



**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.

**IN THE MATTER OF  
PLEDGE OF ALLEGIANCE**

 9:03 AM


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

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

 9:03 AM


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

**IN THE MATTER OF  
EMERGENCY SERVICES APPRECIATION**

 9:03 AM

Commissioner Wirkner welcomed everyone to the annual Emergency Services Appreciation presentation. In attendance for the presentation were the following: Theodore Berardinelli, Chief, Loudon Township VFD; Bill Wells, Assistant Chief, Carrollton Village FD; Fred H. Barnett Sr., Chief, Fox Township VFD; Jimmy LeMonte, Ranger, Muskingum Watershed Conservancy District; Angela Fulks, Director of Compliance and Human Resources for Regional EMS; John Miley, Fireman, Sherrodsville FD; Dustin Zimmerman, Fireman, Leesville FD; Dustin Lucas, EMA Deputy Director and Captain of Dellroy FD; Tim Timberlake, Chief, Carrollton Police Department; Zach Kent, Encino Energy; Kolby Tullis, Assistant Chief, Perry FD; Calvin Graham, Carroll County Sheriff; Casey Kuester, Deputy, Carroll County Sheriff’s office; Bill Wohlwend, Carroll County Clerk of Courts and representing Carrollton Civic Club; Judge Mike Repella, Carroll County Common Pleas Court; Steven D. Barnett, Carroll County Prosecutor; Lynn Fairclough, Carroll County Auditor; Staci Brady, Carroll County Deputy Auditor; Scott Cartwright, Wildlife Officer, Ohio Department of Natural Resources; Wendy Boggess, Probation Officer representing Judge Sean R. H. Smith, Carroll County Common Pleas Court – Juvenile Division; Judge Gary Willen, Carroll County Municipal Court; Dr. W. S. Stine, Carrollton Rotary Club; and Samantha Jacobs, Carroll County 9-1-1 Coordinator. Representatives from Amsterdam FD, Augusta FD, and Great Trail FD were not in attendance due to their work schedules. Commissioner Wirkner shared the history of the Emergency Services Appreciation which began in March of 2016. Commissioner Wirkner shared a picture of the first edition 2024 coin that is being presented today, and introduced Deputy Casey Kuester, who designed the coin. The funding for the coins was provided by donations; no taxpayer funds were used. Commissioner Wirkner advised that it is the committee’s intention to produce a new coin each year. Commissioner Wirkner thanked the following donors: Encino Energy, the Carrollton Rotary Club, the Carrollton Civic Club, silent donors, and elected officials who supported this endeavor. Commissioner Wirkner presented the coins to each representative. A photo was taken of the attendees.


**IN THE MATTER OF  
RECORDINGS OF PROCEEDINGS**

 9:24 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 Thursday, November 18, 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.


 9:24 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)
Janice Leggett, Administrative Assistant	Engineer	Ohio Local Public Agency (LPA) Day	Akron, OH	12/3/24	-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.

 9:24 AM


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

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

FUND	NAME	CODE	AMOUNT
10000	Service – Computer/Imaging – Commissioners	10000-11001-53300	\$37,500.00
20708	Special	20708-11180-56090	\$7,570.00
20708	Special	20708-11180-50021	\$28.00

10000	Supplies Computer/Imaging - Commissioners	10000-11001-54420	\$16,100.00
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**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.


 9:25 AM

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


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

FROM			TO		AMOUNT
FUND	NAME	CODE	NAME	CODE	
10000	Contractual Services	10000-12132-53300	Salaries	10000-12132-50020	\$1,400.00
10000	Contractual Services	10000-12132-53300	PERS	10000-12132-51070	\$260.00
10000	Contractual Services	10000-12132-53300	Medicare	10000-12132-51090	\$16.10

**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.


 9:26 AM

**IN THE MATTER OF  
COURTHOUSE CLOSED**

 9:26 AM

Commissioner Wirkner advised the Courthouse will be closed on Thursday, November 28, 2024 and Friday, November 29, 2024 in observance of Thanksgiving.


