



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, November 24, 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)
Christopher R. Modranski, Commissioner	Commissioners	OMEGA Executive Board Meeting	New Concord, OH	12/2/25	\$105.00
Robert E. Wirkner, Commissioner	Commissioners	2025 CCAO Winter Conference	Columbus, OH	12/2/25-12/5/25	\$1,500.00
Donald E. Leggett, Commissioner	Commissioners	2025 CCAO Winter Conference	Columbus, OH	12/2/25-12/5/25	\$1,500.00
Melissa N. Schaar, Clerk April D. Mayle, Assistant Clerk I Eva N. Schaar, Assistant Clerk II	Commissioners	2025 CCAO Winter Conference	Columbus, OH	12/2/25-12/5/25	\$3,800.00

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
	PRIVATE REHAB – CHIP (HOME) PY23 GRANT – COMMISSIONERS		
20946		20946-11600-53431	\$39,802.00
10000	General Fund – Transfer Out	10000-81280-59200	\$130,000.00
80278	Workers Comp Fund	80278-99999-51080	\$130,000.00

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.


 9:01 AM

IN THE MATTER OF
APPROPRIATION AMENDMENT(S)

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

FROM			TO		AMOUNT
FUND	NAME	CODE	NAME	CODE	
20712	Waiver Match	20712-51400-56065	Supported Living	20712-51400-56090	\$20,000.00
20710	Health Insurance	20710-51400-51100	Salaries	20710-51400-50020	\$25,000.00
20710	Equipment	20710-51400-54440	Salaries	20710-51400-50020	\$5,000.00
20710	Transportation	20710-51400-54408	Salaries	20710-51400-50020	\$5,000.00
	Supplies				
20724	Administration – CEBCO Wellness Program – COMMS	20724-11024-56001	Programming – CEBCO Wellness Program – COMMS	20724-11024-53343	\$3,753.37
20420	Salaries – Employees – Engineer	20420-31350-50020	Salaries – Laborers – Engineer – Road	20420-31355-50020	\$28,000.00
20420	Salaries – Employees – Engineer – Bridge	20420-31360-50020	Salaries – Laborers – Engineer – Road	20420-31355-50020	\$40,000.00

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** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:02 AM

IN THE MATTER OF
TRANSFER OF FUNDS

Motion: to approve the following transfer of fund(s):


FUND	CODE (FROM)	CODE (TO)	AMOUNT
10000	10000-81280-59200	80278-99999-49800	\$130,000.00

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** 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


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: Axis Forensic Toxicology, Inc., \$687.00; Cuyahoga County Medical Examiner’s Office, \$2,000.00; and Reid Consulting Group, LLC, \$2,803.00.
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** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:02 AM


IN THE MATTER OF
REPORT OF COUNTY DOG WARDEN

 9:02 AM

Merle Long, Dog Warden, filed his report for the week of November 23, 2025, to November 29, 2025 showing 3 dogs impounded, 1 adopted out, 3 redeemed, 0 euthanized, 0 citation(s) for no license, 2 citation(s) for running at large, and 1 citation for violating rabies quarantine.


REQUEST FOR DISBURSEMENT
OHIO PUBLIC WORKS COMMISSION

Motion: to approve the Disbursement Request Form and Certification Number 1 to the Ohio Public Works Commission for the Carroll County 2025 Resurfacing Project H-1-2025 No. CN10AC in the amount of \$337,445.42 retroactive to November 24, 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.

 9:04 AM


REQUEST FOR DISBURSEMENT
OHIO PUBLIC WORKS COMMISSION

Motion: to approve the Disbursement Request Form and Certification Number 1 to the Ohio Public Works Commission for the Carroll County 2025 Resurfacing Project H-1-2025 No. DNAC04 in the amount of \$125,686.66 retroactive to November 24, 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.

 9:04 AM


IN THE MATTER OF
RELEASE OF PERFORMANCE BOND
2025 PAVEMENT MARKING PROJECT, T-1-2025

Motion: to release the performance bond of Aero-Mark Company for the 2025 Pavement Marking Project, T-1-2025, **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.


