



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

April D. Mayle, Assistant Clerk I 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, Monday, August 4, 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)
Deloris Kean, Director Cheri Whipkey, Deputy Director	BOE	Election Center Conference	Salt Lake City, UT	8/19/25-8/25/25	\$5,100.00
Deloris Kean, Director Cheri Whipkey, Deputy Director Lauren Shannon, Clerk Tiffany Parker, Clerk	BOE	OAEO Regional Meeting	Mansfield, OH	8/8/25	\$150.00

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.

 9:01 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.

 9:01 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: Nicholas Construction and Remodeling, LLC, \$45,825.00; CORSA, \$861.19; Huntington National Bank, \$250.00; AT&T Mobility LLC, \$1,198.00; Treasurer State of Ohio, \$149.23; Supreme Court of Ohio, \$3,705.09; Ruts CG LLC, \$2,784.48; and Cummins, Inc., \$522.03.
DJFS: Synchrony Bank, \$3,203.19.

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
MONTHLY REPORT – JULY 2025
CHILD SUPPORT ENFORCEMENT AGENCY

 9:01 AM


Commissioner Leggett advised the office of the Prosecuting Attorney filed his report for July 2025 for the Carroll County Child Support Enforcement Agency. There was a total of 1,044 open, active cases. A copy is on file in the Commissioners’ office.

IN THE MATTER OF
MONTHLY REPORT – JULY 2025
SHERIFF’S OFFICE

 9:02 AM

Commissioner Leggett advised that Sheriff Calvin Graham filed his report for the month of July 2025 showing 1,744 meals served and 193 washes complete. A copy of the report is on file in the Commissioners’ office.


IN THE MATTER OF
MONTHLY REPORT – JULY 2025
AUDITOR’S OFFICE

 9:02 AM


Commissioner Leggett advised the office of the Auditor filed her report of conveyances and fees for July 2025. A copy is on file in the Commissioners’ office.

IN THE MATTER OF
AGREEMENT/CONTRACT – CARROLL COUNTY VETERAN’S CLUB

Motion: to approve the Instant Bingo Fundraising Contract with the Carroll County Veteran’s Club to accept donations made to the Carroll County Sheriff’s Office, **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
COURTHOUSE ANNEX BUILDING
GENERAL TRADES


 9:03 AM

Commissioner Leggett advised that the change order is to provide heating, cooling, electric, and renovations for the Emergency Management Agency (EMA) side of the wing.

Motion: to approve change order #8 in the amount of \$215,078.00 for the Moody Avenue Renovation Project, **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.


 9:04 AM

IN THE MATTER OF
DOG WARDEN MONTHLY REPORT
JULY

 9:04 AM

Merle Long, Deputy Dog Warden provided his report for the month of July 2025 reflecting 21 dogs taken in, 11 dogs adopted to new families, 11 dogs reclaimed by their owners, no dogs euthanized, five citations for no-license were issued, and three at -large citations were issued. Mr. Long advised that on Saturday, August 9, 2025, the Kim Davis Agency is hosting ‘Dog Days of Summer’ at Flowers at Grover Farms located at 504 Steubenville Road SE in Carrollton from 4:30 p.m. to 8:30 p.m. There will be food trucks, live music, dog photos, training demos, grooming tips, and a dog pageant. All proceeds benefit the Carroll County Dog Pound.

IN THE MATTER OF
TRANSIT
MONTHLY REPORT - JULY

 9:06 AM

Sonja Trbovich, Transit Director appeared before the Board to give her monthly report for July reflecting 39,243 service miles driven, 1,970 passenger trips, and seven declined rides. Ms. Trbovich advised that there were 211 less trips compared to July 2024. Commissioner Wirkner asked how much revenue was lost as a result. Ms. Trbovich advised that it would be hard to tell because it depends on whether they were in county or out of county trips. Ms. Trbovich advised that Transit raised their rates July 1, 2025, and she is not sure if that is the reason there were less trips. Ms. Trbovich advised that on June 10, 2025, she received an e-mail from the state, and they advised that many Transits may be considering service cuts dependent on their award amounts. Ms. Trbovich advised that on July 1, 2025, she received the SFY2026 program award announcement. Ms. Trbovich advised that between the federal and state awards they are receiving \$77,155.00 less. Ms. Trbovich advised that Transit also lost their contract with the Council on Aging (COA). Ms. Trbovich advised that last year, they received \$184,891.00 from the COA and now the COA is just paying


