



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**

 9:01 AM


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

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

 9:01 AM

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


**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**

 9:02 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, September 30, 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** Commissioner Christopher R. Modranski, **Seconded by** Vice President Donald E. Leggett II.
Motion carried on unanimous vote.

 9:02 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)
April D. Mayle, Assistant Clerk I	Commissioners	CEBCO Wellness Contact meeting	Columbus, OH	10/4/24	\$110.00
Kate Offenberger, Director Jennifer Burns, Assistant Director Alex Logan, Supervisor Melissa Herrington, Supervisor	JFS	ECODDA Fall Conference	Wooster, OH	10/23/24	-0-

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
APPROPRIATION(S)**

Motion: to approve the following appropriation(s):

FUND	NAME	CODE	AMOUNT
10000	Auditing Services – State Audit	10000-11002-53342	\$4,095.80


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.

 9:03 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** Vice President Donald E. Leggett II, **Seconded by** Commissioner Christopher R. Modranski. Motion carried on unanimous vote.

 9:03 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: Treasurer of State, \$492.00; and Borden Office Equipment, \$7,448.65.

DJFS: Goodwill Industries Rehabilitation, \$386.75; Bennett, Cheyenne, \$200.00; Malone, Malorie, \$200.00; Green, Kristen, \$200.00; Cross, Jordan, \$600.00; Brandon, Jamie, \$800.00; Stragan, Meranda, \$200.00; Cornell, Shantae, \$200.00; Hume, Josey, \$400.00; Jenkins, Abby, \$400.00; Hanlin, Abby, \$200.00; Jordan, T-Neza, \$600.0; Dyke, Madison, \$400.00; Williams, Brittany, \$400.00; Cox, Anna, \$600.00; Garner/Roup, Amanda, \$600.00; Orkin LLC, \$854.44; and Allegion Access Technologies, \$686.00.

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.


 9:03 AM

**IN THE MATTER OF
DOG POUND
MONTHLY REPORT – SEPTEMBER 2024**

 9:04 AM


Cason Leggett, Dog Warden appeared before the Board to provide the September 2024 Dog Pound report. Warden Leggett advised that 23 dogs came in, 13 were adopted out, eight were redeemed by their owners, no dogs were euthanized, eight citations for no license were issued, and one at large citation was issued. Warden Leggett reminded the Board that the Huebner adoption event is this Saturday, October 5, 2024 from 10:00 a.m. to 2:00 p.m. There will be dogs available for adoption, including Panda, a 12-year-old Shitzu who needs a kind hearted person to adopt her. Commissioner Wirkner asked Warden Leggett to send information to the office about special dogs that need adopted, and it will be shared to the Commissioners Facebook page. Warden Leggett discussed Pet Finder and the Friends of the Carroll County Dog Pound Facebook page. The Humane Society will chip resident's dogs at the Huebner adoption event for \$30.00 per dog. The adoption process was discussed

**IN THE MATTER OF
CARROLL GOLDEN AGE RETREAT
MONTHLY REPORT – SEPTEMBER 2024**

 9:09 AM


Dawn Faulk, Carroll Golden Age Retreat (CGAR) Superintendent appeared before the Board to provide her September 2024 report. Ms. Faulk advised that the Barn Sale will be open today and tomorrow from 9:00 a.m. to 4:00 p.m. All proceeds go to the Activities Department. Ms. Faulk thanked Commissioner Modranski for arranging for the residents to go the Friendship Center for lunch and the band show. The residents loved the event. CGAR is currently accepting new residents as well as respite care patients. Ms. Faulk advised that she is currently accepting applications for two part time or one full time nurse aide. The residents had a good time putting together a doughnut themed scarecrow for the Scarecrows on the Square event. Ms. Faulk encouraged viewers to check out CGAR's Facebook page to see all of their activities and updates. Visitors to CGAR are asked to be mindful of CGAR's restricted access policy and not let people in with them. The staff needs to know who is in the building. There were eight males and 24 females for a total of 32 residents plus one new admission in September. Commissioner Modranski congratulated Ms. Faulk for being voted chairwoman of the County Home Association. Ms. Faulk discussed the upcoming annual meeting. Commissioner Modranski asked how many county homes are in Ohio. Ms. Faulk advised there are 18 certified and non-certified county homes in Ohio.

