



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

449 South Meridian Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk  
330-297-3600

Thursday, February 8, 2018

9:01 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

| Attendee Name             | Title          | Status  |
|---------------------------|----------------|---------|
| Vicki A. Kline            | President      | Present |
| Sabrina Christian-Bennett | Vice President | Present |
| Mike Kerrigan             | Board Member   | Present |

Also attending throughout the day Record Courier Reporter Matt Merchant and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:02 AM

## ADMIN TEAM

Present: Human Resources Director Janet Kovick; Department of Budget and Financial Management Director Todd Bragg; Internal Services Director JoAnn Townend; Chief Building Official Charles Corcoran

## EXTERNAL SERVICES:

Resolution(s) – # 18 & 19

## Discussion:

### 1. Project Erie, Shalersville:

Director Corcoran presents an Estimate/Probable Cost I comparison sheet of the Portage County Building Department fees associated with the proposed Erie Project in Shalersville Township.

Director Corcoran does not recommend incentives be granted waiving Building Department fees as this practice is not typically done for commercial clients and he believes that starting a precedent would not be advisable.

**Portage County Building Department**  
Erie Project - Bldg Department Fee Comparisons 2/2/2018

**Rubbermaid (201.2)**

|                       |               |
|-----------------------|---------------|
| Building Size         | 815,000 SF    |
| PCBD Fees collected   | \$ 143,866.89 |
| Inspections conducted | 29            |
|                       | 1,000,000 SF  |

**Erie Project**

Building Size  
Projected Fees

**Portage County**

|                       |          |    |           |                       |
|-----------------------|----------|----|-----------|-----------------------|
| Submittal Application |          | \$ | 180.25    | Number of Inspections |
| Plan Review           | 120 HR   | \$ | 9,000.00  | Estimate              |
| Building              | 1 MB SF  | \$ | 60,175.00 | Not stated            |
| Mechanical            | 1 Mil SF | \$ | 35,060.00 | Not stated            |
| Electrical            | 1 Mil SF | \$ | 35,060.00 | Not stated            |
| Suppression           | 1 Mil SF | \$ | 35,060.00 | Not stated            |
| Alarm                 | 1 Mil SF | \$ | 5,060.00  | Not stated            |
| State Fee 3%          |          | \$ | 5,387.86  |                       |

|                     |    |            |            |
|---------------------|----|------------|------------|
| Total Estimate Fees | \$ | 184,983.11 | Not stated |
| Re Inspection Fees  | \$ | 35.00 Ea   |            |

**Comparisons**

**State of Ohio Industrial Compliance**

|                     |          |                  |                       |
|---------------------|----------|------------------|-----------------------|
| Application         |          | Included in fees | Number of Inspections |
| Plan Review         |          | Included in fees |                       |
| Building            | 1 Mil SF | \$ 105,275.00    | 97                    |
| Mechanical          | 1 Mil SF | \$ 65,275.00     | 97                    |
| Electrical          | 1 Mil SF | \$ 65,275.00     | 97                    |
| Suppression         | 1 Mil SF | \$ 65,275.00     | 97                    |
| Alarms              | 1 Mil SF | \$ 1,500.00      | 10                    |
| State Fee 3%        |          | NA               |                       |
| Certificate of Occu | 1 Ea     | \$ 65.00         |                       |
| Total Estimate Fees | \$       | 302,665.00       | 398                   |
| Reinspection Fees   | \$       | 150.00 Ea        |                       |

**Richland County**

|  |          |                  |                       |
|--|----------|------------------|-----------------------|
| Application                                |          | Included in fees | Number of Inspections |
| Plan Review                                | 120 HR   | \$ 12,000.00     | Estimate              |
| Building                                   | 1 Mil SF | \$ 75,200.00     | Not stated            |
| Mechanical                                 | 1 Mil SF | \$ 50,200.00     | Not stated            |
| Electrical                                 | 1 Mil SF | \$ 50,200.00     | Not stated            |
| Suppression                                | 1 Mil SF | \$ 50,200.00     | Not stated            |
| Alarms                                     | 1 Mil SF | \$ 30,200.00     | Not stated            |
| State Fee 3%                               |          | \$ 8,040.00      |                       |
| Certificate of Occu                        | 1 Ea     | \$               | Included              |
| Total Estimate                             | \$       | 276,040.00       |                       |
| Reduction for over 121( SF (F.85 use) -15% | \$       | 41,405.00        |                       |
| Total Estimate Fees                        | \$       | 234,634.00       |                       |
| Re-inspection Fees                         |          | 75.00 Ea         |                       |

After some discussion, the Board agreed it will not discount its fees and Commissioner Christian-Bennett already shared that information with Mr. Mullis (Erie Project, Shalersville Township).

**2. Request authorization to transmit case to Prosecutor's office.**

**Brief History:**

On February 2, 2017, the Portage County Building Department conducted a property inspection of 5438 Bronco Road, Charlestown Township, Portage County, Ohio (PPN # 05-037-10-00-067-000), and found the dwelling was a serious hazard. A report was transmitted from the Portage County Building Department to the Charlestown Township Zoning Inspector, along with similar findings from the County Health Department.

On August 21, 2017, the Charlestown Township Zoning Inspector indicated the building was being demolished and upon further investigation it was determined the demolition was being conducted without a permit and a Stop Work Order was posted.

On the morning of January 26, 2018, the Charlestown Township Zoning Inspector indicated the building was again being demolished without approval or permit, and has transitioned from a serious hazard to an imminent hazard to any occupant entering or working on/near the building.

