

Present: President Donald E. Leggett II and Commissioner Robert E. Wirkner. **Absent:** Vice President Christopher R. Modranski
Also present to observe: Thomas Clapper, Free Press Standard.

IN THE MATTER OF
PLEDGE OF ALLEGIANCE

 9:01 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: Absent; 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 31, 2025 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. 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
20748	Contractual Services – Home Loan Fund	20748-11535-53300	\$1,000.00

Action: Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. 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: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. 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: Wheels in Motion, \$288.82; and Carrollton Farmers Exchange, \$2,608.80.
DJFS: Gabriel Brothers Inc., \$3,946.55.

Action: Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:02 AM

IN THE MATTER OF
9-1-1
INCIDENT REVIEW

 9:02 AM

Sergeant Samantha LeMonte, 911 Coordinator appeared before the Board to discuss a recent 9-1-1 call. Commissioner Wirkner advised that a complainant called in to advise that they were part of a tour group at the Ashton Museum earlier this week. A tour attendee fell, and sustained head and shoulder injuries that warranted an ambulance. The 9-1-1 call was made on or about 14:44 hours, and it took up to 45 minutes for the ambulance to arrive. Commissioner Wirkner advised Sergeant LeMonte that he would

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like the following questions answered: actual time of the 9-1-1 call; who was dispatched to the scene; when were they dispatched; the actual time the ambulance arrived on scene; and did the emergency medical dispatcher give instruction for aid until the ambulance arrived. Commissioner Wirkner advised that the nature of the complaint is the length of time for the ambulance to arrive and, was protocol followed. Commissioner Wirkner provided Sergeant LeMonte the contact information for the complainant and asked her to follow up with the complainant.

IN THE MATTER OF
ESTABLISH NEW FUND

Motion: to establish a new fund titled 80220 – Organized Crime Commissioner Fund; no approval is necessary from the State Auditor, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:05 AM

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

 9:06 AM

Commissioner Leggett advised that Sheriff Calvin Graham filed his report for the month of March 2025 showing 1,941 meals served and 199 washes completed. A copy is on file in the Commissioners’ office.

IN THE MATTER OF
CARROLL COUNTY TRANSIT – MARCH 2025
MONTHLY REPORT

 9:06 AM

Commissioner Leggett advised that Sonja Trbovich, Carroll County Transit Director filed her report for the month of March 2025 showing 41,508 service miles driven; 2,165 total passenger trips; and 24 declined rides. This is a 23.15% increase in total passenger trips over February 2025. A copy of the report is on file in the Commissioners’ office.

IN THE MATTER OF
PROCLAMATION
FAIR HOUSING MONTH

 9:07 AM

Commissioner Leggett read the Proclamation.

Motion: to adopt a Proclamation designating the month of April as National Fair Housing Month, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:08 AM

IN THE MATTER OF
PROCLAMATION
NATIONAL COUNTY GOVERNMENT MONTH 2025

 9:08 AM

Commissioner Leggett read the Proclamation.

Motion: to adopt a Proclamation recognizing April 2025 as National County Government Month, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:09 AM

IN THE MATTER OF
REPORT OF COUNTY DOG WARDEN

 9:09 AM

Merle Long, Deputy Dog Warden appeared before the Board to provide the monthly Dog Pound report for March 2025. Deputy Warden Long advised that 14 dogs were taken in, 15 dogs were adopted to new families, two dogs were reclaimed by their owners, no dogs were euthanized, no citations for no license were issued, and one at-large citation was issued.

IN THE MATTER OF
DOG POUND
SUBARU LOVES PETS

 9:10 AM

Merle Long, Deputy Dog Warden appeared before the Board to discuss “Subaru Loves Pets” month in October. Deputy Warden Long

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advised that Huebner Subaru and the ASPCA have partnered with the Carroll County Dog Warden’s office again this year and are offering a \$4,000.00 grant for any and all dogs adopted during the month of October. One of the grant requirements is for the Dog Warden to hold an adoption event during the month of October at Huebner Subaru. Deputy Warden Long advised that the proposed date for this event is Saturday, October 4, 2025 from 10:00 a.m. until 2:00 p.m. Invitations to attend the event have been extended to area rescues and shelters, the Carroll County Humane Society, and two local food truck vendors. The Carroll County Humane Society plans to offer microchipping for \$30.00 and rabies shots for \$10.00. Dogs will be available for adoption from the Carroll County Dog Pound as well as other rescues and shelters. Fresh off the Farm food truck and Jimmy’s Backyard BBQ plan to be on site with an assortment of food and beverages. Commissioner Wirkner asked Deputy Warden Long to work with Clerk Melissa Schaar to ensure that the event is properly insured.