**IN THE MATTER OF
CARROLL COUNTY TRANSIT
MONTHLY REPORT – SEPTEMBER 2024**

 9:14 AM


Sonja Trbovich, Transit Director appeared before the Board to present her September 2024 report. Ms. Trbovich advised that 41,663 miles were travelled with 2,256 passenger trips. There were 41 denied rides. Compared to August 2024, the passenger trips were down 4.6% and there were nine fewer denied trips. Commissioner Wirkner asked for what reasons are rides denied. Ms. Trbovich advised that it could be because the ride is outside of Transit's time period, no availability, or the rides are already fully booked. Commissioner Wirkner advised that he feels that it should be declined rather than denied. Ms. Trbovich advised that denied is the language on the state reporting. Commissioner Modranski asked how often residents are hauled to dialysis. Ms. Trbovich advised nearly every day. Commissioner Wirkner asked what the expected life span is of the Transit vehicles. Commissioner Modranski advised that the State has mileage and age limits. Ms. Trbovich advised that is correct. Minivans are seven years and busses are 10 years. Ms. Trbovich will send the Board more information about dialysis trips and life expectancy of the vehicles.

**IN THE MATTER OF
REGIONAL PLANNING COMMISSION
SUBDIVISION REGULATIONS**

 9:20 AM

Tom Konst, Regional Planning Director appeared before the Board to remind viewers that the updated Subdivision Regulations go into effect on October 5, 2024. There is an increase of some fees, as well. The regulations and fees are available on the Regional Planning website. Mr. Konst advised that there has been a lot of interest in the new Dedicated Private Drive policy. Mr. Konst discussed some points regarding Dedicated Private Drive policy.

**IN THE MATTER OF
OMEGA TAC COMMITTEE**

 9:32 AM


Tom Konst, Regional Planning Director appeared before the Board to discuss the traffic situation on State Route 332 by the school campus. Mr. Konst is the Board's representative to the Ohio Mid-Eastern Governments Association (OMEGA) Transportation

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Advisory Committee (TAC). Mr. Konst has discussed the traffic situation with OMEGA and they are sending someone to do traffic counts in the next week or two. The counts will be done in the Second St. NE / Third St. NE area and State Route 332 near the school campus. The traffic and the current sidewalk project were discussed. Mr. Konst advised that he believes the sidewalk is expected to be completed in November 2024. Supply shortages could affect this. Edward Eick, Building and Grounds Superintendent was present in the meeting. Mr. Eick advised that he lives near State Route 332 not far from the school campus and he shared some concerns that he has. Commissioner Modranski advised that certified data is always good to have.

**IN THE MATTER OF
BUILDINGS & GROUNDS
2ND FLOOR TILE**

 9:33 AM

Edward Eick, Building and Grounds Superintendent appeared before the Board to provide an update on the 2nd floor tile project. Mr. Eick advised that the floor has become a safety concern. He has reached out to other companies for a quote. One company is preparing a quote now, and another company is coming on Monday to view the project. Mr. Eick advised that he is trying to find another quote, but tile installers are hard to find.

**IN THE MATTER OF
PERMIT FOR THE USE OF COUNTY HIGHWAY RIGHT OF WAY(S)
VARIOUS**


Motion: to approve permits for the use of the following county highway right of way(s) as recommended by the County Engineer:

1. Pattersonville Telephone Company for telecom cable conduit in Section 18 of Augusta Township, on Arbor Rd. (CR 14);
2. Charter Communications to install fiber optic cable in Section 1 of Loudon Township, on Cavalry Rd. (CR 60);
3. Charter Communications to install fiber optic cable in Section 1 of Loudon Township, on Branch Rd. (CR 35) and Cavalry Rd. (CR 60);
4. Carroll Electric Cooperative to build power line in Section 5 of Perry Township, on Chalon Rd. (CR 61);
5. AEP for electric utility work in Monroe Township, on Antigua Rd. (CR 11);


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.