Charlestown Township is working with Neighborhood Development Services and the structure is on the list for demolition this year.

Director Corcoran is requesting Board approval to forward this case to the Portage County Prosecutor's office for legal action, and the Board agreed.

The Board recommended Director Corcoran also contact the Treasurer's Office as the owner has approximately \$4410 in outstanding delinquent taxes according to the Auditor's website.

### **3. Justice Center Project fees**

Director Corcoran received an inquiry on February 2, 2018 from Ms. Brook Bender, Wachtel and McAnally Architects, asking whether they can pay for the permits upon pick up. Director Corcoran is asking if a decision has been made by the Board relative to Building Department fees (plan review and permits) for the Portage County Justice Facility, since this is one of our projects. The Building Department has received the drawing for the jail addition and no application fee has been submitted.

Director Townend noted the construction manager fees are built into the project and the Board agreed to leave it as it stands. Current fees are approximately \$6,400 (\$2500 for the building, \$1200 for sprinklers, \$1300 for mechanical, and \$1400 for electrical).

Director Townend will inform the Construction Manager of the Board's decision to not waive the fees.

### **HUMAN RESOURCES:**

Journal Entries - # 6-14

Resolution - #20

### **Discussion:**

1. Personnel Manual – Section 28 – Smoke Free Workplace

Director Kovick presented Section 28 of the Commissioners' Personnel Policy Manual entitled Smoke Free Workplace and made the following recommendations:

**PORTAGE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**SMOKE/TOBACCO/VAPOR FREE WORKPLACE**

**SECTION 28**

EFFECTIVE: xx/xx/2018

RESOLUTION: 18-xxxx

**A. STATEMENT OF POLICY**

- 1) Pursuant to Ohio Revised Code Chapter 3794, smoking is absolutely prohibited in all facilities owned or operated by Portage County. The County prohibits smoking and use of tobacco or vaporizing products in all worksites and in all outdoor areas adjacent to doors, windows, and other access points that may permit smoke to enter the ventilation system. Smoking or use of tobacco or vaporizing products are is also prohibited in all vehicles owned by the County.
  - a. Smoking or use of tobacco or vaporizing products are is prohibited within 25' of windows, doorways, and ventilation systems of all County facilities.
  - b. "No Smoking" signs will be posted at the entrance of each County facility.
  - c. Ashtrays and smoking receptacles will be moved to a point 25' from any window, doorway, or ventilation system. This will allow those approaching a County facility to extinguish cigarettes and/or cigars.

**B. DEFINITIONS**

- 1) For the purposes of this policy, "use of tobacco or vaporizing" includes, but is not limited to, any tobacco product such as cigarettes, cigars, pipe tobacco, and chewing tobacco, as well as any device intended to simulate smoking, such as electronic cigarettes or personal vaporizers.
- 2) For the purposes of this policy "smoking" includes, but is not limited to, inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe or other lighted smoking device for burning tobacco or any other plant.

**B C. VIOLATIONS**

- 1) Violation of the smoke-free workplace policy will result in discipline and may result in the assessment of a monetary penalty by the Ohio Department of Health. An employee who has violated this policy will be held financially responsible for fines assessed against the County due to the violation, and the County reserves the right to deduct the amount of such fines from the employee's pay.

The Board agreed to incorporate today's changes with the adoption of the draft resolution to amend the Portage County Board of Commissioners' Personnel Policy Manual./18-0118



**DBFM:**

Resolution(s) - #'s 1 to 8

Journal Entries - #1 & 2

**INTERNAL SERVICES:**

Resolution(s) - #'s 9 to 17

**Discussion**

1. **Woody Goodnight Food Truck (Angelo's Pizza Shop)**  
Mr. Goodnight, who operates Angelo's Pizza Shop in Rootstown, has asked if he could provide food truck services to the Portage County Administration Building and the Justice Center once construction begins. The Board is in favor of the idea, but believes it could be done on a rotation type basis with other vendors, as well. The Board agreed to have Director Townend check with the Health Department and Prosecutor's Office for additional information before moving forward with the request.
2. **Facility Tours**  
The Board would like to start facility tours of the Administration Building immediately and would like to have the Department Head or Elected Official, Director Bragg and Director Townend present during the walk through. The Board agreed Thursday afternoons are preferable for the tours and Director Townend will begin scheduling.
3. **Work sessions**  
The Board would like to start work sessions on Tuesdays, with the first one being held on February 27, 2018, from 9:30 AM-11:00 AM. The Board would like compiled packets on Monday.
4. **Work Flow:**  
The Board agreed to the following:
  - a. Job Descriptions: The Board does not want to review draft job descriptions unless it's for 7<sup>th</sup> floor staff.
  - b. Minutes: The Board agreed to have staff forward the draft meeting minutes directly to the Board for review, eliminating review by the Internal Services Director.
  - c. Pre-review of documents: The Board would like to have policy changes in advance.
5. **Contract Process:**  
Director Townend discussed the contract process with the Board. The Board would like to predominately use the County's standard contract, as opposed to using vendor contracts and Director Townend will contact the Prosecutor's Office to discuss the specifics.

