



**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

 9:01 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, November 3, 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)
Sean R. H. Smith, Judge	Probate/Juvenile	Ohio Association of Probate Judges	N/A	N/A	\$350.00
Sean R. H. Smith, Judge	Probate/Juvenile	Ohio Association of Juvenile Court Judges	N/A	N/A	\$555.00
Lynda Wickline, RPC/ED Director	RPC/ED	CCAO Winter Conference	Columbus, OH	12/4/25-12/5/25	\$850.00

**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  
APPROPRIATION(S)

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

FUND	NAME	CODE	AMOUNT
20708	Special	20708-11180-54400	\$317.28
80200	Claims – Commissioners – COSA CLAIM FUND	80200-11001-56060	\$3,912.24

**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  
APPROPRIATION AMENDMENT(S)

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


FROM			TO		AMOUNT
FUND	NAME	CODE	NAME	CODE	
10000	Transfer Out	10000-81280-59200	Professional and Technical Services - Commissioners	10000-11001-53340	\$24,700.00
10000	Equipment	10000-21200-54440	Supplies	10000-21200-54400	\$5,000.00
10000	Transfer Out	10000-81280-59200	Supplies & Materials – Moody Avenue Annex	10000-11026-54400	\$25,000.00
10000	Transfer Out	10000-81280-59200	Small Tools and Minor Equipment – Moody	10000-11026-54440	\$15,000.00
10000	Attorney Fees – Commissioners	10000-11001-52000	Repairs & Maintenance – Commissioners	10000-11001-53430	\$1,872.29
10000	Transfer Out	10000-81280-59200	Contractual Services – Coroner	10000-21165-53300	\$6,000.00

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  
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.

 9:02 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: Fairclough, Byron, \$655.56; Borland, Hunter, \$671.16; Strock, Kelly, \$969.72; and American Electric Power, \$5,662.33.  
DJFS: None.


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  
MONTHLY REPORT – OCTOBER 2025  
CHILD SUPPORT ENFORCEMENT AGENCY

 9:02 AM  
Commissioner Leggett advised the office of the Prosecuting Attorney filed his report for October 2025 for the Carroll County Child Support Enforcement Agency. There was a total of 1,009 open, active cases. A copy is on file in the Commissioners’ office.

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

 9:03 AM  
Commissioner Leggett advised that Sheriff Calvin Graham filed his report for the month of October 2025 showing 1,219 meals served and 137 washes complete. A copy of the report is on file in the Commissioners’ office.


IN THE MATTER OF  
APPROPRIATION AMENDMENT – CORONER’S OFFICE

 9:03 AM

Commissioner Leggett advised that the Carroll County Coroner sent an e-mail stating that due to the unusually high number of cases that have required an autopsy, he has depleted the funds in his contractual services account and is requesting an additional \$6,000.00 be added to the 2025 budget allocation.


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**Motion:** to approve the appropriation amendment in the amount of \$6,000.00 for the Carroll County Coroner’s 2025 budget, **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  
RELEASE OF PERFORMANCE BOND  
ARBOR ROAD BRIDGE REPLACEMENT PROJECT, PID #117375

**Motion:** to release the performance bond of US Bridge of Cambridge for the Arbor Road Bridge Replacement Project, PID #117375, **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.


 9:05 AM

IN THE MATTER OF  
PERMIT FOR THE USE OF COUNTY HIGHWAY RIGHT OF WAY(S)  
ALVIN MILLER

**Motion:** to approve permits for the use of the following county highway right of way(s) as recommended by the County Engineer:  
1. Alvin Miller for a driveway in Union Township, Canyon Road (CR 54),  
**Action:** Vote was recorded as follows: YEA: President Christopher R. Modranski, Vice President Robert E. Wirkner and Commissioner Donald E. Leggett II; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Robert E. Wirkner, **Seconded by** Commissioner Donald E. Leggett II. Motion carried on unanimous vote.