 9:33 AM


**IN THE MATTER OF
PY23 CDBG
DELLROY PROJECT PROPOSALS**

 9:35 AM

Commissioner Wirkner advised that Crowl Lumber Company doing business as Crowl Interiors submitted a proposal for the Dellroy Community Center Improvements Project Item 4.1 Flooring – Vinyl Flooring & Carpet Removal, but the proposal was submitted five minutes past the deadline. The documents have been reviewed by Susan Moore, Community Development Specialist at Ohio Regional Development Corporation and the proposal is good. The Board needs to decide if they want to accept the proposal even though it was five minutes late. Commissioner Modranski advised there are no other proposals and no one is adversely affected. He does not feel that it is worth the money to advertise again. Commissioner Leggett agreed.

Motion: to accept the proposal of Crowl Lumber Company doing business as Crowl Interiors as submitted at 9:05 a.m. on September 26, 2024 and issue the Notice of Award; the proposal for Item 4.1 Flooring – Vinyl Flooring & Carpet Removal is in the amount of \$8,053.71, **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

Commissioner Wirkner advised that Maxx Electric, LLC submitted a proposal for the Dellroy Community Center Improvements Project Item 2.1 Electrical Work – Lighting, but they only included a letter of acknowledgement rather than a bid bond or a check in lieu of a bid bond. A phone call was made to Maxx Electric, LLC and they explained that they were having issues getting a bid bond due to the low amount, so they would bring a check for 10% of the bid, in lieu of a bid bond. Commissioner Wirkner advised that the check has been received and Susan Moore, Community Development Specialist at Ohio Regional Development Corporation has reviewed the documents and the proposal is good. The Board needs to decide if they want to accept the proposal even though the check was late. Commissioner Modranski advised that this is the only proposal. There is a chance of getting no proposals if the Board advertises again.


Motion: to accept the proposal of Maxx Electric, LLC as submitted on September 26, 2024 and issue the Notice of Award; the proposal for Item 2.1 Electrical Work – Lighting is in the amount of \$6,093.55, **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.

 9:42 AM


Commissioner Wirkner advised that Wayne Garage Doors Sales & Service, Inc. submitted a proposal for the Dellroy Community Center Improvements Project Item 2.2 Electrical Work – ADA Compliance, but they only included a letter of acknowledgement rather than a bid bond. A phone call was made to Wayne Garage Doors Sales & Service, Inc. and they explained that they were having issues getting a bid bond due to the low amount, so they would bring a check for 10% of the bid, in lieu of a bid bond. Commissioner Wirkner advised that the check has been received and Susan Moore, Community Development Specialist at Ohio Regional Development Corporation has reviewed the documents and the proposal is good. The Board needs to decide if they want to accept the proposal even though the check was late.

Motion: to accept the proposal of Wayne Garage Doors Sales & Service, Inc. as submitted on September 26, 2024 and issue the Notice of Award; the proposal for Item 2.2 Electrical Work – ADA Compliance is in the amount of \$14,895.00, **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.

 9:44 AM


Commissioner Wirkner advised that the work for this project must be completed by August 31, 2025. Melissa Schaar, Clerk advised that when the projects were originally put out for bid, a contractor could bid on the whole project or certain parts of the project. There were no bids for the whole project. Ms. Schaar advised that Ms. Moore has been in contact with all of the contractors who were awarded contracts in the first round, and they understand that once all parts have been awarded, then the work can begin. This is how the project must be completed according to the Community Development Block Grant program.