9:41 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1) and (G)(6), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the employment and discipline of public employee or official, and for details relative to the security arrangements for a public body or a public office. Also present: Internal Services Director JoAnn Townend and Human Resources Department Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:30 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **COUNTY RECORDER**

Present: Lori Calcei; Department of Budget and Financial Management Director Todd Bragg; Internal Services Director JoAnn Townend; and Ed Deen, Deerfield Township

10:31 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the compensation of a public employee or official. Also present: County Recorder Lori Calcei. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:53 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **COMMISSIONERS' CONSENT AGENDA**

February 8, 2018

1. Approval of the February 1, 2018 regular meeting minutes.

\* \* \* \* \*

#### **RESOLUTIONS**

February 8, 2018

#### **Budget & Financial Management:**

1. Approve the Thursday, February 8, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0099
2. Approve the Thursday, February 8, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0100

3. Approve the Thursday, February 8, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0101
4. Approve the Thursday, February 8, 2018 Then & Now Certification, as presented by the County Auditor. /18-0102
5. Approve the Tuesday, February 13, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0103
6. Approve the Tuesday, February 13, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0104
7. Approve the Tuesday, February 13, 2018 Then & Now Certification, as presented by the County Auditor. /18-0105
8. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0106

**Internal Services:**

9. Portage County Commissioners board appointments for year 2018. ***/PULLED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION.***

A motion was made by Commissioner Christian-Bennett to pull Resolution No. 9 from the Consent Agenda.

10. Enter into amendment no. 2 for family and individual counseling and therapeutic services for Children Services between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Northeast Ohio Behavioral Health, LTD. /18-0108
11. Enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services, and the Northeast Ohio Consortium Council of Governments and Ohioguidestone, Inc. for the Comprehensive Case Management & Employment Program (CCMEP). /18-0109
12. Enter into an agreement between the Board of Commissioners, the Portage County Department of Job & Family Services and the Portage County Prosecuting Attorney. /18-0110
13. Enter into an amendment no. 4 between the Portage County Board of Commissioners and the Portage Development Board. /18-0111
14. Enter into an amendment No. 3 between the Portage County Board of Commissioners, Portage County Recorder and High Line Corporation, dba Casnet. /18-0112
15. Approve plans and specifications and set date for accepting bids for culvert replacements on Yale Road (CH55), located in Deerfield and Palmyra Townships, and Limeridge Road (CH222) in Freedom Township, Portage County. /18-0113

16. A resolution authorizing the purchase, through the Ohio Department of Transportation (ODOT) – contract #023-18 of one (1) 2018 International single axle cab and chassis – from Rush Truck Centers of Ohio, Inc. for use by the Portage County Engineer./18-0114

17. Authorizing the Portage County Combined Health District to accept payments for “County expenses” by financial transaction devices. /18-0115

#### **External Services**

18. Accept and enter into a corrected successor collective bargaining agreement between the Portage County Board of Commissioners and the Teamsters Local Union No. 436 concerning employees in the Portage County Dog Warden./18-0116

19. Acceptance of donations to the Office of the Portage County Dog Warden./18-0117

#### **Human Resources**

20. Adoption of the amended Portage County Board of Commissioners Personnel Policy Manual./18-0118

**Motion To:** Approve the Consent Agenda for February 8, 2018

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

**AYES:** Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

#### **ADDITIONAL DISCUSSION ITEM (HELD FROM CONSENT AGENDA):**

9. Portage County Commissioners board appointments for year 2018.

Commissioner Christian-Bennett explained Resolution No. 9 (Commissioners Board Appointments for Year 2018), the AMATS Technical Advisory Committee appointment for Small Villages is no longer needed as the Township Association has taken over the position, so it should be removed from the draft Resolution. Once removed, the Board approved the resolution. Motion was made by Commissioner Christian-Bennett, seconded by Commissioner Kerrigan. All in favor, motion carries./18-0107

\* \* \* \* \*

Commissioner Kerrigan noted Journal Entry No. 5 indicates the Board of Commissioners agrees to **support** the Ravenna City/Township JEDD and he requests the word **support** be changed to **participate in** and the Board agreed.

\* \* \* \* \*

10:59 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into

executive session to discuss discipline of a public employee. Also present: Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

11:07 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

## **OLD/NEW BUSINESS**

Old Business – None

New Business

### **1. Meeting with Joleen Clelland (911 Fund):**

Director Townend explained Ms. Clelland was scheduled to meet with the Board and had to cancel due to a family emergency. Director Townend will reach out to her to reschedule.

### **2. Job and Family Services Resolution pulled from last Thursday's meeting:**

February 11, 2018 Resolution No. 11: Enter into an agreement between the Portage County Board of Commissioners, on behalf of the Portage County Department of Job and Family Services, and Northeast Ohio Consortium Council of Governments and Family & Community Services, Inc. for the comprehensive case management and employment program (CCMEP).

Commissioner Kerrigan has reviewed the agreement and would like to move forward with accepting the resolution today. The Board agreed Director Townend will bring the resolution back next week for Board approval.

### **3. January 29, 2018 e-mail from Attorney Denise Smith, regarding Portage County Board of Developmental Disabilities Board Member Appointments:**

Commissioner Kerrigan still needs to review the document.

### **4. County Administrator:**

Commissioner Kerrigan presented and discussed additional information for the proposed County Administrator position, which included An Overview of County Administration from NACo, a sample job description from Medina County, and a sample Organizational Chart.

