



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

**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  
ROLL CALL / BOARD MEETING ATTENDANCE**

 9:00 AM

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


**IN THE MATTER OF  
RECORDINGS OF PROCEEDINGS**

 9:01 AM


Melissa N. Schaar, Clerk 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, February 5, 2024 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Donald E. Leggett II, **Seconded by** Commissioner Christopher R. Modranski. Motion carried on unanimous vote.

 9:01 AM

**IN THE MATTER OF  
EXPENSES**

 9:01 AM


Commissioner Wirkner advised that travel requests, appropriations and other documents are sent to the Board ahead of the meeting for review.

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

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Dale George, Highway Worker IV	Engineer	New Pesticide Applicator Training	Reynoldsburg, OH	3/20/24	\$100.00

**Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II. 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
10000	Transfer Out	10000-81280-59200	\$3,817.52
	Small Tools and Minor Equipment – Ohio BWC		
20450	Safety Grant	20450-11600-54440	\$3,817.52
10000	Transfer Out	10000-81280-59200	\$26,705.00
20914	Fair Housing Supplies	20914-11600-54400	\$835.00
20914	Admin	20914-11600-53395	\$4,500.00
20914	Home Repair	20914-11600-53430	\$21,370.00
10000	Transfer Out	10000-81280-59200	\$36,980.00

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


 9:02 AM

**IN THE MATTER OF  
TRANSFER OF FUNDS**

**Motion:** to approve the following transfer of fund(s):


FUND	CODE (FROM)	CODE (TO)	AMOUNT
20450	10000-81280-59200	20450-11600-49800	\$3,817.52
20914	10000-81280-59200	20914-11600-49850	\$26,705.00
20915	10000-81280-59200	20915-11600-49850	\$36,980.00

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

 9:02 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 Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.  
Motion carried on unanimous vote.


 9:04 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:** American Electric Power, \$8,593.77; Hoffman Analytic Services, Inc, \$551.00; Absolute Construction Services, Inc., \$20,000.00; Micro Distributing II LTD, \$530.10; J & J Refuse Service – Carrollton, \$117.47; and T-Mobile USA, Inc., \$100.80.
- DJFS:** Pidgeon, Jazzlyn, \$463.10; Bender, Erika, \$583.13; Goodwill Industries Rehabilitation, \$4,621.64; Eastern Gateway Community College, \$2,713.22; Nichols to Dimes Inc., \$3,883.64; Amerigas, \$872.05; Goodwill Industries Rehabilitation, \$2,089.70; and Eastern Gateway Community College, \$4,210.08.

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


 9:04 AM

**IN THE MATTER OF  
ANNUAL REPORT  
MUNICIPAL COURT**

 9:04 AM


Judge Gary Willen appeared before the Board to present the 2023 Annual Report for Carroll County Municipal Court. Judge Willen advised there was a total of 1,360 criminal and civil cases filed during 2023. A copy of the report is on file in the Commissioners’ office.

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

 9:08 AM


Cason Leggett, Dog Warden appeared before the Board to present his monthly report for January 2024. Warden Leggett advised that 21 dogs were impounded, 11 dogs were adopted by new owners, eight dogs were reclaimed by their owners, zero dogs were euthanized, three citations for no license were issued, and 1 citation for running at-large was issued. Thomas Clapper, Carroll County Messenger reporter advised that 21 dogs impounded is a lot of dogs. Warden Leggett discussed space issues and the difficulty in finding placements for certain breeds of dogs. Commissioner Wirkner asked Warden Leggett how many kennels he has. Warden Leggett advised that there are 19 kennels. Of the 19, two of them do not have the automatic waterers, and there is only one kennel open right now. Warden Leggett advised he has three kennels and some extra-large crates that can be set up for overflow. Warden Leggett discussed 11 to 14 court ordered dogs that are expected to come in to the pound next week.

**IN THE MATTER OF  
MONTHLY REPORT – JANUARY 2024  
CHILD SUPPORT ENFORCEMENT AGENCY**

 9:21 AM

Commissioner Wirkner advised the office of the Prosecuting Attorney filed his monthly report for January 2024 for the Carroll County Child Support Enforcement Agency. There was a total of 1,057 open, active cases. A copy is on file in the Commissioners’ Office.


