



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

**IN THE MATTER OF
PLEDGE OF ALLEGIANCE**

 9:05 AM


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

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

 9:05 AM

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


**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**

 9:06 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, January 27, 2025 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:06 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)
Sean R.H. Smith, Judge	Probate/Juvenile	Ohio Association of Probate Judges Winter Meeting	Lewis Center, OH	02/07/25	\$470.00
Alex Logan, ERS Supervisor Patricia Brill, Employment Specialist II	JFS	Grit Days of Learning	Warren, OH	02/26/25- 02/27/25	\$300.00
Alex Logan, ERS Supervisor	JFS	Education Committee	Canton, OH	02/25/25	-0-
Alex Logan, ERS Supervisor Angela Keaton, ERS Supervisor II	JFS	Ohio Council on Welfare Fraud 2025	Newark, OH	03/26/25- 03/28/25	\$650.00

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


 9:06 AM

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

Motion: to approve the following appropriation(s):

FUND	NAME	CODE	AMOUNT
20712	Supported Living	20712-51400-56090	\$130,778.76

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


 9:06 AM

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

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


FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
20420	Materials – Roads	20420-31355-54400	Equipment	20420-31355-54440	\$200,000.00
10000	Miscellaneous – Soil Conservation - Grant	10000-11192-56100	Small Tools and Minor Equipment - Commissioners	10000-11001-54440	\$15,000.00
10000	Repairs and Maintenance - Commissioners	10000-11001-53430	Small Tools and Minor Equipment – Commissioners	10000-11001-54440	\$2,000.00
10000	Professional and Technical Services – Moody Ave Annex	10000-11026-53340	Levies & Assessments	10000-11265-56090	\$13,169.32

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

 9:06 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 Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:07 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: DeCarlo Construction & JD Creations, \$270.00; PNC Bank, \$186.92; John G. Cleminshaw, Inc., \$35,024.88; American Electric Power, \$682.94; America Electric Power, \$2,348.19; Columbia Gas of Ohio, \$3,043.11; EODA, \$200.00; Columbia Gas of Ohio, \$6,236.85; Columbia Gas of Ohio, \$345.08; Columbia Gas of Ohio, \$232.81; Columbia Gas of Ohio, \$108.37; Columbia Gas of Ohio, \$125.05; Columbia Gas of Ohio, \$5,350.83; Carroll Hills Industries, \$212.64; Krugliak, Wilkins, Griffiths & Dougherty, \$919.86; Ohio Judicial Conference, \$250.00; Verizon Wireless, \$204.38; Columbia Gas of Ohio, \$255.27; Sedon, Pamela L., \$280.00; Ohio Health Consortium, Inc., \$2,115.00; Columbia Gas of Ohio, \$604.86; Carroll Hills Industries, \$140.00; The Ohio State University, \$100.00; Columbia Gas of Ohio, \$438.08; and Columbia Gas of Ohio, \$587.33.

DJFS: Carroll Electric Cooperative, \$856.80.

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


 9:07 AM

**IN THE MATTER OF
PROCLAMATION
KATE OFFENBERGER – RETIREMENT**

 9:07 AM


Kate Offenberger, Job and Family Services (JFS) Director appeared before the Board for the presentation of her retirement proclamation. Also present for the proclamation were the following: Bill Offenberger, Leslie Edie, Derek Noble, Alex Logan, Leah Batson, Lorrie Cline, Brandie Jo Tinlin, Jennifer Burns, Melissa Herrington, and Kelly Morris. Commissioner Modranski read the proclamation. Commissioner Wirkner advised that he started working with Ms. Offenberger in the eighties. Commissioner Wirkner advised he has enjoyed working with Ms. Offenberger and her care for the children has always been obvious. Melissa Schaar, Clerk read a brief synopsis of Ms. Offenberger’s career provided by Ms. Burns.

Motion: to adopt a Proclamation recognizing Kate Offenberger for her dedication and commitment to Carroll County and congratulating her on the occasion of her retirement, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.

 9:09 AM

Commissioner Modranski expressed his appreciation for Ms. Offenberger’s years of service. Ms. Offenberger advised that she has a very dedicated staff that does the work and makes her look good. The public assistance staff have longevity. The child welfare staff members are young, but they are excellent. Ms. Offenberger advised that Ms. Burns will do a great job. Commissioner Modranski advised that it is no secret that JFS work is very challenging. Ms. Offenberger advised that her family has been very supportive; she has missed birthday parties and other events due to call outs. Ms. Morris advised that she has worked closely with Ms. Offenberger over the past seven years. Ms. Morris advised that Ms. Offenberger’s agency work has been discussed but Ms. Offenberger is also a community leader. Ms. Morris thanked Ms. Offenberger for her service. Ms. Offenberger advised that she has been cleaning out old papers and it has been interesting to see the changes over the years. Ms. Offenberger advised that she has been through a lot of commissioners, and the commissioners have been very good to JFS over the years.