**RESOLUTION NO. 18-0099**

-

**RE: BILLS APPROVED AND ACH CERTIFIED TO  
THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 8, 2018 in the total payment amount of **\$704,582.66** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, February 9, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 8, 2018 in the total payment amount of **\$2,894.98 to Moneris** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0100**

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 18-0101**

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 18-0102                      -                      RE:    ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an



appropriate fund free from any previous encumbrances (Then and Now Certification); and

**WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

**WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$587,259.18** as set forth in Exhibit "A" dated **February 8, 2018** shall be paid; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0103                      -                      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 13, 2018 in the total payment amount of **\$454,624.05** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:



Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0104**

-

**RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

|          |     |              |
|----------|-----|--------------|
| 02/13/18 | 380 | \$ 372.56    |
| 02/13/18 | 379 | 975.37       |
| 02/13/18 | 335 | 125.00       |
| 02/13/18 | 327 | 7,035.00     |
| 02/13/18 | 326 | 3,171.00     |
| 02/13/18 | 325 | 280.00       |
| 02/13/18 | 324 | 846.14       |
| 02/13/18 | 277 | 1,331.71     |
| Total    |     | \$ 14,136.78 |

; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0105****- RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$367,694.03** as set forth in Exhibit "A" dated **February 13, 2018** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0106**

**RE: AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

|                                   | <i>Increase</i>  | <i>Decrease</i> |
|-----------------------------------|------------------|-----------------|
| Fund: 1026 Kent Muni Ct Projects  |                  |                 |
| 520 Municipal Court               |                  |                 |
| 10264 Kent Muni Court Projects CS | 15,000           | -               |
| MEMO TOTAL                        | <u>\$ 15,000</u> | <u>\$ -</u>     |

Note:

|   |                  |             |
|---|------------------|-------------|
| Fund: 4240 Center Rd Widen/Bridge Rplcm |                  |             |
| 800 Engineer's Department               |                  |             |
| 42404 Center Rd Widening CS             | 20,000           | -           |
| 42406 Center Rd Widening CO             | 6,000            | -           |
| MEMO TOTAL                              | <u>\$ 26,000</u> | <u>\$ -</u> |

Note: CHANGE ORDER 2      CONSULTANT  
MODIFICATION

|                                  |                  |             |
|----------------------------------|------------------|-------------|
| TOTAL MEMO BALANCE FOR ALL FUNDS | <u>\$ 41,000</u> | <u>\$ -</u> |
|----------------------------------|------------------|-------------|

*Increase**Decrease*

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0107                      -                      RE:    PORTAGE COUNTY COMMISSIONERS BOARD  
APPOINTMENTS FOR YEAR 2018.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

**RESOLVED,**                      by the Board of County Commissioners, Portage County, Ohio, that the following board appointments be made:

| BOARD   | REPRESENTATIVE            | ALTERNATE      |
|---|---------------------------|----------------|
| <b>911 Planning Committee</b>                   | Mike Kerrigan             | Vicki A. Kline |
| Presiding Officer                               |                           |                |
| <b>AMATS Citizen Involvement Committee</b>      | Audrey Kessler            | N/A            |
| <b>AMATS Policy Committee</b>                   | Vicki A. Kline            | Melissa Long   |
| 3 Board of Commissioners                        | Sabrina Christian-Bennett | Jim Greener    |
|   | Mike Kerrigan             | Frank Hairston |
| <b>AMATS Technical Advisory Committee (TAC)</b> |                           |                |
| Portage County Township Association             | John Kovacich             | Jim Greener    |

|   |                           |                           |
|---|---------------------------|---------------------------|
| <b>Board of Revisions</b>   | Vicki A. Kline            | Tom Medzie                |
| Designee  |                           |                           |
| <b>Combined General Health District<br/>Advisory Council</b>  | Vicki A. Kline            | N/A                       |
| President   |                           |                           |
| <b>Community Corrections Board</b>  | Vicki A. Kline            | Sabrina Christian-Bennett |
| <b>Community Improvement Corporation<br/>of Summit, Medina<br/>and Portage Counties (CIC)<br/>(Greater Akron Chamber)</b> | Brad Ehrhart              | N/A                       |
| Representative and Voting Member  |                           |                           |
| <b>County Commissioners' Assoc Ohio<br/>(CCAO) Membership Meetings for 2018</b>   | Sabrina Christian-Bennett | Vicki A. Kline            |
| Designate of official representative<br>and alternate   |                           |                           |

| BOARD   | REPRESENTATIVE   | ALTERNATE        |
|---|------------------|------------------|
| <b>County Commissioners' Assoc Ohio<br/>Service Corp. (CCAOSC) Energy Comm</b>                                    | Michelle Crombie | JoAnn Townend    |
| Appointing Representative & Alt<br>to Natural Gas Purchase Program  |                  |                  |
| <b>Data Processing Board</b>  | Mike Kerrigan    | Vicki A. Kline   |
| <b>Direction Home Areawide<br/>And County Advocacy</b><br>(fka: Area Advisory Council of<br>Area Agency on Aging) | Melissa Long     | N/A              |
| <b>Emergency Food and Shelter Board of<br/>Portage County (Fed Bd)</b>  |                  |                  |
| President   | Vicki A. Kline   | Kellijo Jeffries |
| Required  | Ryan Shackelford | N/A              |
| <b>Emergency Management Agency</b>  | Vicki A. Kline   | N/A              |