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public rates, which is a significant difference. Ms. Trbovich advised that if you combine the loss of revenue from their contract and the cut in the grant amount, there is an approximate loss of \$169,600.00. Ms. Trbovich advised that on July 1, 2025, she e-mailed the state to advise that Transit will have to cut their operating hours from 6:00 a.m. to 6:00 p.m. to 7:00 a.m. to 4:00 p.m. but she will need to talk to the Board first. Ms. Trbovich advised that the state told her that most agencies saw similar reductions in their grants as well. Ms. Trbovich advised that David Keller from the state hopes he can access additional federal funding for the programs such as reallocation of monies from cancelled projects to possibly offset the initial cuts or find another way to increase the allocations. Ms. Trbovich advised that Mr. Keller said that the cuts to the budget this year is not a reflection of Transit’s service or efficiency. Commissioner Leggett asked if the increase in rates that started on July 1, 2025 would help close the gap with the lost revenue. Ms. Trbovich said no. Commissioner Leggett asked if COA was still going to use Transit. Ms. Trbovich said yes, but there is a difference of \$11,069.00 between the contracted price they were paying and the public rate. Ms. Trbovich advised that she will not be giving raises to her employees, except for the newer employees who will be completing their probationary period. Commissioner Wirkner asked if Transit owns the vans. Ms. Trbovich advised that they are in the state’s names until they have reached the mileage to be disposed of. Ms. Trbovich advised that she has lowered everything on her expense lines to reduce costs, but it is not going to be enough. Commissioner Wirkner asked Ms. Trbovich if she had thought about letting companies advertise on the Transit vans to generate revenue. Ms. Trbovich advised that she would have to find out how much it costs to acquire advertising material. Ms. Trbovich advised that Transit has nine minivans and there is no place to advertise on them. Ms. Trbovich advised that she thought about placing advertising on her fence. Commissioner Leggett advised that any time he uses a banner to advertise his business, he pays for it himself. Commissioner Leggett advised that Ms. Trbovich might be able to get the business owner to supply their own advertising material. Commissioner Modranski asked if there are any rules from the Ohio Department of Transportation (ODOT) about having advertisement on the vehicles. Ms. Trbovich advised that she thinks there are some stipulations, but you are allowed to place advertisements. Commissioner Modranski advised that there are certain advertising stickers that can be placed on the back windows without obstructing the driver’s view. Commissioner Modranski advised that some of the local insurance agencies would most likely want to have their advertisements on the vans. Commissioner Wirkner advised that Ms. Trbovich could even check with major companies like Spectrum. Commissioner Modranski advised that it may not solve all of Transit’s financial issues, but that it will help. Commissioner Leggett asked if all the buses and vans are active all day long. Ms. Trbovich advised that Transit is supposed to hold one vehicle back in case there is a breakdown. Ms. Trbovich advised that they don’t always have a vehicle to hold back because they seem to always have a vehicle broke down. Commissioner Leggett advised that shortening Transit’s hours does not make sense. Ms. Trbovich advised that if she reduces Transit’s hours by three hours a day, she could save almost \$3,000.00 in wages a month. Commissioner Leggett asked her how much she would lose in revenue for those three hours a day. Ms. Trbovich advised that Transit would lose about \$2,900.00 a month. Ms. Trbovich advised that she thought about cutting back hours on the full-time employees, but that will not work if Transit is still open from 6:00 a.m. to 6:00 p.m. Commissioner Modranski asked Ms. Trbovich what other positions she employs besides drivers. Ms. Trbovich advised that there is an Operations Manager, Information Technology, two Dispatchers, and herself. Commissioner Modranski asked if she could collaborate with someone else for dispatching. Ms. Trbovich advised that not every county uses the same software as Carroll County. Ms. Trbovich advised that she does have an automated call system that reminds riders of their pickup time. Commissioner Modranski advised that he does not want to make a decision today. Ms. Trbovich advised that she would need to hold a public hearing prior to making any changes in Transit’s operation. Ms. Trbovich advised that she has to advertise the public hearing two weeks in advance. Commissioner Wirkner advised that scheduling the public hearing will require Ms. Trbovich to come up with a plan quickly. Ms. Trbovich would like to publish it in the paper and online. Commissioner Leggett asked Ms. Trbovich how much she needs to keep Transit in operation. Ms. Trbovich advised \$169,600.00 according to what she spent last year. Ms. Trbovich advised that she will send copies of everything to the Commissioners.