**IN THE MATTER OF
HEALTH DEPARTMENT
RENOVATION**

 9:21 AM


Kelly Morris, Carroll County Health Commissioner and Ed Eick, Superintendent of Buildings and Grounds appeared before the Board to discuss renovating the lower level. Ms. Morris advised that the Health Department has received a \$150,000.00 grant from the Ohio Department of Health (ODH). The grant is the maximum amount allowed by ODH for renovation projects to assist with infection control, confidentiality and data control. The upper level needs the carpet removed and hard floors put down for cleaning purposes. Ms. Morris advised that they have been working on replacing the carpet in some of the exam rooms. Downstairs in the

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central area, there are cubicles that are shared by approximately four staff. Confidentiality and infection prevention are difficult with cubicles. Ms. Morris would like to renovate the downstairs and have office space for the employees. Ms. Morris advised that she and Mr. Eick worked with an architect to discuss a schematic which will cost \$21,000.00. This does not include the design portion. Ms. Morris advised that she wants to do this project correctly. She is present today to see how she and the Board can work together. Ms. Morris is fine with using a portion of the grant money for the architect/design, but she needs to have money for the renovation. Ms. Morris asked the Board to consider making an annual request for proposals for architects. Discussion was held regarding electric and HVAC costs, prefab cubicles vs. permanent offices, and the area for a future stairwell. Commissioner Wirkner advised that in his opinion, Ms. Morris can work within the grant funds while staying away from the stairwell area and cutting into existing walls. Commissioner Leggett advised that Ms. Morris should gather prices including flooring and bring the numbers back to the Board.


Motion: to allow Kelly Morris, Health Commissioner to work within the confines of the ODH Grant, and consult with Ed Eick, Superintendent of Buildings and Grounds on the renovation of the Health Department building, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski.

Motion carried on unanimous vote.

 9:43 AM

**IN THE MATTER OF
COURTHOUSE ANNEX BUILDING**


GENERAL TRADES

 9:45 AM

Ed Eick, Superintendent of Buildings and Grounds appeared before the Board to provide an update on the Moody Avenue renovation. Currently, they are grinding floors, most of the downstairs is demolished, they are working on demolition upstairs, and extending the walls downstairs for ceiling height. Commissioner Wirkner advised that he inspected the building yesterday. The project is coming along faster than he expected. Commissioner Wirkner feels that it's possible that parts of the building could be usable this year. Mr. Eick advised that the goal for the Board of Elections part of the building is to be done in August. Mr. Eick advised that his staff and community service workers cleaned a lot of stuff out of the building over the summer, which is helping the project move along faster.

**IN THE MATTER OF
COURTHOUSE ANNEX BUILDING**


GENERAL TRADES

 9:48 AM


Commissioner Leggett advised that Stitle Construction has submitted change order #1 in the amount of \$11,292.00. The change order is for backer boards, ground rods, heating, ventilation and air conditioning (HVAC) work for the server rooms upstairs and downstairs. Ed Eick, Superintendent of Buildings and Grounds advised that the state requirements for the HVAC are most of the cost. Mr. Eick advised that part of the situation is the state codes were not finalized when the drawings were done.

Motion: to approve change order #1 in the amount of \$11,292.00 for work to be completed in the server rooms, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.

Motion carried on unanimous vote.


 9:49 AM

**IN THE MATTER OF
PY23 CDBG GRANT**

 9:50 AM

Tom Konst, Community Development Block Grant (CDBG) Coordinator appeared before the Board to provide an update on the PY 23 CDBG project at the Dellroy Community Center. The flooring and electrical work for the Americans with Disabilities Act (ADA) doors are done. The plumbing has run into a glitch and there will be a change order coming for a mineral elimination system to keep the pipes in better shape. The roof project is weather dependent. Mr. Konst advised that the hope is for the project to be completed by the end of June or first of July


**IN THE MATTER OF
PY25 CDBG GRANT**

 9:52 AM


Tom Konst, Community Development Block Grant (CDBG) Coordinator appeared before the Board advise that it is time to start working on the PY25 Community Development Block Grant (CDBG). Mr. Konst advised that the CDBG program will continue forward at this time. Mr. Konst will be preparing the request for proposals (RFP) for grant administrators soon. If funding for CDBG dries up the program won't move forward.

**IN THE MATTER OF
AGREEMENT/CONTRACT
GARDINER WATER TREATMENT**

Motion: to approve a contract with Gardiner Water Treatment of Solon, Ohio in the amount of \$2,316.00 for annual boiler maintenance for the term effective February 1, 2025 through January 31, 2026, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:56 AM

**IN THE MATTER OF
CLERK’S REPORT**

 9:56 AM


April D. Mayle, Assistant Clerk I appeared before the Board to advise that the County Commissioners’ Association of Ohio (CCAO) is offering a \$2,000.00 scholarship to one student in each of the CCAO Districts. The information and application will be shared with all local school administrators and shared on the Commissioners’ Facebook page. Commissioner Modranski advised that he has forwarded the information to two of the schools in the district and their superintendents have confirmed receipt of the information and will share it with students and parents.