|  |                           |                           |
|--|---------------------------|---------------------------|
| <b>Advisory Council</b>  |                           |                           |
| 3 Board of Commissioners   | Sabrina Christian-Bennett | N/A                       |
|  | Mike Kerrigan             | N/A                       |
|  |                           |                           |
| <b>Family and Children's First Council</b>   | Vicki A. Kline            | Mike Kerrigan             |
|  |                           |                           |
| <b>Investment Advisory Committee</b>   | Vicki A. Kline            | N/A                       |
| President & Vice President   | Sabrina Christian-Bennett | N/A                       |
|  |                           |                           |
| <b>Landbank Board of Directors</b>   | Vicki A. Kline            | Sabrina Christian-Bennett |
| Two Commissioners and One Alternate  | Mike Kerrigan             |                           |
|  |                           |                           |
| <b>Local Emergency Planning Commission</b>   | Vicki A. Kline            | N/A                       |
| 3 Board of Commissioners   | Sabrina Christian-Bennett | N/A                       |
|  | Mike Kerrigan             | N/A                       |
|  |                           |                           |
| <b>Northeast Ohio Consortium Council of Government (NOC COG)</b>   | Sabrina Christian-Bennett | Mike Kerrigan             |
| Local Elected Official (LEO)   |                           |                           |
|  |                           |                           |
| <b>Northeast Ohio Four County Regional Planning and Development Org (NEFCO)</b>  | Gene Roberts              | Tia Rutledge              |
| Board of Commissioners has 6 aptm  | Todd Peetz                | Patrick Holland           |
|  | Joseph Diorio             | Mary Helen Smith          |
|  | John Zizka                | N/A                       |
|  | Mike Kerrigan             | Vicki A. Kline            |
|  | James Bierlair            | Jim Greener               |
| <b>BOARD</b>   | <b>REPRESENTATIVE</b>     | <b>ALTERNATE</b>          |
| <b>Northeast Ohio Four County Regional Planning and Development Org (NEFCO) Environmental Technical Advisory Committee (ETAC)</b>            |                           |                           |
|  | Ron Etling                | N/A                       |
| Ongoing term (Resolution No. 16-0106)  |                           |                           |
|  |                           |                           |
| <b>Northeast Ohio Four County Regional Planning and Development Org (NEFCO) Comprehensive Economic Development Strategy (CEDS) Committee</b> |                           |                           |
|  | Brad Ehrhart              | Diana Fierle              |
|  |                           |                           |
| <b>Ohio Public Works District 7 Integrating Committee</b>  | Mike Kerrigan             | Gene Roberts              |
| See Resolution No. 18-0043, 1-11-18 & 16-0679 set 3 year term expiring   | Mickey Marozzi            | Mike Collins              |



|   |                           |                |
|---|---------------------------|----------------|
| 5-30-2018   |                           |                |
| <b>Portage Development Board</b>  | Sabrina Christian-Bennett | Vicki A. Kline |
| <b>Portage-Geauga Joint Board</b>   | Vicki A. Kline            | N/A            |
| 3 Board of Commissioners  | Sabrina Christian-Bennett | N/A            |
|   | Mike Kerrigan             | N/A            |
| <b>Portage Metropolitan Housing Authority (PMHA) Housing Services Council</b> | Audrey Kessler            | N/A            |
| See Resolution No. 13-0450 with no term expiration date                       |                           |                |
| <b>Ravenna Arsenal Restoration Advisory Board (RAB)</b>                       | Ryan Shackelford          | N/A            |
| <b>Records Commission</b>   | Vicki A. Kline            | N/A            |
| President   |                           |                |
| <b>Regional Planning Commission</b>   | Vicki A. Kline            | Terry Montz    |
| 3 Board of Commissioners  | Sabrina Christian-Bennett | Matt Adelman   |
|   | Mike Kerrigan             | Jim Greener    |
|   | Gene Roberts              | Tia Rutledge   |
|   | Mickey Marozzi            | Dan Jendrisak  |
|   | James Bierlair            | Eric Long      |
| <b>Regional Planning Commission Executive Committee</b>                       | Sabrina Christian-Bennett | N/A            |
| (Appointed by Exec Comm President)  |                           |                |

| BOARD  | REPRESENTATIVE | ALTERNATE                 |
|--|----------------|---------------------------|
| <b>Sales and Use Tax Advisory Oversight Subcommittee</b>                   | Vicki A. Kline | Sabrina Christian-Bennett |
| See Resolution No. 16-0542, dated 6-28-16; 5 year term expiring 12-31-2020 |                |                           |
| President  |                |                           |
| Vice President, Alternate  |                |                           |
| <b>Solid Waste Management District Policy Committee</b>                    | Mike Kerrigan  | N/A                       |
| (As designated by Board President)   |                |                           |



|                               |                |             |
|-------------------------------|----------------|-------------|
| <b>Storm Water Task Force</b> | Vicki A. Kline | Jim Greener |
|-------------------------------|----------------|-------------|

; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Clerk, Internal Services Director, Record Courier Newspaper and all members listed on the Resolution; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote was as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0108                      -                      RE:    ENTER INTO AMENDMENT NO. 2 FOR FAMILY AND INDIVIDUAL COUNSELING AND THERAPEUTIC SERVICES FOR CHILDREN SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND NORTHEAST OHIO BEHAVIORAL HEALTH, LTD.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20160241 (the "Original Contract") by Resolution No. 16-0151 to provide Family and Individual Counseling and Therapeutic Services to benefit individuals who have or recently have had involvement with the Portage County Department of Job & Family Services' Children Services Division; and

**WHEREAS,** an Amendment No. 1 was entered into on February 9, 2017 through Resolution No. 17-0096 to renew the agreement for one (1) additional year from January 1, 2017 through December 31, 2017; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Northeast Ohio Behavioral Health, Ltd. to renew the agreement one (1) additional year from January 1, 2018 through December 31, 2018; and be it further

