



**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**

 9:00 AM


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

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

 9:01 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, December 16, 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  
 APPROPRIATION(S)**

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

<u>FUND</u>	<u>NAME</u>	<u>CODE</u>	<u>AMOUNT</u>
20934	Admin – CHIP (CDBG) PY23	20934-11600-53395	\$3,000.00
20934	Home Repair – CHIP (CDBG)	20934-11600-53430	\$11,999.00
10000	General Fund	See Attached Breakdown	\$2,152,560.00
20000	Dog & Kennel	See Attached Breakdown	\$9,895.00
20008	Tax Lien Administrative	See Attached Breakdown	0
20009	Dre-Tac Prosecutor	See Attached Breakdown	0
20010	Dre-Tac Treasurer	See Attached Breakdown	0
20011	Concealed Handgun	See Attached Breakdown	\$1,140.00
20012	Sheriff Foreclosure	See Attached Breakdown	\$1,500.00
20014	Municipal Court Special Projects	See Attached Breakdown	\$6,333.00
20015	Muni Court Indigent Driver	See Attached Breakdown	\$682.00
20016	Enforcement & Education	See Attached Breakdown	\$2,528.00
20017	Muni Court Computer	See Attached Breakdown	\$3,118.00
20018	Probate Court Computer	See Attached Breakdown	\$896.00
20019	Juvenile Court Computer	See Attached Breakdown	\$280.00
20020	Co. Recorder’s Technology	See Attached Breakdown	\$8,547.00
20021	Clerk of Courts Computer	See Attached Breakdown	\$7,232.00
20022	Co. Probation Adult Services	See Attached Breakdown	\$19,7221.00
20023	Common Pleas Computer	See Attached Breakdown	\$746.00
20024	Common Pleas Special Projects	See Attached Breakdown	\$324.00
20025	Title Administration	See Attached Breakdown	\$42,944.00
20026	Muni Court Adult Probation	See Attached Breakdown	\$7,938.00
20027	Indigent Drivers Alcohol	See Attached Breakdown	\$19.00
20028	Indigent Drivers Inter Alcohol	See Attached Breakdown	0
20030	Victims Assistance	See Attached Breakdown	\$2,337.00
20125	OH Adolescent Health	See Attached Breakdown	\$40,500.00
20200	Public Health Workforce	See Attached Breakdown	\$25,220.00
20206	Covid 19 Enhanced Oper	See Attached Breakdown	\$25,040.00
20400	Public Assistance	See Attached Breakdown	\$1,121,997.00
20410	Real Estate Assessment	See Attached Breakdown	\$40,248.00
20420	M & G Fund	See Attached Breakdown	\$967,175.00
20450	Ohio BWC Safety Grant	See Attached Breakdown	\$2,008.00
20470	County Home Fund	See Attached Breakdown	\$187,672.00
20510	CCBDD Hot Lunch	See Attached Breakdown	0
20620	Solid Waste	See Attached Breakdown	\$222,621.00
20700	Childrens Services 50 Fund	See Attached Breakdown	\$357,334.00
20708	Restricted Flexible Pooled	See Attached Breakdown	\$7,570.00

