanimous vote.

 9:30 AM

PREPARED BY:

/s/ April D. Mayle

April D. Mayle, Assistant Clerk II

We hereby certify the foregoing to be true and correct.

/s/ Melissa N. Schaar

Melissa N. Schaar, Clerk

/s/ Christopher R. Modranski

Christopher R. Modranski, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/s/ Christopher R. Modranski

Christopher R. Modranski, President

/s/ Robert E. Wirkner

Robert E. Wirkner, Vice President

/s/ Donald E. Leggett II

Donald E. Leggett II, Commissioner