**RESOLVED,** that the total amount of this Agreement shall not exceed Sixty thousand and 00/100 dollars (\$60,000.00); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0109                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY DEPARTMENT OF JOB &  
FAMILY SERVICES, AND THE NORTHEAST  
OHIO CONSORTIUM COUNCIL OF  
GOVERNMENTS AND OHIOGUIDESTONE, INC  
FOR THE COMPREHENSIVE CASE  
MANAGEMENT & EMPLOYMENT PROGRAM  
(CCMEP)**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage County Department of Job & Family Services and the Northeast Ohio Consortium Council of Governments (NOCCOG) are in need of Independent Living program, Post-Secondary Education program and Leadership development training to eligible Portage County residents that will help eligible recipients of Portage County, ages 16 – 24, to overcome barriers to employment and develop skills local employers seek; and

**WHEREAS,** OhioGuidestone, Inc. is willing and able to provide these services; and

**WHEREAS,** on December 6 2017, the Area 19 WBD and the NOCCOG Board voted to give the authority for the NOC COG to enter into an Agreement with PCDJFS, and

OHIOGUIDESTONE, INC. for the provision of the services pursuant to the terms and conditions set forth within the Agreement; and

**WHEREAS,** the Agreement will be used to detail the terms of the relationship between the NOCCOG, Portage County Department of Job & Family Services and OhioGuidestone, Inc; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services does hereby enter into an Agreement with the Northeast Ohio Consortium Council of Governments and OhioGuidestone, Inc. with its principal place of business located at 202 East Bagley Road Berea, Ohio 44017, for the period October 1, 2017 through September 30, 2018, with the option to extend two (2) additional terms; and be it further

**RESOLVED,** that the total amount of the Agreement is not to exceed Eighty-Seven Thousand Two Hundred Forty-one and 97/100 dollars (\$87,241.97); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0110       -       RE:    ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE PORTAGE COUNTY PROSECUTING ATTORNEY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** PCDJFS has been designated by the Portage County Board of Commissioners as the public children services agency for Portage County, Ohio.

**WHEREAS,** PCDJFS is in need of full time assistance from the Assistant Prosecuting Attorney's office to ensure compliance with State, Federal and Local laws in the context of risk management and also needs legal representation in the presentation of evidence in cases alleging the abuse, neglect or dependency of

children pursuant to Ohio Revised Code 2151.40 and Juvenile Rule 29(E) and cases related to adult protective services pursuant to Ohio Revised Code 5101.60; and

**WHEREAS,** the Portage County Prosecuting Attorney holds itself capable of providing these services, now therefore be it resolved

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Agreement between the Board of Commissioners, the Portage County Department of Job & Family Services ("PCDJFS") and the Portage County Prosecuting Attorney for the period of January 1, 2018 through December 31, 2018, with successive one (1) year renewals contingent upon funding; and be it further

**RESOLVED,** that total compensation for the initial term of this agreement shall not exceed Three hundred twenty-three thousand and 00/100 dollars (\$323,000.00); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0111                      -                      RE:   ENTER INTO AN AMENDMENT NO. 4  
BETWEEN THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND THE PORTAGE  
DEVELOPMENT BOARD.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into on April 17, 2014 through resolution 14-0201 and known as Portage County Contract 20140251 to implement programming for economic development by and through Portage Development; and

**WHEREAS,** an amendment no. 1 between the parties was entered into on March 31, 2015 through resolution 15-0190 and known as Portage County contract 20150227; and

**WHEREAS,** an amendment no. 2 between the parties was entered into on June 7, 2016 through resolution 16-0423 and known as Portage County contract 20160288; and

**WHEREAS,** an amendment no. 3 between the parties was entered into on April 25, 2017 through resolution 17-0273 and known as Portage County contract 20160288; and

**WHEREAS,** the parties wish to extend said agreement for an additional one year, to commence on January 1, 2018 and terminate on December 31, 2018; and

**WHEREAS,** in consideration of the services to be provided by Portage Development the County shall pay Portage Development the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) from the general fund; and

**WHEREAS,** all other terms and conditions remain the same as the previous amendment; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into amendment no. 4 with the Portage Development Board in the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) for the term of January 1, 2018 through December 31, 2018; and be it further

**RESOLVED,** that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting opened to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0112                      -                      RE:    ENTER INTO AN AMENDMENT NO. 3  
BETWEEN THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS, PORTAGE COUNTY  
RECORDER AND HIGH LINE CORPORATION,  
dba CASNET.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into on October 8, 2015 through resolution 15-0855 and known as Portage County Contract 20150380 for microfilming services; and

**WHEREAS,** an amendment no. 1 between the parties was entered into on October 10, 2016 through resolution 16-0857 and known as Portage County Contract no. 20160428; and

**WHEREAS,** an amendment no. 2 between the parties was entered into on July 18, 2017 through resolution 17-0511 and known as Portage County Contract no. 20170331; and

**WHEREAS,** the parties wish to extend said agreement for an additional term, to commence on April 8, 2018 and terminate on December 31, 2018; and

**WHEREAS,** in consideration of the services to be provided by High Line Corporation, dba Casnet the County shall pay High Line Corporation, dba Casnet in the amount not to exceed Eighteen thousand two hundred forty and 00/100 dollars (\$18,240.00) from the Recorder's computer fund; and

**WHEREAS,** all other terms and conditions remain the same as the previous amendment; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into amendment no. 3 with High Line Corporation, dba Casnet in the amount not to exceed Eighteen thousand two hundred forty and 00/100 dollars (\$18,240.00) for the term of April 8, 2018 through December 31, 2018; and be it further

**RESOLVED,** that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting opened to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0113**