Motion: to schedule a public hearing for Transit for August 28, 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** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.

Motion carried on unanimous vote.

 9:30 AM


IN THE MATTER OF
JFS – VARIOUS CONTRACTS

Motion: to approve the following contract for Job and Family Services as recommended by Jennifer Burns, Director:


PROVIDER	EFFECTIVE DATE	AMOUNT	SERVICE	TYPE	STATUS	DATE SIGNED
The Growing Tree	8/1/25-7/31/26	Dependent on Use	Child Care for Foster Parents	MOA	Renewal	7/25/2025
Quality Care, Inc.	7/1/25-6/30/26	Maximum amount payable \$150,000.00	Placement for Foster Children	Service	New	7/31/2025

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

Motion carried on unanimous vote.

 9:36 AM

IN THE MATTER OF
POLICY MANUAL UPDATE

 9:37 AM


Commissioner Modranski advised that the Clerk Melissa Schaar and Jennifer Phillips from the Auditor’s office have been working with Attorney Jonathan Downes to revise the employee policy manual. Commissioner Modranski advised that some of the policies just need some general guidance. Commissioner Modranski advised that currently the vacation policy states that employees will be

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entitled to use their vacation days after the completion of one full year of public employment. Commissioner Modranski advised that several counties lowered the time period for use of vacation days to 90 days or 6 months for retention purposes. Attorney Downes advised that it would be easier for payroll purposes to use pay periods instead of days or months. Commissioner Modranski advised that 7 pays or 13 pays equate to 90 days or 6 months. Commissioner Modranski asked for guidance from the rest of the Board regarding this policy. Commissioner Modranski advised that employees will only be allowed to take time that they have earned. Commissioner Wirkner advised that he thinks 13 pay periods is good. Commissioner Modranski and Commissioner Leggett agreed. The next item to discuss is a policy stating that sick and vacation days can only be used after they are accrued. Attorney Downes recommends that sick and vacation time can only be used after it is credited. Commissioner Modranski advised that payroll has run into a few situations of employees using sick or vacation time in the same pay period that they are earning it. All three Commissioners agree with this policy. Commissioner Modranski discussed a policy stating that vacation time can be used in increments of ¼ hour, the same as sick time. Both Commissioner Wirkner and Commissioner Leggett agree. The next policy item relates to maximum allowed accumulation of vacation time. Commissioner Modranski advised that Attorney Downes recommends editing the chart to state that no vacation time shall be carried over for more than three years. Commissioner Wirkner asked what happens to the employees who have more than three years of vacation time accrued. Ms. Phillips advised that the Commissioners should talk to Attorney Downes about how to handle employees in that situation. Clerk Schaar advised that this rule is laid out in the Ohio Revised Code. Commissioner Modranski advised that moving forward this will be in the policy manual. The next item to discuss is mileage reimbursement. Commissioner Modranski advised that currently the policy manual does not have a minimum mileage for reimbursement. Commissioner Modranski asked Commissioner Wirkner and Commissioner Leggett if they agreed that mileage reimbursement is only eligible for trips more than 10 miles round trip. Commissioner Modranski advised that in the Commissioners office it has always been an unwritten rule that no reimbursement is given unless the employee traveled outside of the county. Commissioner Modranski advised that some offices are seeking reimbursement for in county trips. Commissioner Leggett advised that he agrees with reimbursement for trips 10 miles or more round trip. Commissioner Wirkner agreed. The next item to discuss is flex time. Commissioner Modranski advised that CORSA has added a flex time section in their new manual and Commissioner Modranski would like to retain this section in our county manual. Employees working beyond their regularly scheduled hours may be permitted to flex their time up to the number of additional hours worked, subject to the approval of their supervisor. When electing to flex their time, employees can flex their time at the start or end of their shift as long as the flexing of their time does not create overtime or impact the efficient operations of the employer. Flex time shall not be considered hours worked for purposes of calculating employee’s overtime. Employees are not permitted to flex their time for consecutive shifts and employees electing to flex their time shall do so on a first-come, first served basis and all requests are subject to the operational needs of the employer. Commissioner Modranski advised that other items are being discussed right now, such as definition of a temporary employee, review of the credit card policy, artificial intelligence (AI) policy, and an updated cybersecurity policy. Commissioner Modranski advised that once the policy manual is all put together, the Commissioners will approve the entire manual.