**IN THE MATTER OF  
CONTRACT AMENDMENT - TRICONNEX COMMUNICATIONS**

 9:27 AM

Commissioner Wirkner advised that the Board received a letter from Paul Luttamus, President of TriConnex Communications, Inc. advising that TriConnex Communications, Inc. has purchased TriConnex LP Two Way radio system from Staley Wireless LP on August 31, 2024. TriConnex Communications, Inc. has acquired all the rights to the equipment and FCC licenses. Mr. Luttamus has indicated that all of the terms and conditions of the existing lease will remain in effect and TriConnex Communications, Inc. will continue to pay the \$400.00 monthly rental payments as required for the space on the Route 9 tower.


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**Motion:** to amend the lease agreement by and between Carroll County Commissioners and Staley Communication, Inc. dated December 14, 2006 to assign the lease to TriConnex Communications, Inc. with all terms and conditions remaining in effect, **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.

 9:27 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.

 9:28 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:** NSO, \$127.00; Ruts CG LLC, \$1,762.00; Menard’s, \$529.03; and Micro Distributing II LTD, \$123.48.

**DJFS:** None.

**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.

 9:28 AM


**IN THE MATTER OF  
COMMUNITY DEVELOPMENT BLOCK GRANT – PY24 CRITICAL INFRASTRUCTURE  
GRANT AGREEMENT**

 9:29 AM

Commissioner Modranski asked which project this grant agreement is for. Melissa N Schaar, Clerk advised that it is for the Leesville Storm Sewer project.

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**Motion:** to approve the grant agreement between the Ohio Department of Development and the Carroll County Board of Commissioners for Grant Number B-X-24-1AJ-1, the CDBG Critical Infrastructure grant, in the amount of \$305,000.00 for the period of September 1, 2024 to October 31, 2026, **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  
PERMIT FOR THE USE OF COUNTY HIGHWAY RIGHT OF WAY(S)**


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

1. Double Down LLC for sewer connection on Bluebird Rd. (CR 34) in Section 18 of Brown Township;
2. Anton Wyler for aerial new build of .625 coax on existing poles on Arrow Rd. NW (CR 15) in Section 24 of Brown Township;
3. AEP for replacement of 15 utility poles on Apollo Rd. SE (CR 12) and Germano Rd. SE (SR 9) in Loudon Township;

**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.

 9:31 AM


**IN THE MATTER OF  
CLERK’S REPORT**

 9:32 AM

April D. Mayle, Assistant Clerk I appeared before the Board to advise that the Solid Waste recycle bin that sits behind the former D & D Appliance building will be removed next week. Ms. Mayle advised that the new owner of the building does not want the bin there due to issues with people dumping unwanted items. Residents who live in the Village can request a bin from Kimble at no extra cost. Residents living outside of the Village can check with their refuse company to inquire about recycling.

**IN THE MATTER OF  
JFS**


**DIRECTOR**

 9:33 AM


Commissioner Modranski advised that Kate Offenberger, Job and Family Services (JFS) Director previously submitted her retirement notice effective January 31, 2025. Commissioner Modranski advised that a job posting notice was advertised and six people applied for the job. A committee comprised of Judge Sean R. H. Smith, Carroll County Common Pleas Court – Juvenile Division; Dan Jackson, Holmes County JFS Director and Commissioner Modranski conducted the interviews. The committee recommended hiring Jennifer Burns of Minerva, Ohio as the new JFS Director. The Board met with Ms. Burns during executive session earlier this week. Commissioner Modranski advised that Ms. Burns has worked for Carroll County JFS since December of 1999 and shared her work history. Commissioner Leggett advised that Ms. Burns is very knowledgeable and will be a good fit. Commissioner Wirkner thanked the hiring committee, and thanked Commissioner Modranski for his leadership in choosing the committee.

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**Motion:** to hire Jennifer Burns of Minerva, Ohio as the JFS Director at the rate of \$38.79 per hour, effective February 1, 2025, **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.


 9:36 AM

**IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING**

 9:37 AM

Commissioner Leggett advised that the general trades bids for Moody Avenue building were opened on Tuesday, November 19, 2024. Seven contractors submitted a bid. Commissioner Leggett advised that the abatement is going very well.


**IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING**

 9:37 AM

Commissioner Leggett advised that he met with an Ohio EPA representative at the Landfill yesterday. Everything went well. Commissioner Leggett advised that signage at the sampling points with contact information will need to be added.

**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.

 9:38 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