20710	Carroll Co Board of DD	See Attached Breakdown	\$333,105.00
20712	CCBDD Residential Services	See Attached Breakdown	0
20714	CY24 CCBDD ARPA Grant	See Attached Breakdown	\$9,360.00
20715	CCBDD 2004 Special Levy	See Attached Breakdown	\$19.00
20720	CSEA	See Attached Breakdown	\$165,516.00
20722	CC One Ohio Fund	See Attached Breakdown	\$5,755.00
20724	CEBCO Wellness Fund	See Attached Breakdown	0
20726	Emergency Service Appreciation	See Attached Breakdown	\$500.00
20727	ARC Power Broadband Grant	See Attached Breakdown	0
20730	Indigent Guardianship	See Attached Breakdown	\$1,240.00
20735	Emergency Management	See Attached Breakdown	0
20736	Hazmat Team	See Attached Breakdown	0
20740	Road Levy	See Attached Breakdown	\$32.00
20745	Law Library Resources	See Attached Breakdown	\$4,780.00
20748	Home Loan	See Attached Breakdown	\$87.00
20755	Landfill	See Attached Breakdown	0
20760	Parking Lot	See Attached Breakdown	\$25.00
20771	Drug Law Enforcement	See Attached Breakdown	\$856.00
20773	School Resource Officer	See Attached Breakdown	\$17,137.00
20775	911 Emergency System	See Attached Breakdown	\$3,395.00
20777	Wireless 911	See Attached Breakdown	\$24,767.00
20779	Sheriff's Canine & Special Operations	See Attached Breakdown	\$2,300.00
20799	Juvenile Court Discretionary	See Attached Breakdown	\$2,870.00
20830	Bullet Proof Vest Grant	See Attached Breakdown	0
20849	Disaster Service-OH EMA Grant	See Attached Breakdown	0
20850	Special Emergency Planning	See Attached Breakdown	0
20865	Title VI Grant	See Attached Breakdown	0
20873	Sheriff CPT Funding	See Attached Breakdown	\$73,885.00
20874	Healthy Aging Grant	See Attached Breakdown	0
20888	County Transit Grant	See Attached Breakdown	\$323,923.00
20892	Felony Delq Care & Custody	See Attached Breakdown	0
20914	CHIP (CDBG)	See Attached Breakdown	0
20915	CHIP (HOME)	See Attached Breakdown	0
20918	CDBG FY15	See Attached Breakdown	0
20928	Mobile Data Terminal UPG	See Attached Breakdown	0
20931	PY23 CDBG Community Dev	See Attached Breakdown	\$7,500.00
20934	CHIP CDBG PY23 GRANT	See Attached Breakdown	\$14,999.00
20938	Comm Based Corrections	See Attached Breakdown	\$10,788.00
20939	CT Based Behavioral Health	See Attached Breakdown	0
20944	Appalachian Community	See Attached Breakdown	\$135,000.00
20945	Brownfield Remediation	See Attached Breakdown	0
20946	CHIP (HOME) PY23 Grant	See Attached Breakdown	0
20964	LPA Federal Grant	See Attached Breakdown	(\$1,622,202.00)
20978	VOCA	See Attached Breakdown	\$44,523.00
20993	SVAA FY 19	See Attached Breakdown	\$1,500.00
20994	Building Demo & Site Revitalization	See Attached Breakdown	\$40,823.00
21107	Transit Reserve Fund	See Attached Breakdown	\$142,587.00
21203	Water Pollution Control FY23	See Attached Breakdown	0
21204	Water Pollution Control FY24	See Attached Breakdown	0
21205	Community Investment Grant	See Attached Breakdown	0
21219	Mirth & Meter Road Projects	See Attached Breakdown	0
21242	ATP Funding FY23	See Attached Breakdown	0
21300	Ohio Pet Grant	See Attached Breakdown	0
21339	Specialized Docket Grant	See Attached Breakdown	\$75,000.00
21400	Workforce Development	See Attached Breakdown	\$19,107.00
21450	Domestic Violence	See Attached Breakdown	\$1,428.00
25000	Health	See Attached Breakdown	(\$31,945.00)
25030	Food Service	See Attached Breakdown	\$6,292.00
25047	Reproductive Health	See Attached Breakdown	\$29,848.00
25050	Swimming Pool	See Attached Breakdown	0
25059	Public Health Emergency Prep	See Attached Breakdown	\$11,700.00
25060	Public Health Nursing	See Attached Breakdown	\$105,686.00)
25070	Water System	See Attached Breakdown	\$18,782.00
25080	Septic	See Attached Breakdown	\$24,861.00
25090	General Environmental	See Attached Breakdown	\$47,432.00
25161	Injury Prevention	See Attached Breakdown	\$11,000.00
25162	Coalition for a Drug Free	See Attached Breakdown	\$35,000.00
25430	Soil Conservation	See Attached Breakdown	0