 9:05 AM

IN THE MATTER OF  
DOG WARDEN MONTHLY REPORT  
OCTOBER

 9:05 AM


Merle Long, Dog Warden appeared before the Board to provide his report for the month of October 2025 reflecting 16 dogs taken in, 13 dogs adopted to new families, 4 dogs reclaimed by owners, 1 dog euthanized for illness, 1 citation issued for no license and 1 citation for running at large. Commissioner Leggett asked what the cost is to have a dog euthanized. Mr. Long advised that it varies. Mr. Long advised that he spent \$273.00 treating the dog and another \$241.00 to put the dog down after it did not respond to treatment. Commissioner Modranski asked if the dog was an impound or a stray. Mr. Long advised that the dog was aggressive and was being held for attacking another dog in Magnolia. Mr. Long advised that he is still working with the court to get the owner in. Commissioner Modranski asked if the cost of treating and euthanizing the dog could possibly be paid by restitution and Mr. Long said yes. Commissioner Modranski asked Mr. Long about the Subaru Loves Pets Adoption event. Mr. Long advised that the event was successful. Three dogs adopted out, although one was brought back. Mr. Long advised that the Humane Society sold 13 microchips and they ran out of rabies vaccine. Mr. Long advised that there was a good turnout but none of the food trucks showed up. Mr. Long advised that nine dogs have been adopted since the adoption event. Commissioner Modranski asked if there were any other rabies clinics scheduled for this year, and Mr. Long said no. Mr. Long advised that the next one will be in June 2026 in Malvern.

IN THE MATTER OF  
DOG LICENSE

 9:08 AM


Merle Long, Dog Warden, advised that dog licenses go on sale December 1, 2025. Mr. Long advised that they are available online, at the Auditor’s office, and at the dog pound. The Auditor will also be set up at Tractor Supply on Saturdays in November. Mr. Long advised that the cost is \$16.00. Mr. Long advised that the price will double after January 31, 2025.

IN THE MATTER OF  
CGAR MONTHLY REPORT  
OCTOBER

 9:12 AM


Dawn Faulk, Superintendent of Carroll Golden Age Retreat appeared before the Board to provide her monthly report. Ms. Faulk advised that residents now have their own landline phone with their own phone number that rings directly to their room. Ms. Faulk advised that the numbers were shared with family members. Ms. Faulk advised that an anonymous friend surprise the facility with mums and pumpkins. Ms. Faulk thanked Denise Baker for purchasing the October birthday cake and donuts. Ms. Faulk advised that the barn roof replacement started last week and looks great. The fall barn sale was a success. Ms. Faulk advised that she is looking for a full-time housekeeper, a part-time activity assistant, and a full-time midnight nurse aide. Further details and application information can be obtained by calling CGAR. Ms. Faulk cautioned visitors about the parking lot getting icy once winter weather arrives. Ms. Faulk advised that there are currently 22 female and 10 male residents. Commissioner Modranski asked if phone calls can still be transferred to patients’ rooms from the office. Ms. Faulk said yes.

IN THE MATTER OF  
TRANSIT MONTHLY REPORT  
OCTOBER

 9:15 AM

Sonja Trbovich, Transit Director, appeared before the Board to provide a monthly report for Transit. Ms. Trbovich advised that for the month of October, there were 36,980 service miles driven, 2,026 passenger trips, and 16 declined rides. Ms. Trbovich advised that there was a 5.74% increase in total passenger trips. Commissioner Leggett asked Ms. Trbovich if having two less employees is causing any issues. Ms. Trbovich advised that she is making it work. Commissioner Leggett advised that last year the maintenance department put stakes in the yard for the snow plowing and they will be doing that again this year to keep people off the yard. Commissioner Modranski advised that he noticed that Transit got a couple of new vehicles. Ms. Trbovich advised that they got two new minivans.


