



**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

 9:00 AM  
Commissioner Leggett asked that everyone join in the reciting of the Pledge of Allegiance.


IN THE MATTER OF  
ROLL CALL / BOARD MEETING ATTENDANCE

 9:00 AM  
Commissioner Wirkner: Present; Commissioner Modranski: Present; Commissioner Leggett: 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, March 10, 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.  
 9:01 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)
Mikayla Brannick, Social Worker II Leah Batson, Supervisor	JFS	A World of Opportunities: Substance Use Indicators Hidden in Plain Sight training	Cambridge, OH	3/24/25	-0-
Noel Bertini Baker, SSW2 Leah Batson, Supervisor	JFS	Interventions for Children Who Have Suffered Trauma training	Cambridge, OH	4/10/25	-0-
Noel Bertini Baker, SSW2 Leah Batson, Supervisor	JFS	The Impact of Social Media on Youth training	Cambridge, OH	4/14/25	-0-
Noel Bertini Baker, SSW2 Leah Batson, Supervisor	JFS	Youth Development: Vital Link training	Cambridge, OH	4/24/25	-0-
Noel Bertini Baker, SSW2 Leah Batson, Supervisor	JFS	Address the Stress: Secondary Trauma in Child Welfare training	Cambridge, OH	5/30/25	-0-
Noel Bertini Baker, SSW2 Leah Batson, Supervisor	JFS	Lifelong Connections: Permanency for Older Youth training	Cambridge, OH	6/6/25	-0-

**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.  
 9:01 AM

IN THE MATTER OF  
APPROPRIATION(S)

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

FUND	NAME	CODE	AMOUNT
	Equipment – Computer/Imaging – Commissioners		
10000		10000-11001-54421	\$3,500.00


**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.  
 9:02 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	Repairs and Maintenance – Commissioners	10000-11001-53430	Supplies and Materials – Commissioners	10000-11001-54400	\$2,500.00

**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** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. 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 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.

 9:02 AM


IN THE MATTER OF  
PAYMENT OF BILLS WITHOUT PRIOR CERTIFICATION:  
REVISED CODE 5705.41

 9:03 AM


Commissioner Wirkner advised that the Regional Planning bill for Crowl Lumber is flooring for the Dellroy Community Center project.  
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**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:** Motorola Solution, Inc., \$15,160.11; and Crowl Interiors & Furniture, \$8,053.77.  
**DJFS:** Snider-Flautt Lumber Inc., \$3,930.19; and Once Upon A Child, \$195.49.

**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.

 9:03 AM

IN THE MATTER OF  
BOARD OF ELECTIONS  
ABSENTEE VOTING HOURS

 9:03 AM

Commissioner Leggett advised that the Carroll County Board of Elections will be open additional hours leading up to the May 6, 2025 election to accommodate absentee voters. The hours will be as follows:


Monday	April 7, 2025	LAST DAY FOR VOTER REGISTRATION	8:00 a.m.	to	9:00 p.m.
Tuesday	April 8, 2025 through Friday April 25, 2024		8:00 a.m.	to	5:00 p.m.
Monday	April 28, 2025		7:30 a.m.	to	7:30 p.m.
Tuesday	April 29, 2025		7:30 a.m.	to	8:30 p.m.
Wednesday	April 30, 2025 through Friday, May 2, 2025		7:30 a.m.	to	7:30 p.m.
Saturday	May 3, 2025		8:00 a.m.	to	4:00 p.m.
Sunday	May 4, 2025	LAST DAY FOR ABSENTEE VOTING	1:00 p.m.	to	5:00 p.m.
Tuesday	May 6, 2025	ELECTION DAY	Polls are open 6:30 a.m. to 7:30 p.m.		