25440	Regional Planning	See Attached Breakdown	0
25600	CC Parks District	See Attached Breakdown	0
25642	Community & Litter Grant	See Attached Breakdown	(\$75,000.00)
30005	County Facilities Bond	See Attached Breakdown	0
40020	General Permanent Improvement	See Attached Breakdown	0
40030	CC Eldercare Tax Increment	See Attached Breakdown	0
40031	Carroll Electric Solar Project	See Attached Breakdown	\$350.00
40042	LPA Federal Local Jet Program	See Attached Breakdown	0
50050	Sewer Capital Improvement	See Attached Breakdown	\$3,677.00
50101	Sewer System Rev Bond Retire	See Attached Breakdown	\$37,118.00
50200	BTM General Operations	See Attached Breakdown	\$207,381.00
80005	Children’s Pooled Fund	See Attached Breakdown	0
80095	Gen Fund EE Retirement Benefits	See Attached Breakdown	0
80106	FCFC	See Attached Breakdown	0
25907	PY23 CHIP Lead Abatement	See Attached Breakdown	\$40,000.00

**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** 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 AMENDMENT(S)**

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

FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
10000	Salaries – Employees – EMA	10000-21550- 50020	Health Insurance – EMA	10000-21550- 51100	\$357.00
10000	Salaries – Employees – EMA	10000-21550- 50020	Contractual Services	10000-21550- 53300	\$500.00
10000	Repairs and Maintenance – Commissioners	10000-11001- 53430	Professional and Technical Services – Commissioners	10000-11001- 53340	\$3,000.00
10000	Repairs and Maintenance – Commissioners	10000-11001- 53430	COMMS – Official Bonds	10000-11260- 53350	\$1,358.27
10000	Repairs and Maintenance – Commissioners	10000-11001- 53430	Service – Computer/Imagin g – Commissioners	10000-11001- 53300	\$61.68
20724	Administration – CEBCO Wellness Program – COMM	20724-11024- 56001	Programming – CEBCO Wellness Program – COMM	20724-11024- 53343	\$141.06

**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**

**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.

9:05 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:** John G. Cleminshaw, Inc., \$1,050.00; Amazon Capital Services, \$167.99; Amazon Capital Services, \$1,090.98; Quadiant Finance USA, Inc., \$1,003.00; DTN, \$3,339.00; Discount Drug Mart, Inc., \$511.80; Damon Industries Inc., \$318.19; Staley Technologies, \$5,940.00; and Markwood, John Paul IV, \$119.70.

**DJFS:** Carroll County Transit, \$410.00; and Galbraith Lawncare LLC, \$200.00

**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.

9:05 AM

**IN THE MATTER OF  
COURTHOUSE CLOSURE**

 9:05 AM

Commissioner Wirkner advised that all courthouse offices will be closing at noon on Tuesday, December 31, 2024, with the exception of the Title Office which will close at 2:00 p.m. Employees will be using accrued vacation or comp time to cover their time off. The courthouse and all non-emergency offices will be closed on Wednesday, January 1, 2025 in observance of New Year’s Day.

**IN THE MATTER OF  
2025 CARROLL COUNTY HOLIDAY SCHEDULE**


**Motion:** to approve the 2025 Carroll County Holiday Schedule, which is as follows:

**\*2025 Carroll County Holiday Schedule\***


<u>Holiday</u>	<u>Actual Holiday</u>	<u>County Holiday</u>
New Year's Day (2025)	Wednesday, January 1	Wednesday, January 1
Martin Luther King Day	Monday, January 20	Monday, January 20
President's Day	Monday, February 17	Monday, February 17
Memorial Day	Monday, May 26	Monday, May 26
Juneteenth	Thursday, June 19	Thursday, June 19
Independence Day	Friday, July 4	Friday, July 4
Labor Day	Monday, September 1	Monday, September 1
Columbus Day/ Indigenous Peoples Day	Monday, October 13	Monday, October 13
Veteran's Day	Tuesday, November 11	Tuesday, November 11
Thanksgiving Day	Thursday, November 27	Thursday, November 27
Day after Thanksgiving	Friday, November 28	Friday, November 28
Christmas Day	Thursday, December 25	Thursday, December 25

*\*Office closings are at the discretion of the department head or elected official. However, if it is not a paid holiday as listed above, employees will need to use vacation time or compensatory time to take additional days or time off.*

**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.

 9:09 AM

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

 9:09 AM

Cason Leggett, Dog Warden, filed his report for the week of December 8, 2024 to December 14, 2024 showing 4 dogs impounded, 7 adopted out, 1 redeemed, 0 euthanized, 0 citation(s) for no license, and 1 citation(s) for running at large.