-

**RE: APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR CULVERT REPLACEMENTS ON YALE ROAD (CH 55), LOCATED IN DEERFIELD AND PALMYRA TOWNSHIP, AND LIMERIDGE ROAD (CH 222), LOCATED IN FREEDOM TOWNSHIP, PORTAGE COUNTY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Portage County Engineer has secured funding from the Ohio Public Works Commission (OPWC) to cover a portion of the cost associated with culvert replacements on **Yale Road (CH 55)**, located in Deerfield and Palmyra Township, and **Limeridge Road (CH 222)**, located in Freedom Township, Portage County, and



**WHEREAS,** plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

**RESOLVED,** that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the **Yale Road (CH 55) Culvert Replacement** in Deerfield and Palmyra Township, and the **Limeridge Road (CH222) Culvert Replacement** in Freedom Township, Portage County, and be it further

**RESOLVED,** that sealed bids will be accepted by the Portage County Director of Internal Services, 7th Floor, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M., Local Time, March 7, 2018;** and be it further

**RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **February 16, 2018** and **February 23, 2018** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0114                      -                      RE:    A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) - CONTRACT #023-18, OF ONE (1) 2018 INTERNATIONAL SINGLE AXLE CAB AND CHASSIS - FROM RUSH TRUCK CENTERS OF OHIO, INC, FOR USE BY THE PORTAGE COUNTY ENGINEER.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2018 International Single Axle Cab and Chassis** for use by the Portage County Engineer's road crew; and



**WHEREAS,** the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the Ohio Department of Transportation (ODOT) - Contract #023-18, one (1) **2018 International Single Axle Cab and Chassis**, and

**WHEREAS,** Rush Truck Centers of Ohio, Inc. is the contractor authorized by the Ohio Department of Transportation to offer said **International Single Axle Cab and Chassis** -- at the ODOT contract price of \$74,015.58; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2018 International Single Axle Cab and Chassis** from Rush Truck Centers of Ohio, Inc., 11775 Highway Drive, Cincinnati, Ohio 45241 for a total cost of \$74,015.58; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0115                      -                      RE:    AUTHORIZING THE PORTAGE COUNTY  
COMBINED GENERAL HEALTH DISTRICT TO  
ACCEPT PAYMENTS FOR "COUNTY EXPENSES"  
BY FINANCIAL TRANSACTION DEVICES**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Board of Commissioners recognizes that payments by credit and debit card and other electronic transactions have become a common occurrence in today's financial environment and are a common request by Portage County residents; and

**WHEREAS,** such payments and processes are and can be compatible with our current systems and implemented at little to no cost; and

**WHEREAS,** the Portage County Combined General Health District wishes to use a financial transaction device, as defined in R.C. 301.28(A)(1), for the purpose of accepting payment for "county expenses", defined in R.C. 301.28(A)(2) and R.C. 301.28(A)(3); and

**WHEREAS,** R.C. 301.28 authorizes the Health District to use a financial transaction device for the purpose of accepting payment for "county expenses", as defined in R.C. 301.28(A)(2) and R.C. 301.28(A)(3); and

- WHEREAS,** fees, costs, taxes, assessments, fines, penalties, or any other expense a person owes or pays to the Health District may be paid through the use of a "financial transaction device", in accordance with R.C. 301.28(A)(2); and
- WHEREAS,** in accordance with R.C. 301.28(A)(1), the specific "financial transaction device" that is acceptable for receiving payment for the referenced fees, costs, taxes, assessments, fines, penalties, and payments includes: a credit card, debit card, charge card, prepaid or stored value card, or automated clearinghouse network credit, debit, or e-check entry that includes, but is not limited to, accounts receivable and internet-initiated, point of purchase, and telephone-initiated applications or any other device or method for making an electronic payment or transfer of funds; and
- WHEREAS,** a surcharge or convenience fee may be collected for each payment made by a financial transaction device, and such surcharge or convenience fee shall be in accordance with the agreement governing and/or concerning the use and acceptance of the financial transaction device, in order to offset the Health District's costs relative to the provision of a financial transaction device for payment of Health District expenses; and
- WHEREAS,** in accordance with R.C. 301.28(E), proper notice of the surcharge or convenience fee collected for each payment made by a financial transaction device shall be clearly posted in the Health District offices, and provided to each person making a payment by a financial transaction device regardless of the medium used to make the payment and in a manner appropriate to that medium; and
- WHEREAS,** in accordance with R.C. 301.28(G), if a person makes a payment by a financial transaction device and the payment is returned or dishonored for any reason, the person shall be liable to the Health District for payment of a penalty over and above the amount of the expense due. The penalty shall be equal to the amount necessary to reimburse the Health District for banking charges, legal fees, or other expenses incurred by the Health District relating to the collection of the returned or dishonored payment. The terms of this paragraph concerning penalty fees shall be incorporated into the public notice explained in this Resolution; and
- WHEREAS,** the referenced public notice shall also include the terms set forth in R.C. 301.28(F), (H), and (I); and
- WHEREAS,** in accordance with R.C. 301.28(B), the Portage County Treasurer is designated as Administrative Agent to solicit proposals for a financial transaction device for the Health District, in accordance with this Resolution and the terms and requirements of R.C. 301.28, subject to the right of the Treasurer to decline this responsibility in writing within thirty (30) days after receiving a copy of this Resolution; and
- WHEREAS,** if the Treasurer timely declines this responsibility, then the Board of Commissioners shall perform the duties as the Administrative Agent. Now, Therefore, Be It