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:

- Carroll Electric Cooperative for new 1 phase power line in Section 17 of Washington Township, Andora Rd. (CR 10),

**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.


 9:04 AM

IN THE MATTER OF  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PY2025

 9:05 AM

Tom Konst, Community Development Block Grant (CDBG) Coordinator appeared before the Board to advise that he advertised a request for qualifications (RFQ) for an administrator for the PY25 CDBG grant. Mr. Konst advised that it is unclear at this time if the grant will be funded or not, however he is working through the process so that the County is prepared if the funds are released. Mr. Konst advised that one proposal was received from Ohio Regional Development Corporation (ORDC). A committee has reviewed the proposal. Mr. Konst recommends that the Board accept the proposal and retain ORDC as the administrator for the PY25 CDBG grant.  
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**Motion:** to accept the proposal of Ohio Regional Development Corporation of Coshocton, Ohio to administer the PY2025 Community Development Block Grant, **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

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Mr. Konst advised that he will let Suan Moore at ORDC know that their proposal has been accepted so they can send over a contract. Mr. Konst advised this will ensure that the County is ready to go if the grant funds are released.

IN THE MATTER OF  
EMERGENCY MANAGEMENT AGENCY  
SEVERE WEATHER WEEK – TORNADO DRILL

 9:07 AM

Tom Cottis, Emergency Management Agency (EMA) Director and Dustin Lucas, Deputy Director appeared before the Board to discuss Severe Weather Week. Mr. Lucas advised that March 16, 2025 through March 22, 2025 is Ohio Severe Weather Week. A tornado drill will be conducted at the Courthouse on Wednesday, March 19, 2025 at 9:50 a.m. Mr. Lucas advised that Leadership has been notified of the drill and asked to review their tornado drill plans and plan to participate in the drill. EMA staff and the Carrollton Fire Department will be on hand for the drill. Mr. Lucas advised that Dispatch will notify all fire departments in the county of the tornado drill as well. Mr. Lucas advised that if there is severe weather on Wednesday, the drill will be delayed so it does not confuse the public. Mr. Lucas advised that the tornado siren is one continuous blast that lasts up to three minutes. Residents are encouraged to review their tornado plan with their families and sign up for the Wireless Emergency Notification System (WENS) alerts. Commissioner Wirkner advised that county departments can review the emergency action plans in their office. Mr. Cottis advised that the emergency action plans will be updated, but he is waiting due to the upcoming office movements. Mr. Cottis hopes to have this done around the first of the year. Commissioner Wirkner advised it will be a good time to review the plan and make sure that the plan still has the best practices listed.


IN THE MATTER OF  
CARROLL COUNTY HAZARDOUS MATERIAL RESPONSE TEAM  
VEHICLE DONATION

 9:10 AM


Commissioner Wirkner advised that Carroll County received donation of a 2006 F-350 truck and 2007 Pace American trailer from the Portage County Commissioners. Commissioner Wirkner read the thank you letter. Tom Cottis, Emergency Management Agency (EMA) Director advised that his office has been working on this project for a little over a month. Brett Lee is the former Carroll County Deputy Director who went to Portage County. Mr. Lee knew that Carroll County could use the equipment. Mr. Cottis extended his thanks to Mr. Lee and to Ryan Shackelford, Director of Portage County EMA. Mr. Cottis advised that the equipment is a pipe dream for Carroll County and a big plus for the Hazardous Materials Response (Hazmat) Team. The Hazmat team plans to get the equipment in service within the next few weeks. Commissioner Leggett advised that it is good equipment. Mr. Cottis advised that the truck is low mileage with very little rust. That will be taken care of along with the change of lettering. The trailer can be used as a command center across the county, as needed. Mr. Cottis advised there is not a built-in generator, but Hazmat has a generator.

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**Motion:** to approve the letter to the Portage County Commissioners thanking them for the donation of a 2006 Ford F-350 and a 2007 Pace American trailer, **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.


 9:12 AM

IN THE MATTER OF  
EMERGENCY MANAGEMENT AGENCY  
PERSONAL PROTECTIVE EQUIPMENT

 9:16 AM

Tom Cottis, Emergency Management Agency (EMA) Director appeared before the Board to advise that there is excess personal protective equipment (PPE) in the Emergency Operations Center (EOC). The state has given approval to start thinning down the stock in the EOC. Mr. Cottis advised that the County Home can use a lot of the equipment. He is working with Superintendent Dawn Faulk to transfer the inventory. Mr. Cottis advised that the state said if there was a future event the county will get new PPE.