 9:05 AM

IN THE MATTER OF
SPECIAL HAULING PERMIT
SHARP TURN LUMBER

Motion: to approve a special hauling permit to Sharp Turn Lumber for hauling over Avon Road (CR 21) in Washington Township; a \$50,000.00 bond has been provided as required by Brian J. Wise, County Engineer, **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
MEMORANDUM OF UNDERSTANDING
CHILD ABUSE AND NEGLECT


 9:05 AM

Jennifer Burns, Job and Family Services Director, appeared before the Board to request approval for the Memorandum of Understanding (MOU) between Carroll County Job and Family Services and community partners regarding child abuse and neglect. Ms. Burns advised that the MOU is required by the Ohio Revised Code.

Motion: to approve a memorandum of understanding (MOU) between Carroll County Job and Family Services and community partners that delineate roles and responsibilities of child abuse or neglect, **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.


 9:06 AM

IN THE MATTER OF
CLERK’S REPORT

 9:08 AM


Melissa N. Schaar, Clerk appeared before the Board to advise that 84 of the 88 Ohio counties are under a Winter Weather Advisory. Locally, 3” – 5” of snow are expected starting around midnight tonight into the early morning hours. Residents are encouraged to follow the Carroll County Emergency Management Agency (EMA) Facebook page to stay up to date on the weather.

IN THE MATTER OF
CLERK’S REPORT


 9:09 AM

Melissa N. Schaar, Clerk appeared before the Board to advise that the next Pop-Up Pantry will be held on Wednesday, December 3, 2025 from 12:00 p.m. to 2:00 p.m. at the Carrollton Church of Christ. The church is located at 353 Moody Ave. SW, Carrollton, OH 44615. Additionally, volunteers are wanted for the monthly Pop-Up Pantry. Those interested in volunteering can find the link and QR code to sign up on the Commissioners’ Facebook page.


IN THE MATTER OF
CLERK’S REPORT

 9:09 AM
Melissa N. Schaar, Clerk appeared before the Board to remind viewers that the Commissioners’ office will be closed Wednesday, December 3, 2025 through Friday, December 5, 2025 for the Commissioners and staff to attend the 2025 County Commissioners Association of Ohio (CCAO) Winter Conference in Columbus, Ohio. Ms. Schaar advised that there will be no meeting on Thursday, December 4, 2025 and the meeting on Monday, December 8, 2025 will not begin until 1:30 p.m.


IN THE MATTER OF
BOARD OF REVISIONS

 9:09 AM
Commissioner Wirkner advised that he has a Board of Revisions meeting today.


IN THE MATTER OF
EMERGENCY SERVICES APPRECIATION

 9:10 AM
Commissioner Wirkner advised that the Emergency Services Appreciation will be held next Monday, December 8, 2025, during the Commissioners’ meeting.


IN THE MATTER OF
OMEGA MEETING

 9:10 AM
Commissioner Modranski advised that he is scheduled to attend an Ohio Mid-Eastern Governments Association (OMEGA) meeting tomorrow that he may not get to attend if the weather is bad.


IN THE MATTER OF
COURTHOUSE ANNEX

 9:10 AM
Commissioner Leggett advised that there will be a walk-through of the Board of Elections office and the Job and Family Service office at the courthouse annex building tomorrow.

IN THE MATTER OF
BUILDINGS AND GROUNDS


 9:11 AM
Commissioner Leggett advised that the salt spreader is in the maintenance department’s truck and the plow is on, in anticipation of the winter weather that is expected tomorrow. Commissioner Leggett advised that a member of the maintenance staff is off this week, but another staff member will arrive early tomorrow if it snows and Commissioner Leggett offered to assist him if he needs help.


IN THE MATTER OF
ANNEX BUILDING
SIDEWALKS

 9:11 AM
Commissioner Leggett advised that three quarters of the sidewalks have been installed at the courthouse annex building. Commissioner Leggett advised that the sidewalk in the back at the employee entrance is still tore out and will hopefully get installed this week, depending on the weather.


IN THE MATTER OF
EXECUTIVE SESSION

Motion: to enter into Executive Session per ORC 121.22(G)(1) for the discipline of a public employee, **Action:** Upon the call of roll, 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.

 9:11 AM


The Board reconvened with no action taken at  9:46 AM.

Motion: to return from executive session, **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.

 9:46 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.

 9:46 AM

PREPARED BY:
/s/ April D. Mayle
April D. Mayle, Assistant Clerk I

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, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY
/s/ Donald E. Leggett II
Donald E. Leggett, President
/s/ Christopher R. Modranski
Christopher R. Modranski, Vice President
/s/ Robert E. Wirkner
Robert E. Wirkner, Commissioner