**IN THE MATTER OF  
APPOINTMENT – RICK HANNON  
PUBLIC DEFENDER COMMISSION**

**Motion:** to appoint Rick Hannon to the Carroll County Public Defender Commission for the remainder of a four-year term that expires January 31, 2025, and then reappoint Mr. Hannon for a four-year term effective February 1, 2025 through January 31, 2029,

**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.


 9:10 AM

**IN THE MATTER OF  
APPOINTMENT – ROBERT WIRKNER  
PUBLIC DEFENDER COMMISSION**

**Motion:** to appoint Robert Wirkner to the Carroll County Public Defender Commission for the remainder of a four-year term that expires January 31, 2027, **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.


 9:10 AM

**IN THE MATTER OF  
APPOINTMENT – JEFF YEAGER  
PUBLIC DEFENDER COMMISSION**


**Motion:** to appoint Jeff Yeager to the Carroll County Public Defender Commission for the remainder of a four-year term that expires January 31, 2027, **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.


 9:11 AM

**IN THE MATTER OF  
CLERK’S REPORT**

 9:11 AM

April D. Mayle, Assistant Clerk I appeared before the Board to advise residents that the Ohio Emergency Management Agency recommends keeping an emergency kit in your home to stay prepared for power outages, or other emergency situations. Emergency kit supplies that are recommended are bottled water, non-perishable foods, flashlights with extra batteries, a first-aid kit, pet food and supplies, a battery-operated radio, and hygiene products.


**IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING  
GENERAL TRADES BID ACCEPTANCE**

 9:13 AM


Commissioner Leggett advised that Stitle Construction came in \$94,800.00 less than the next bidder. Commissioner Leggett reviewed the alternates on the bid which are also accepted. Commissioner Wirkner advised that the completion term is 300 days.

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**Motion:** to accept the bid of Stitle Construction Corporation of Salem, Ohio for the general trades bid, **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.

 9:14 AM

**IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING  
PROSECUTOR’S OPINION**

 9:14 AM


**Motion:** to send the contract with Stitle Construction Corporation to the Prosecutor for his review for form and function, **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.

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Commissioner Leggett advised that Stitle Construction plans to start January 13, 2025 or January 20, 2025. The asbestos abatement should be done next week.

**IN THE MATTER OF  
PUBLIC DEFENDER COMMISSION**

 9:16 AM


Judge Willen appeared before the Board to advise that he will have a memo regarding the judges’ appointments for the Public Defender Commission on Monday.

**IN THE MATTER OF  
RECORDER’S OFFICE  
RECORDING FEES INCREASE**

 9:16 AM

Commissioner Wirkner advised that the anticipated revenue based on the 2024 recordings is a little over \$30,000.00 for the Recorder’s preservation of documents fund.

**IN THE MATTER OF  
VISITORS**


 9:17 AM

Edward Hale, resident was present to observe the meeting. Mr. Hale asked if the CCH Solid Waste board had met and if there was any discussion of a new location for the recycling bins. Commissioner Wirkner advised that the CCH board is looking at two possibilities, one of which is the Dog Pound. Commissioner Wirkner asked Mr. Hale what can be done if there is electronic surveillance capture of those who abuse waste containers by using the containers for garbage. Mr. Hale advised that the offenders hard to catch; it has to be proven beyond a reasonable doubt. Commissioner Wirkner asked if there is surveillance that identifies the person clearly, is that pursuable for prosecution. Mr. Hale advised that the evidence would be sent to the Prosecutor to make the decision if charges are to be filed.

**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.

 9:19 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/ Donald E. Leggett II  
Donald E. Leggett, Vice President

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

/s/ Christopher R. Modranski  
Christopher R. Modranski, Commissioner