IN THE MATTER OF  
AGREEMENT/CONTRACT  
ASHTON EVENT CENTER

 9:18 AM


Commissioner Leggett advised that the rental agreement is for the annual CORSA Defensive Driving Training in June.

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**Motion:** to approve a rental agreement with the Carroll County Agricultural Society of Carrollton, Ohio, in the amount of \$494.00 for the rental of the Ashton Event Center on June 25, 2025; a refundable damage deposit in the amount of \$125.00 is included in the price, **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.


 9:18 AM

IN THE MATTER OF  
CLERK’S REPORT

 9:18 AM


Eva N. Johnson, Assistant Clerk II appeared before the Board to advise viewers that the Carroll County General Health District is looking for local farms to host vaccination clinics. Those interested can schedule an onsite vaccine clinic today by calling (330)627-4866 extension 1530. Ms. Johnson advised that this information has been shared to the Facebook page.

IN THE MATTER OF  
9-1-1 PROGRAM REVIEW COMMITTEE

 9:19 AM

Commissioner Wirkner advised that pursuant legislature instructions, the 9-1-1 Planning Committee was stood down and the 9-1-1 Program Review Committee was formed. One of the requirements of the 9-1-1 Program Review Committee is to send the financial reports relating to the public service answering point (PSAP) operations to all subdivisions in the county. Commissioner Wirkner advised that Samantha LeMonte, 9-1-1 Coordinator has sent out the financial report.


IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING

 9:20 AM


Commissioner Leggett advised that he has a new service request for the Moody Avenue Building. The design/architect for window and door replacement upstairs will be \$10,450.00. The windows need changed and the exterior doors have gaps in them. Commissioner Modranski asked if this was not in the original scope of work. Commissioner Leggett advised that it was not, in an effort to keep costs down, but it will save money in the long run. Commissioner Leggett advised that this request is only for the portion of the upstairs that is in the current construction plan.

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**Motion:** to accept the service request design/architect for window and door replacement in the amount of \$10,450.00 for the Moody Avenue renovation, **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.

 9:21 AM


IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING

 9:22 AM


Commissioner Wirkner advised that a conversation regarding occupancy at the Moody Avenue building needs to take place soon. Some of the departments need a six-month lead time with the state. Commissioner Wirkner recommends having the conversation sooner rather than later. Commissioner Modranski suggested Thursday, March 20, 2025 for that discussion. The affected departments will be notified of the meeting. Clerk Melissa Schaar advised that she will schedule the discussion for 9:15 a.m.

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**Motion:** to hold a discussion regarding the occupancy at the Moody Avenue building on Thursday, March 20, 2025 at 9:15 a.m. and invite the affected departments to attend, **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** President Donald E. Leggett II, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.

 9:25 AM


IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING

 9:26 AM

Commissioner Leggett advised there will be additional costs for the HVAC and bathroom upgrades. There will also be an air conditioning upgrade needed in the back of the building to allow for additional occupancy. Commissioner Leggett advised that Ohio State University Extension (OSUE), the coroner, and possibly others will have office space at Moody Avenue. The Board is currently paying rent for OSUE in the amount of \$15,000.00 per year and that number will be increasing for 2026. Commissioner Wirkner advised that it is best to do the HVAC upgrades while the contractor is there. Commissioner Modranski advised that there is a contingency budget to allow for unexpected costs.

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.

 9:28 AM

<b>PREPARED BY:</b>	<b>BOARD OF COMMISSIONERS OF CARROLL COUNTY</b>
<u>/s/ Melissa N. Schaar</u> Melissa N. Schaar, Clerk	<u>/s/ Donald E. Leggett II</u> Donald E. Leggett, President
<b>We hereby certify the foregoing to be true and correct.</b>	<u>/s/ Christopher R. Modranski</u> Christopher R. Modranski, Vice President
<u>/s/ Melissa N. Schaar</u> Melissa N. Schaar, Clerk	<u>/s/ Robert E. Wirkner</u> Robert E. Wirkner, Commissioner
<u>/s/ Donald E. Leggett II</u> Donald E. Leggett, President	