IN THE MATTER OF
EMERGENCY MANAGEMENT AGENCY
MONTH

 9:48 AM


Commissioner Wirkner advised that August is Emergency Management Agency (EMA) month, and he would like to recognize Tom Cottis and Dustin Lucas from the Carroll County EMA. Commissioner Wirkner advised that most people don’t know that Mr. Cottis and Mr. Lucas are on call 24/7. Commissioner Wirkner would also like to recognize the county’s Hazardous Material (HAZMAT) team. Commissioner Wirkner advised that the HAZMAT team does a lot of cleanups. Commissioner Wirkner advised that there was an accident with a commercial truck and a spill happened as a result. Commissioner Wirkner advised that the truck belonged to Jim Griffeth but his truck did not cause the accident. Commissioner Wirkner advised that Mr. Griffeth agreed to reimburse the HAZMAT Team for the cleanup and any expenses incurred as a result of the accident.

IN THE MATTER OF
EMA VEHICLE

 9:50 AM


Commissioner Wirkner advised that Encino donated a truck to the Emergency Management Agency (EMA). Commissioner Wirkner advised that Tenaska donated \$5,000.00 towards a truck and they agreed to let the EMA use the money to equip the new truck with new radios and decals.

IN THE MATTER OF
YOUTUBE

 9:53 AM


Commissioner Modranski advised that the meeting was not livestreamed from YouTube today because of YouTube’s policy of waiting to stream for 24 hours after requesting live stream services. Commissioner Modranski advised that testing will be done between now and the next meeting with plans to stream from YouTube and Facebook on Monday.

IN THE MATTER OF
ANNEX BUILDING
TREE REMOVAL

 9:54 AM


Commissioner Leggett advised that the tree removal at the annex building will start tomorrow.

IN THE MATTER OF
ENGINEER
CULVERT INSTALLATION

 9:54 AM


Commissioner Leggett advised that the Engineer’s office is going to get started today on the culvert between the Carroll Hills School and the Dog Pound.

IN THE MATTER OF
COURTHOUSE ANNEX BUILDING
GENERAL TRADES


 9:56 AM

Commissioner Leggett advised that the windows need wrapped for the Emergency Management Agency office in the Annex building.

Motion: to approve Change order #9 in the amount of \$13,058.00 for the Moody Avenue Renovation Project to wrap the windows upstairs in aluminum, **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.


 9:57 AM

IN THE MATTER OF
CLERK’S REPORT

 9:57 AM

Eva Johnson, Assistant Clerk II appeared before the Board to advise viewers that Carroll Golden Age Retreat (CGAR) is hosting their 17th annual open house and cruise-in. The event will be located at CGAR on Saturday, August 23, 2025 from 10:00 a.m. to 2:00 p.m. Ms. Johnson advised that a flyer with an itinerary of events has been shared to the Commissioners’ Facebook page.


IN THE MATTER OF
CLERK’S REPORT

 9:58 AM

Eva Johnson, Assistant Clerk II appeared before the Board to advise viewers that the quarter auction on Saturday, August 16, 2025 hosted by Carroll County Caring Hands has changed locations from the Bell Herron Gym to the Carrollton Middle School Gym located on 205 Scio Rd. SW, Carrollton, Ohio. Ms. Johnson advised this information has been shared to the Commissioners’ Facebook page.

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.

 9:58 AM

PREPARED BY:	BOARD OF COMMISSIONERS OF CARROLL COUNTY
<u>/s/ April Mayle</u> April Mayle, Assistant Clerk I	<u>/s/ Donald E. Leggett II</u> Donald E. Leggett, President
We hereby certify the foregoing to be true and correct.	<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	