**IN THE MATTER OF  
BOARD OF ELECTIONS  
ABSENTEE VOTING HOURS**

 9:21 AM

Commissioner Wirkner advised that the Carroll County Board of Elections will be open additional hours leading up to the March 19, 2024 election to accommodate absentee voters. The hours will be as follows:

Tuesday	February 20, 2024	LAST DAY FOR VOTER REGISTRATION			8:00 a.m.	to	9:00 p.m.
Wednesday	February 21, 2024	through	Friday	March 8, 2024	8:00 a.m.	to	5:00 p.m.
Saturday	March 9, 2024				8:00 a.m.	to	4:00 p.m.
Monday	March 11, 2024				7:30 a.m.	to	7:30 p.m.
Tuesday	March 12, 2024				7:30 a.m.	to	8:30 p.m.
Wednesday	March 13, 2024	through	Friday	March 15, 2024	7:30 a.m.	to	7:30 p.m.
Saturday	March 16, 2024				8:00 a.m.	to	4:00 p.m.
Sunday	March 17, 2024	LAST DAY FOR ABSENTEE VOTING			1:00 p.m.	to	5:00 p.m.
Tuesday	March 19, 2024	ELECTION DAY			Polls are open 6:30 a.m.		to 7:30 p.m.


**IN THE MATTER OF  
HEALTHY AGING GRANT**

 9:23 AM

Melissa N. Schaar, Clerk advised that the account will be used by the handymen for the Healthy Aging Grant.

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**Motion:** to approve the credit application for Nichols to Dimes, Inc. dba Ace Hardware Carrollton and authorize the Board President to sign same, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Donald E. Leggett II, **Seconded by** Commissioner Christopher R. Modranski. Motion carried on unanimous vote.


 9:23 AM

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Commissioner Modranski asked who the authorized users are. Ms. Schaar advised that the users are Joe Phillis, Joe Bosh, April Mayle and Tonya Myers.

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**Motion:** to approve letter to Nichols to Dimes, Inc. dba Ace Hardware Carrollton listing the authorized users for the credit account, and authorize the Board President to sign same, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Donald E. Leggett II, **Seconded by** Commissioner Christopher R. Modranski. Motion carried on unanimous vote.

 9:24 AM


**IN THE MATTER OF  
BID NOTICE  
CARROLL COUNTY CR 54 PAVEMENT RESURFACING PROJECT**

**Motion:** to accept bids up to and opened at 9:00 a.m. on March 7, 2024 in the office of the Carroll County Engineer located at 200 Kensington Rd. NE, Carrollton, Ohio for the Carroll County C.R. 54 Pavement Resurfacing CAR CR 54 3.96 PID# 119998; specifications can be picked up at the Carroll County Engineer’s Office, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.

Motion carried on unanimous vote.


 9:25 AM

**IN THE MATTER OF  
CLERK’S REPORT**

 9:26 AM

April D. Mayle, Assistant Clerk II appeared before the Board to remind viewers that tomorrow any Carroll County senior 60 and older, who has not received a free 10-day meal pack can pick one up at the Carroll County Health Department tomorrow between 10:00 am and 2:00 pm. Please bring your ID, and if you are picking one up for someone else, bring their ID or a copy and a written permission slip from them. Ms. Mayle advised that Tonya Myers, Senior Friendship Center Director has received positive feedback from seniors about the meals.

**IN THE MATTER OF  
DOG POUND  
NEW BUILDING**


 9:27 AM

Commissioner Modranski advised that Milton Studer of Studer Architects, LLC in Minerva, Ohio submitted a proposal for architectural services in the amount of \$120.00 per hour, not to exceed \$1,920.00. Commissioner Modranski advised that the size of the building being discussed is 40 X 60. The current building is 30 X 40 including the lobby and bathroom. The Warden’s office is a shed attached to the building. Commissioner Wirkner asked how many kennels would be in the new building. Commissioner Modranski advised that the architect will meet with the Dog Warden to discuss sizes. Commissioner Modranski advised that the plan is to maximize the space.


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**Motion:** to accept the proposal of Studer Architects LLC of Minerva, Ohio for architectural services for a 40 x 60 building for a new dog pound in the amount of \$120.00 per hour, not to exceed \$1,920.00, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.

Motion carried on unanimous vote.

 9:28 AM

**IN THE MATTER OF  
ANNEX BUILDING**


 9:31 AM

Commissioner Leggett advised that there is an area in the back of the Annex building that needs to be converted into a parking lot for employee parking. Commissioner Leggett estimates the cost of hiring a contractor to build the parking lot would be \$35,000.00. Commissioner Leggett advised that he spoke to the Carroll County Engineer, and he is willing to provide the matting, personnel and trucks to haul materials at no cost. An estimated 450 tons of stone will be needed. Commissioner Leggett advised that he estimates the cost will be \$12,000.00, and the project will create 50 to 60 parking spots. Commissioner Leggett advised that the area will be a lay down yard for the renovation project as well. Commissioner Wirkner advised that the Engineer’s contribution is significant and thanked him for his assistance.


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**Motion:** to approve the construction of a parking lot at the Moody Avenue Annex building at a cost not to exceed \$12,000.00, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.

Motion carried on unanimous vote.