IN THE MATTER  
JFS HIRING RECOMMENDATION

 9:17 AM


Jennifer Burns, Job and Family Services (JFS) Director appeared before the Board to request permission to re-hire Mikayla Hinerman as a Social Service Worker 2 at a rate of \$21.97 per hour, effective Monday, November 10, 2025. Ms. Burns advised that Ms. Hinerman previously worked for JFS and she left on good terms in August. Commissioner Wirkner asked how the pay compares to her previous rate of pay. Ms. Burns advised that the pay is the same. Ms. Burns advised that she will start a probation period all over again and she will start with no vacation time or seniority. Ms. Burns advised that she will maintain her years in the Ohio Public Retirement System (OPERS).

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**Motion:** to hire Mikayla Hinerman as a Social Service Worker 2 at a rate of \$21.97 per hour, effective Monday, November 10, 2025 as recommended by Jennifer Burns, Job and Family Services Director, **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  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM UPDATE

 9:19 AM


Commissioner Modranski asked Jennifer Burns, Job and Family Services (JFS) Director to provide an update on the Supplemental Nutrition Assistance Program (SNAP). Ms. Burns advised that she does not have time frames yet, but SNAP users will be receiving 50% of their SNAP allocations for the month of November. Ms. Burns advised that her office is waiting for guidance from the Ohio Department of Job and Family Services on when the money will be distributed and how.

IN THE MATTER OF  
FOUNDATION MEETING

 9:20 AM


Commissioner Wirkner advised that there is a Foundation Meeting tonight.

IN THE MATTER OF  
ROTARY 5K RUN/WALK

 9:20 AM


Commissioner Wirkner advised that the Rotary 5K and 1 mile run/walk is this Saturday, November 8, 2025, at 9:00 a.m. at the Ashton Event Center. Commissioner Wirkner advised that there is also blood screening available from 7:00 a.m. to 10:00 a.m.

IN THE MATTER OF  
FOOTBALL

 9:21 AM


Commissioner Modranski wished the Conotton Valley Rockets and Malvern Hornets good luck at their second round of playoffs for football.

IN THE MATTER OF  
FACEBOOK COMMENTS

 9:22 AM


Eva Johnson, Assistant Clerk II shared comments from the Commissioners’ Facebook page. The Auditor’s office shared further instructions on purchasing 2026 dog licenses and resident, Ed Hale shared resources to obtain food for families in need.

IN THE MATTER OF  
2-1-1

 9:24 AM


Commissioner Wirkner advised that residents can dial 2-1-1 to get information about valuable resources they may need.

IN THE MATTER OF  
OHIO DEPARTMENT OF TRANSPORTATION BUILDING

 9:25 AM

Commissioner Leggett advised that he did a walk through the Ohio Department of Transportation (ODOT) building yesterday with the environmental people. Commissioner Leggett advised that everything looks good from an environmental standpoint. Commissioner Leggett advised that ODOT will be in touch with the Engineer about preparing the building for winter. Commissioner Leggett advised that the grass needs mowed at the building.


IN THE MATTER OF  
COURTHOUSE ANNEX BUILDING

 9:26 AM

Commissioner Leggett advised that the parking bumpers were delivered for the annex building parking lot. Commissioner Leggett advised that there will be close to 70 installed in the back parking lot by the maintenance department. Commissioner Leggett advised that the heat in the building will be turned on Wednesday. Commissioner Leggett advised that the flooring and carpet installers will be back next week to do the flooring. Commissioner Leggett advised that all the lighting has been installed in the Job and Family Services (JFS) area. Commissioner Leggett asked Jennifer Burns, JFS Director, if the company she purchased the cubicles from is coming back to install them. Ms. Burns advised that she must wait until the internet is there.

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/ April D. Mayle</u> April D. Mayle, Assistant Clerk I	<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/ Melissa N. Schaar</u> Melissa N. Schaar, Clerk	<u>/s/ Christopher R. Modranski</u> Christopher R. Modranski, Vice President
<u>/s/ Donald E. Leggett II</u> Donald E. Leggett, President	<u>/s/ Robert E. Wirkner</u> Robert E. Wirkner, Commissioner