**IN THE MATTER OF
CLERK’S REPORT**

 9:47 AM


April D. Mayle, Assistant Clerk I advised that there is currently a trailer in the parking lot of House of Cheesecakes where residents can bring donations for hurricane victims in North Carolina. The trailer will be there until Saturday at noon when it will be hauled to Tonka Services to be loaded into a trailer bound for the Asheville area. Ms. Mayle advised that items needed include non-perishable food, contractor size trash bags, clothes of all sizes, blankets, first aid supplies, feminine hygiene products, diapers and baby clothes, hand sanitizer, toilet paper, paper towels, bleach, shovels, brooms, gloves, coolers, propane, cook stoves, flashlights, batteries, fans, dehumidifiers, and generators. This list of items will be shared to the Commissioners’ Facebook page. Commissioner Wirkner advised that this is one of the things that makes this community great.

**IN THE MATTER OF
JOB AND FAMILY SERVICES
PERSONNEL**

 9:48 AM


Commissioner Modranski advised that Kate Offenberger, Job and Family Services Director has submitted a letter advising of her intent to retire on January 31, 2025.

Motion: to accept the notice of intent to retire from Kate Offenberger, JFS Director; thank Ms. Offenberger for her many years of service; and wish her well in her future endeavors, **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.


 9:50 AM

Commissioner Modranski advised that the Board will need to advertise the JFS Director position in the newspaper, with resumes due on October 30, 2024. The ad will be run for two weeks and will also be shared with the County Commissioners Association of Ohio as well as other Job and Family Services associations. Based on the resumes received, a committee will be formed to review the applicants. Commissioner Modranski anticipates a director from another county being on the committee, as well as himself. The committee will make a hiring recommendation to the Board. Commissioner Modranski advised that the timeline is as follows: October, advertise; November, interview; December, notify chosen applicant so they can provide a 30-day notice; and January, new director starts so they have one month to work with Ms. Offenberger.

Motion: to advertise for the Job and Family Services Director position; resumes are due by October 30, 2024 at 3:00 p.m., **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.


 9:50 AM

**IN THE MATTER OF
CARROLL COUNTY ENVIRONMENTAL SERVICES
SOCIAL MEDIA**

 9:52 AM


Commissioner Leggett advised that Roy Ford, Director at Carroll County Environmental Services (CCES) has asked for permission to have a Facebook page and a website for the department. Mr. Ford would like to be able to share announcements, media releases, public service message and other related materials. Commissioner Leggett advised that one of the goals Mr. Ford has, is for customers to be able to pay their sewer bills online.

Motion: to allow Carroll County Environmental Services to have a website and start a Facebook page, **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.


 9:53 AM

Commissioner Leggett advised that Roy Ford, Director at Carroll County Environmental Services (CCES) has submitted an amendment to their policy manual to cover the administration of social media sites. Commissioner Modranski advised that CCES has a computer use and social media policy already in place. The policy amendment that CCES has presented is more specific to their department. Commissioner Wirkner advised that their current policy closely mirrors the County Risk Sharing Authority (COSA) policy.

Motion: to approve the amendment to the Carroll County Environmental Services policy manual titled Social Media Sites; this amendment to the policy will cover the administration of social media sites, **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.


 9:57 AM

**IN THE MATTER OF
COURTHOUSE ANNEX BUILDING
STORAGE FACILITY**

 9:57 AM

Commissioner Leggett advised that the pouring of the footers for the storage building at Moody Avenue had to be delayed due to the much-needed rain. The work is scheduled to begin on Monday.


**IN THE MATTER OF
COURTHOUSE
PHONE QUOTES**

 9:57 AM

Commissioner Wirkner advised that he is gathering three different proposals for phones, firewall, and a voicemail server. There are differences between the quotes. Once the final quote has been received a decision will need to be made.

**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** Vice President Donald E. Leggett II, **Seconded by** Commissioner Christopher R. Modranski. Motion carried on unanimous vote.

 9:59 AM

PREPARED BY:

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

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

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/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