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, November 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)
Christopher R. Modranski, Commissioner	Commissioners	OMEGA Officers Meeting	Newcomerstown, OH	11/14/25	$60.00
Christopher R. Modranski, Commissioner	Commissioners	HARCATUS	New Philadelphia, OH	11/19/25	$40.00
Lynda Wickline, Economic Development & Regional Planning Director	Econ Dev / RPC	Ohio Local Technical Assistance Program (OMEGA)	Columbus, OH	11/20/25	$80.00

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
20765	Econ Dev Travel	20765-61545-52050	$1,500.00
20946	Admin- CHIP (HOME) PY23 Grant – Commissioners	20946-11600-53395	$14,840.00
20946	Private Rehab – CHIP (HOME) PY23 Grant – Commissioners	20946-11600-53431	$30,525.00

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.
9:01 AM

IN THE MATTER OF
APPROPRIATION AMENDMENT(S)
Motion: to approve the following appropriation amendment(s):

	FROM		TO		
FUND	NAME	CODE	NAME	CODE	AMOUNT
20938	Supplies & Materials (grant)	20938-12170-54400	Payment to another political	20938-12170-56040	$5,333.15
10000	Contractual Services – Coroner	10000-21165-53300	Travel – Coroner	10000-21165-52050	$294.00

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.
9:02 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: Sheets-Eick Electric LLC, $1,517.00; Beacon Collision, $13,265.25; and Huntington National Bank, $921.75.
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
COMMISSIONERS' OFFICE
9:02 AM
Commissioner Leggett advised there will be no meeting on Thursday, December 4, 2025 due to the Commissioners and staff attending the County Commissioners Association of Ohio (CCAO) Winter Conference in Columbus, Ohio. Additionally, the meeting on Monday, December 8, 2025 will begin at 1:30 p.m. instead of 9:00 a.m. so that the clerks can prepare for the meeting.

IN THE MATTER OF
MONTHLY RECONCILIATION REPORT – SEPTEMBER 2025
AUDITOR'S OFFICE
9:03 AM
Commissioner Leggett advised that in accordance with Ohio Revised Code (ORC) 319.15, the Auditor has provided the monthly financial statement for the month of September 2025. A copy is on file in the Commissioners' office.

IN THE MATTER OF
DOMESTIC VIOLENCE
ALLOCATED FUNDS
Motion: to allocate the Marriage License Fees, Divorce, Dissolution, and Annulment fees collected for Domestic Violence for calendar year 2026 as follows: 50% to Alliance Area Domestic Violence Shelter and 50% to OhioGuidestone (Harbor House), per the recommendation of Tonya Yingling, Victims Assistance 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.
9:03 AM

IN THE MATTER OF
BID OPENING – BUILDING DEMOLITION & SITE REVITALIZATION
PROJECT B
9:04 AM
Susan Moore, Community Development Director with Ohio Regional Development Corporation (ORDC) appeared before the Board to open the bids for the Building Demolition Package B. Present for the bid opening was Susan Moore, ORDC; Jakob Green, J. Green Excavating; Thomas Clapper, Free Press Standard; Sonja Trbovich, Transit Director; Calvin Graham, Sheriff; April Mayle, Assistant Clerk I; Melissa N. Schaar, Clerk; Donald E. Leggett II, President; Robert E. Wirkner, Commissioner; and Christopher R. Modranski, Vice President. Ms. Moore advised that Project B is for three projects located in Mechanicstown and one project located in Augusta. Ms. Moore advised that two bids were received for package B and information is as follows:

COMPANY	LOCATION	TOTAL FOR 3 PROPERTIES
J Green Excavating	Mechanicstown, OH	$190,480.00
ProQuality Demolition	Youngstown, OH	$225,000.00

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Motion: to table the bids for further review until Monday, November 17, 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.