Motion: to allow the Dog Pound to hold an adoption event on October 4, 2025 as part of Subaru Loves Pets month, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:11 AM

IN THE MATTER OF
CARROLL GOLDEN AGE RETREAT
MONTHLY REPORT

 9:13 AM

Dawn Faulk, Carroll Golden Age Retreat (CGAR) Superintendent appeared before the Board to provide the monthly report for March 2025. Ms. Faulk advised that The Family Worship Center came to play bingo with the residents on Saturday. Everyone had a great time. The annual Auditor’s dinner will be held on Thursday, April 10, 2025 at 6:00 p.m. Tours of the facility will be available at 5:30 p.m. The auxiliary committee meetings will be held on April 22, 2025 at 4:30 p.m. There will be a meeting of the Golden Age Improvement fund committee and the Citizens for the County Home committee. These two committees are dedicated to promoting a safe and enjoyable living environment for the county home residents. Anyone interested in joining these committees should contact Ms. Faulk at 330.627.4665. Ms. Faulk advised that there has been some confusion about admission at CGAR. Residents must be 18 years or older and be an established Carroll County resident, who has paid property taxes for at least one year. Carroll County residents can come to CGAR regardless of ability to pay. Out of county residents must be able to pay the first year plus 10%. Out of county residents are welcome as long as there is availability. Ms. Faulk advised that she is currently accepting new residents, and she is hiring a nurse aide for the 3:00 p.m. to 11:00 p.m. shift. Ms. Faulk thanked Janice Lane for donating seamstress work for the residents. There were 23 females, 10 males, and four new admissions for a total of 33 residents for the month of March.

IN THE MATTER OF
AUDITOR’S OFFICE
SOFTWARE SOLUTIONS

 9:18 AM

Commissioner Wirkner asked Melissa Schaar, Clerk to explain the upgrades. Ms. Schaar advised that the VIP Cloud Analytics will allow all departments to enter their own budgets into the system. The VIP Analytics Excel Publisher will allow the Budgetary department to create reports without so many workarounds. Commissioner Leggett advised that the upgrades would make the system more efficient.

Motion: to accept the quote from Software Solutions in the amount of \$11,000.00 to upgrade the Auditor’s software with VIP Cloud Analytics and VIP Analytics Excel Publisher; the yearly cost for the upgrades will raise the annual software support fees an additional \$5,400.00, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II.

Motion carried on unanimous vote.

 9:19 AM

IN THE MATTER OF
PROSECUTOR OPINION

 9:19 AM

Melissa Schaar, Clerk advised that the Quit Claim Deed is for the mineral rights at the Board of Developmental Disabilities administration offices on High Street.

Motion: to send a Quit-Claim Deed to the Prosecutor for his review for form and function, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II.

Motion carried on unanimous vote.

 9:19 AM

IN THE MATTER OF
PROCLAMATION
CHILD ABUSE PREVENTION MONTH 2025

 9:20 AM

Jennifer Burns, Job and Family Services (JFS) Director, Brandi Jo Tinlin, Social Services Supervisor, and Leah Batson, Social Services Supervisor were present in session for the Child Abuse Prevention Month proclamation. Ms. Tinlin read the proclamation. Ms. Burns advised that tomorrow, April 4, 2025, is Wear Blue Day to raise awareness for Child Abuse Prevention. There will be a virtual training on April 23, 2025 from 2:30 p.m. until 4:00 p.m. The title of the training is Behavior Belongs in the Brain. More information will be coming about this training.

Motion: to adopt a Proclamation recognizing April 2025 as Child Abuse Prevention Month throughout Carroll County, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:24 AM

IN THE MATTER OF
FY25 BUILDING DEMOLITION GRANT
BLIGHT DETERMINATION – VERIFICATION

Motion: to approve the Blight Determination and Verification Form for the FY25 Building Demolition grant program for the structures located at 2258 Waynesburg Rd. NW, Carrollton, and 2252 Apollo Rd. SE, Carrollton, and authorize the Board President to sign same, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:25 AM

IN THE MATTER OF
BROWNFIELD REMEDIATION PROGRAM
REQUEST FOR QUALIFICATIONS

 9:25 AM

Melissa Schaar, Clerk advised that the consultant is needed to administer the Brownfield Remediation Grant for a Phase 1 and a Phase 2 Assessment at the new Great Trail Fire Department location.