 9:35 AM

**IN THE MATTER OF  
EMERGENCY MANAGEMENT AGENCY  
LOCAL EMERGENCY PLANNING COMMITTEE**

 9:35 AM

Commissioner Wirkner advised that he attended the Local Emergency Planning Committee (LEPC) meeting yesterday. It was a good meeting with a lot of good take outs. There are a lot of action items to be followed up on, most of which deal primarily with the Emergency Action plans and how they collaborate with each other. Commissioner Wirkner advised that the superintendents from Brown Local, Carrollton, Conotton Valley and Carroll Hills were all in attendance.

**IN THE MATTER OF  
9-1-1**


 9:36 AM

Commissioner Wirkner advised that pursuant to direction from the Department of Administrative Services of the State of Ohio, Carroll County will be establishing a new committee called the Program Review committee. Commissioner Wirkner advised that the 911 County Planning committee will become a redundant committee, and all the form and functions will be absorbed by the 911 Program Review committee. Commissioner Wirkner advised that the 911 Final Plan has been amended to reflect the changes. Commissioner Wirkner advised that the 911 Technical Services committee met on Tuesday, and the 911 Planning committee met on Wednesday. The 911 Planning committee has recommended that the 911 Final Plan amendments be sent to the Prosecutor for review. If the Prosecutor finds no fault, Samantha Jacobs, 911 Coordinator will send the amended 911 Final Plan to the villages and townships for review. Once the villages and townships have reviewed the 911 Final Plan amendments, the plan will be submitted to the Board of Commissioners for final approval. The amended 911 Final Plan is due to the Ohio Department of Administrative Services in April.

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**Motion:** to send the 911 Final Plan amendments to the Prosecutor for his review, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.


Motion carried on unanimous vote.

 9:38 AM

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Commissioner Wirkner advised that he will speak to Sam Jacobs, 911 Coordinator about hand carrying the documents to the Prosecutor.


**IN THE MATTER OF  
AIRPORT ZONING BOARD**

 9:39 AM

Commissioner Wirkner advised that there is a proposed tower that falls within the jurisdiction of the Airport Zoning Board. The presumptive Airport Zone Manager is EMA Director Tom Cottis. Commissioner Wirkner advised that there is now business before the Airport Zoning Board, but there is not a full board. The Airport Zoning Board also needs to do a resolution to install Tom Cottis as the Airport Zoning manager. Commissioner Wirkner advised that public hearings will need to be held, and he anticipates it taking 30 to 45 days before everything would be in place. The request to approve the tower is on the table now. Commissioner Wirkner advised that the Ohio Department of Transportation (ODOT) will take over the approval process if Carroll County is unable to complete the process. Commissioner Wirkner advised that it is his recommendation that ODOT works directly with the Airport Authority Board to handle the application. Commissioner Wirkner advised that there are some concerns with the height of the proposed tower. The proposed tower is at the 199’ line with no lighting, and 200’ is where lighting is required. Commissioner Wirkner advised that final approaches are not a problem, but missed approaches could be a problem.

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**Motion:** to defer the tower application to the Ohio Department of Transportation and the Carroll County Airport Authority Board, **Action:** Vote was recorded as follows: YEA: President Robert E. Wirkner, Vice President Donald E. Leggett II and Commissioner Christopher R. Modranski; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II. Motion carried on unanimous vote.

 9:44 AM


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Commissioner Wirkner discussed the layers surrounding the airport. Commissioner Modranski advised that a cell phone company has proposed building a tower near the airport. Georgette Huff, Free Press Standard reporter asked why. Commissioner Modranski advised the tower will provide service to their customers. Commissioner Wirkner advised that the Airport Zoning Board has been struggling to find members. Ms. Huff asked if there have been responses to the advertisement for members. Commissioner Wirkner advised that the advertisement was for the Airport Authority Board, not the Airport Zoning Board. Ms. Huff asked where the tower will be located. Commissioner Modranski advised that the proposed location is on the Park District property located on SR 39. Ms. Huff asked how many more members are needed. Commissioner Wirkner advised that there are three existing members and two members who are going to expire in March. Mr. Cottis is currently working to find members for the Airport Zoning Board. Commissioner Wirkner advised that there was a full board ready to go before the full-page ad came out in the paper, but then some people did not want to be involved after the newspaper ad. Ms. Huff advised that she thought some of the seats were expired. Commissioner Wirkner advised that is the Airport Authority Board not the Airport Zoning Board. Commissioner Wirkner discussed the permit process for the airport zone.

**IN THE MATTER OF  
ADJOURN**

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

Motion carried on unanimous vote.

 9:53 AM

**PREPARED BY:**

**BOARD OF COMMISSIONERS OF CARROLL COUNTY**

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

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

**We hereby certify the foregoing to be true and correct.**  
/s/ Melissa N. Schaar  
Melissa N. Schaar, Clerk  
/s/ Robert E. Wirkner  
Robert E. Wirkner, President

/s/ Donald E. Leggett II  
Donald E. Leggett, Vice President  
/s/ Christopher R. Modranski  
Christopher R. Modranski, Commissioner