9:09 AM

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Ms. Moore advised that a preconstruction meeting for package A will be held today. Ms. Moore advised that she received feedback from the approved contractors who did not bid on package A. Contractors did not bid because they were at capacity; one contractor was looking for larger projects; and one was not able to bid at this time but hopes to bid on a later package. Ms. Moore advised there will be at least two more packages after this. There will be a grant in 2026 for $230,000.00 and possibly a competitive grant in 2027. Commissioner Modranski thanked the bidders that submitted bids, and expressed his appreciation to Jakob Green, a local contractor who was present for the bid opening.

IN THE MATTER OF
POLICY CHANGES
TRANSIT

9:11 AM

Sonja Trbovich, Transit Director appeared before the Board to discuss policy changes for Transit. Ms. Trbovich advised that there are 11 changes to definitions, page 13 has a section added regarding urine specimen collections, and page 20, #3 N was added regarding verified adulterated or substituted test results.

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Motion: to accept policy changes for Carroll County Transit's Zero Tolerance Drug and Alcohol Testing Policy as presented by Sonja Trbovich, Transit 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.

9:13 AM

IN THE MATTER OF
PROSECUTOR OPINION

Motion: to send the contract for the Carroll County Demolition and Site Revitalization Program Package A to the Prosecutor for his review for form and function, **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.

9:14 AM

IN THE MATTER OF
ANNUAL MEETING
COUNTY ENGINEER & TOWNSHIP TRUSTEES

Motion: to approve the annual meeting per Ohio Revised Code 5543.06 with the County Engineer and township officials on December 4, 2025 at 6:30 p.m. at the Carrollton Fraternal Order of Eagles with expenses estimated at $750.00, **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.

9:14 AM

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

Motion: to approve permits for the use of the following county highway right of way(s) as recommended by the County Engineer:

1. Karl Milenkovic Jr. for a driveway in Fox Township, Avon Rd. (CR 21);

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.

9:15 AM

IN THE MATTER OF
SHERIFF
VEHICLES

9:16 AM

Sheriff Calvin Graham appeared before the board to discuss the purchase of two new cruisers. Sheriff Graham advised that he needs to replace two cruisers. He has received a quote for a 2025 Chevy Tahoe from Lally for $77,597.00. Sheriff Graham advised that the quoted price is for a complete, ready to go vehicle with roll cages, stickers, and other accessories. The only thing needed will be the tablet to access the CAD system, which will be moved from the old vehicle. Sheriff Graham advised that he is going to get another quote from another dealer with state purchase program vehicles. Commissioner Wirkner asked what the mileage is on the vehicles to be replaced. Sheriff Graham advised around 200,000 and one vehicle needs a transmission. He plans to get rid of the vehicle with the transmission issues, and a high mileage vehicle. A 7-year, unlimited mileage extended warranty for $4,100.00 is included in the $77,957.00 quote. Sheriff Graham advised that his department averages six to seven years with most vehicles.

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Motion: to approve the purchase of two cruisers at $77,597.00 unless Sheriff Graham finds the vehicles cheaper at another dealership, **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.
9:21 AM

IN THE MATTER OF
CLERK'S REPORT
9:22 AM
April D. Mayle, Assistant Clerk I appeared before the Board to advise residents that the Toys for Tots distribution for Carroll County will be December 3, 2025, at the EOG Resources Office at 3255 Alliance Road, NW in Malvern. There is a link to sign up for a time slot and that will be shared to the Commissioners' Facebook page. If you have any questions, please reach out to Mike Chadsey at 330-714-1271.

IN THE MATTER OF
EMERGENCY MANAGEMENT AGENCY
LOCAL EMERGENCY PLANNING COMMITTEE
9:23 AM
Commissioner Wirkner advised that he attended the Local Emergency Planning Committee (LEPC) meeting yesterday. Commissioner Wirkner discussed the yearly commodity flow study which looks at hazard materials that move through Carroll County on a 24 hour basis. The study estimates that 5.4 million gallons of hazardous materials are moving through the county daily, the majority of which is oil and gas related materials. Commissioner Wirkner advised that EOG made a donation of 29 fire extinguishers to the Emergency Management Agency (EMA).