Motion: to advertise the Request for Qualifications for Environmental Engineering Consulting Services; Statements of Qualifications must be received no later than 3:00 p.m. on May 2, 2025, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:26 AM

IN THE MATTER OF
CLERK’S REPORT

 9:26 AM

April D. Mayle, Assistant Clerk I advised that the Carroll County Board of Developmental Disabilities and Carroll Hills Council are planning a Spring Craft Show on Saturday, April 12, 2025, from 10:00 am to 2:00 pm to be held at the Carroll Hills School, located at 2167 Kensington Road NE, Carrollton. There will be a variety of vendors offering homemade items for Spring and Easter, as well as delicious items to satisfy your sweet tooth. Ms. Mayle advised that they will have a 50/50 drawing, selling raffle tickets to win crafts, and a lunch stand will provide food by donation. All money generated from this event will support activities for both school students and adult service individuals. Table spaces are available for this event at \$20.00 per 8-foot table/floor space. Anyone interested in securing a spot for the craft show, please contact Carroll Hills School at 330-627-7651 between the hours of 9:00 am and 3:00 pm.

IN THE MATTER OF
CLERK’S REPORT

 9:27 AM

April D. Mayle, Assistant Clerk I advised that the Carroll County Sheriff’s Office will be hosting a drug takeback event in the lobby of the Sheriff’s Office at 43 Second Street SE in Carrollton on Saturday, April 26, 2025 from 10:00 am to 2:00 pm. They will accept all controlled substance medications, non-controlled medications, vitamins, syrups, ointments, creams, lotions, and inhalers. They will not accept any sharp items, thermometers or batteries, medical waste, aerosols, chemicals/disinfectants such as peroxide, or any personal care products. Please bring all your unneeded medications so that they do not sit in your cabinet and risk getting into the hands of the wrong person.

IN THE MATTER OF
MEETING

 9:28 AM

Commissioner Wirkner advised that he will be chairing the Board of Revisions meeting at 10:30 a.m. in the Commissioners’ meeting room.

IN THE MATTER OF
9-1-1

 9:28 AM

Commissioner Wirkner advised that the Technical Services Advisory Committee sent two items to the Program Review Committee. The Program Review Advisory Committee has recommended the approval of both items. Commissioner Wirkner advised that dispatcher workstations have multiple phones that need consolidated to one headset. This will combine all phone traffic and will allow calls to be recorded through the Guardian software. In doing this, the auto-attendant will be removed from the Sheriff’s Office administration line.

Motion: to approve the phone consolidation project for the 9-1-1 Dispatch center at a cost of \$11,288.80, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** President Donald E. Leggett II, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:31 AM

Commissioner Wirkner advised that it has been discovered that workstation #3 in the 9-1-1 Dispatch center is not wired to the generator.

Motion: to approve the connection of workstation #3 in the 9-1-1 Dispatch center at a cost of \$300.00; the work will be completed by Richardson Electric, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** President Donald E. Leggett II, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:31 AM

IN THE MATTER OF
ISSUE 2

 9:31 AM

Commissioner Wirkner advised that Issue 2 will be on the ballot in May. Commissioner Wirkner advised that Issue 2 does not raise taxes; the funds come from bonds. Commissioner Wirkner reviewed the Issue 2 projects that have been funded in Carroll County.

IN THE MATTER OF
CCBDD
CARROLL HILLS SCHOOL

 9:31 AM

Commissioner Leggett advised that he recently spoke to Mathual Campell, Superintendent of the Carroll County Board of Developmental Disabilities (CCBDD). Mr. Campbell shared some concerns that he has about the driveway exit at Carroll Hills School. Mr. Campbell advised that if the school’s driveway exit gets shut off, there is no way to exit the property. Commissioner Leggett advised that a culvert and stone needs to be put in the swampy ditch area on the north side so there can be an exit through the dog pound property. 180’of culvert costs \$5,202.00 plus \$500.00 worth of stone for leaching will be needed. Commissioner Leggett advised that Mr. Campbell will pay for the materials and the Engineer will do the work. Commissioner Wirkner advised that this will provide an emergency exit and improve the value.

IN THE MATTER OF
COUNTY ANNEX BUILDING
RENOVATION

 9:36 AM

Commissioner Leggett advised that the old boilers are being disassembled now. A lot of drywall has been put up and the big gym looks like an office space now. The project is moving along well.

IN THE MATTER OF
ADJOURN

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: Commissioner Robert E. Wirkner and President Donald E. Leggett II; NEY: None; ABSENT: Vice President Christopher R. Modranski; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** President Donald E. Leggett II. Motion carried on unanimous vote.

 9:37 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

/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