**IN THE MATTER OF
COURTHOUSE FIREWALL**

 9:57 AM


Commissioner Wirkner advised that a date has been chosen for the firewall turnover. Dates during the week have not worked out, so the turnover will be completed on President’s Day weekend. Installation will likely begin Friday evening and offices that do not use Ruts Consulting Group (RCG) for their IT may need a presence in their offices on President’s Day. Jason Rutledge of RCG needs to do an equipment survey of all courthouse offices on Friday, January 31, 2025 to prepare for the turnover. Commissioner Modranski asked if this is for after-hours access. Commissioner Wirkner advised that it is not after hours. Jason needs to survey the equipment and gather MAC numbers and IP addresses. After the survey is completed, Mr. Rutledge will be able to advise which offices will need a presence on President’s Day.

Motion: to allow Jason Rutledge of Ruts Consulting Group to perform an equipment survey in the Courthouse on Friday, January 31, 2025, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.

 9:59 AM


Commissioner Wirkner advised that once it is known how many offices need a presence on President’s Day, then the offices can be notified. Because a day in normal working hours can’t be found, the turnover will have to be done on a holiday. The Board will have to compensate the budget for overtime. Commissioner Wirkner advised that the Board of Elections has decided that they are not going to go through our firewall. They will purchase their own equipment. The Board of Elections expects this to be done around February 10, 2025. Commissioner Wirkner advised that the Board of Elections IT person will need to figure out how to connect our phones through the firewall. Commissioner Modranski asked if temporary access could be set up. Commissioner Wirkner advised that requires cooperation between IT techs.

**IN THE MATTER OF
EMERGENCY MANAGEMENT AGENCY**

 10:05 AM


Commissioner Wirkner advised that there have been four total loss fires recently. The Emergency Management Agency (EMA) has secured temporary accommodation, clothing and other needed items for the displaced residents. Commissioner Wirkner encouraged residents to check batteries in their smoke alarms. Commissioner Wirkner advised that there was a tanker roll over this morning. They are pumping material out of the tank right now.

**IN THE MATTER OF
CONGRESSMAN MICHAEL RULLI**

 10:07 AM

Commissioner Modranski advised that he wanted to let the Board know that Carroll County’s long time field representative for the Office of US congressman Michael Rulli, 6th district has notified him that she will be leaving the office at the end of January. Commissioner Modranski advised that Ms. Dawn Baker has been very helpful to him and this county over the last several years and he wishes her well with her future endeavors. Ms. Baker has provided contact information for District Director Prescott Carey and our new field representative Jacob Coman.

**IN THE MATTER OF
MUSKINGUM WATERSHED CONSERVANCY DISTRICT**

 10:07 AM


Commissioner Modranski advised that he attended the Muskingum Watershed Conservancy District’s (MWCD) County Engagement meeting for Carroll County at Atwood Lake Park. The meeting was well attended by Carroll County with representatives from the

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Commissioner's Office, Economic Development, County Auditor, County Engineer, Emergency Management Agency, Carroll County Environmental services and the Court of Common Pleas. Commissioner Modranski advised that updates were provided on the following projects: development of home/cabin building sites at Atwood Pines off of Lodge Road; development of the peninsula across from the old Atwood Lodge and golf course facilities to include several home/cabin building sites as well as an event/meeting center; Cemetery Bay trail and the use of the Outerspatial app for all MWCD trails.

**IN THE MATTER OF
FY24 BROWNFIELD GRANT**

 10:12 AM

Commissioner Modranski advised that the Board has received the grant agreements for the Brownfield Remediation program for the project at the Annex Building on Moody Ave. With a total of amount of \$336,000 and for the Great Trail Fire Department Malvern property assessment in the amount of \$256,000. Those agreements have been digitally signed and returned to the state.


**IN THE MATTER OF
COURTHOUSE
BELL TOWER LIGHTS**

 10:12 AM

Commissioner Modranski advised that lights were added when the bell tower was updated. The lights are used for awareness for different causes. There are only two or three colors now, and they don't always light up correctly. Commissioner Modranski advised that he spoke to Ed Eick, Building and Grounds Superintendent, about the matter and Mr. Eick did some research. The original company that installed the lights is no longer available. Mr. Eick contacted Knight Sound & Lighting of Stow, Ohio. They are familiar with our equipment, and they are able to make repairs. The rate is \$150.00 per hour including travel, and they estimate it will be eight to ten hours to travel to the courthouse and review the system. Commissioner Wirkner advised that he has received positive responses from the community when the lights are used to raise awareness.

Motion: to authorize Knight Sound & Lighting of Stow, Ohio to inspect the bell tower light issues at a rate of \$150.00 per hour for a maximum of 10 hours, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.


Motion carried on unanimous vote.

 10:15 AM

**IN THE MATTER OF
ADJOURN**

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

Motion carried on unanimous vote.

 10:16 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/ Donald E. Leggett II
Donald E. Leggett II, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/s/ Donald E. Leggett II
Donald E. Leggett II, President

/s/ Christopher R. Modranski
Christopher R. Modranski, Vice President

/s/ Robert E. Wirkner
Robert E. Wirkner, Commissioner