IN THE MATTER OF
RESOLUTION 2025-32
AIRPORT AUTHORITY BOARD ODOT GRANT APPLICATION
9:25 AM
Commissioner Wirkner advised that he attended the airport authority board meeting on Monday evening. The Airport board has the opportunity to apply for a grant for a runway lighting system in the amount of $300,000.00 with a 5% match. Commissioner Wirkner advised that if the Commissioners do a resolution of support, then the Ohio Department of Transportation (ODOT) will pay the match.
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Motion: to approve Resolution 2025-32 authorizing the Carroll County Airport Authority Board to make an application to the Ohio Department of Transportation Office of Aviation for an Ohio Airport Improvement Program grant for state fiscal year 2026, **Action:** Upon the call of the 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** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski.
Motion carried on unanimous vote.
9:27 AM

RESOLUTION NO. 2025-32
A RESOLUTION AUTHORIZING THE CARROLL COUNTY AIRPORT AUTHORITY BOARD TO MAKE APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION, OFFICE OF AVIATION, FOR AN OHIO AIRPORT IMPROVEMENT PROGRAM GRANT FOR THE SFY2026.

WHEREAS, the Carroll County-Tolson Airport is in need of improvements and those improvements will be accomplished through the Install Runway Vertical/Visual Guidance System (RWY 7-25 PAPIs); Install Runway Vertical/Visual Guidance System (RWY 7-25 PAPIs); FAA Flight Check projects; and
WHEREAS, the Ohio Department of Transportation, Office of Aviation is administrating funds to provide financial assistance to publicly owned airports in the State through the Ohio Airport Improvement Program; and
WHEREAS, the Board desires to authorize the Carroll County Airport Authority to submit an application for funding and execute the grant contract and any related documents for the SFY 2026 Ohio Airport Improvement Program Grant;
NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Carroll County, Ohio, that an application be submitted to the Ohio Department of Transportation in the amount of $16,700.00 for the Install Runway Vertical/Visual Guidance System (RWY 7-25 PAPIs); Install Runway Vertical/Visual Guidance System (RWY 7-25 PAPIs); FAA Flight Check Projects and once a Grant offer is received from the Ohio Department of Transportation, this Board authorizes the President of the Carroll County Airport Authority to execute the Grant contract and all related documents and to manage the grant as necessary inclusive of submission of applications for payment associated with the Grant as required by the Ohio Department of Transportation.
RESOLVED FURTHER that this Board of Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board which resulted in this formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including ORC 121.22.

Mr. Wirkner moved for the adoption of the preceding Resolution;
Mr. Modranski seconded the motion.

Upon call of the roll the vote was recorded as follows:
Mr. Modranski, yes ; Mr. Wirkner, yes Mr. Leggett, yes .

Motion carried on unanimous vote. Resolution adopted this 13th day of November, 2025.

BOARD OF COMMISSIONERS OF CARROLL COUNTY, OHIO

ATTEST:

/s/ Melissa N. Schaar
Melissa N. Schaar, Clerk

/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

IN THE MATTER OF
BUILDINGS & GROUNDS
COURTHOUSE BELL TOWER LIGHTING

9:28 AM

Commissioner Leggett advised that the bell tower light controller installed by Knight Sound & Lighting Inc., is still not correct. Ed Eick, Buildings and Grounds Superintendent has contacted another company to see if they can download program so we can use the lights.

IN THE MATTER OF
COURTHOUSE ANNEX BUILDING

9:29 AM

Commissioner Leggett advised that the Annex building boiler system was flushed out, fired up, and checked yesterday. Not a lot of material was flushed out. The boiler is supposed to be fired up again today and left on. The Board of Elections office flooring is complete. There is some electrical work to finish up, but it's close to being done. Commissioner Leggett is working on pricing window tint for the Board of Elections.

IN THE MATTER OF
EXECUTIVE SESSION

Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment, dismissal, discipline, promotion, demotion, or compensation 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.

9:30 AM

The Board reconvened with no action taken at 9:59 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** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.

9:59 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.

9:59 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, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY, OHIO

/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