- RESOLVED,** that the Administrative Agent shall request proposals from financial institutions, issuers of financial transaction devices, or processors of financial transaction devices, as appropriate, in accordance with the terms set forth herein. Prior to sending any financial institution, issuer, or processor a copy of such request, the Administrative Agent shall advertise the intent to request proposals in a newspaper of general circulation in the County once a week for two consecutive weeks as required by R.C. 301.28; and be it further
- RESOLVED,** that upon receiving the proposals, the Administrative Agent shall review the same and present the Board with a recommendation on which proposal(s) to accept; and be it further
- RESOLVED,** that the Administrative Agent shall present the Board with a draft resolution approving contract negotiations with the financial institutions, issuers of financial transaction devices, or processors of financial transaction devices; and be it further
- RESOLVED** that the Administrative Agent shall present any agreement in principal resulting from negotiations undertaken under the authorization of the Board to the County Data Processing Board prior to final execution to ensure compatibility with the County's existing financial transaction processing systems; and be it further
- RESOLVED,** that the Board of Commissioners may then enter into a contract with any or all of the entities submitting proposals, as appropriate, and the Board of Commissioners shall provide any entity that submitted a proposal, but with which the Board of Commissioners does not enter into a contract, notice that its proposal is rejected. The notice shall state the reasons for the rejection, indicate whose proposals were accepted, and provide a copy of the terms and conditions of the successful proposals; and be it further
- RESOLVED,** a copy of this Resolution shall be clearly posted in the Health District offices; and be it further
- RESOLVED** the Clerk of the Board of Commissioners shall send a copy of this resolution to the Treasurer; and be it further
- RESOLVED,** the Administrative Agent shall assist the Health District in implementing the Health District's financial transaction device program; and be it further
- RESOLVED** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0116**

-

**RE: ACCEPT AND ENTER INTO A CORRECTED  
SUCCESSOR COLLECTIVE BARGAINING  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS AND  
THE TEAMSTERS LOCAL UNION NO. 436  
CONCERNING EMPLOYEES IN THE PORTAGE  
COUNTY DOG WARDEN**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

- WHEREAS,** the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 concerning employees in the Portage County Dog Warden was passed by Resolution 17-0966 and entered into on December 19, 2017. The Collective Bargaining Agreement as approved was found to be in error; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby accept and agree to enter into a Corrected Successor Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 as negotiated and as originally accepted by vote of the Bargaining Unit and be it further
- RESOLVED,** that this agreement shall be effective January 1, 2018 and shall continue in full force and effect through December 31, 2020; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0117**

-

**RE: ACCEPTANCE OF DONATIONS TO THE OFFICE  
OF THE PORTAGE COUNTY DOG WARDEN.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

| Name                      | Address                               |       |
|---------------------------|---------------------------------------|-------|
| Richard & Jennifer Salzer | 3277 Cook Rd Atwater Oh 44201         | \$15  |
| Charity Hawkins           | 1531 Hawthorn St Moragore Oh 44260    | \$15  |
| Donny Hope & Shanan Sells | 10468 South St Garrettsville Oh 44231 | \$100 |
| Joe & Susan Miller        | 4832 Alexander Rd Atwater Oh 44201    | \$200 |

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0118 - RE: ADOPTION OF THE AMENDED PORTAGE COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the existing Board of Commissioner's Personnel Policy Manual has been revised and updated in its entirety; now therefore be it

**RESOLVED,** that the Board of Commissioners do hereby adopt said Personnel Policy Manual as updated and revised effective March 12, 2018. Said Personnel Policy Manual shall be disseminated to all employees under the jurisdiction of the Board of Commissioners; and be it further

**RESOLVED,** that this said Personnel Policy Manual will supersede all prior versions; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**JOURNAL ENTRY**  
February 8, 2018

**Budget & Financial Management**

1. The Board of Commissioners approved the January 2018 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.
2. The Board of Commissioners signed the Addendums with the State of Ohio, Department of Rehabilitation and Correction modifying the 2018 Community-Based Corrections Program 407 Subsidy Grant agreement in the amounts of \$68,793.00 and \$446,776.00. The total expenditure is for Fiscal Year July 1, 2017 to June 30, 2019. Grant documents provided by Hank Gibson, Assistant Chief Probation Officer, Adult Probation Department and reviewed by Director Bragg, Department of Budget and Financial Management with no exceptions.

**Commissioners**

3. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the Ohio Development Services Agency Local Government Innovation Fund, Local Government Innovation Grant Program Payment Request Draw No. 1, as presented by the Regional Planning Commission as follows:

| Grant No.     | Activity Name                       | Amt Requested |
|---------------|-------------------------------------|---------------|
| SBIG 20170346 | PC Public Info and Branding Project | \$15,600.00   |
| Total         |                                     | \$15,600.00   |

4. The Board of Commissioners received the February 5, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission.
5. The Board of Commissioners agreed to participate in the Ravenna City/Township JEDD.



## **Human Resources**

6. The Board of Commissioners recognized the need to create a new, full-time permanent Training Specialist - OMJ/CSEA position in the Public Assistance Division of Job & Family Services, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners approved the job description for the Training Specialist – OMJ/CSEA position with Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing three day internal posting of the full time Training Specialist OMJ/CSEA, new position, for Portage County Job & Family Services, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Kelli Swigeart to Social Service Worker 3- On Call, replacing Keena Johnson, for Portage County Job & Family Services, effective February 12, 2018, presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Social Service Worker 3 replacing Kelli Swigeart for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners authorized an unpaid leave of absence for medical purposes for a Job and Family Services employee, presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Harry Carpenter from Engineering Technician I to Engineering Technician II for the Portage County Water Resources Department effective December 18, 2017, presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners signed the Personnel Action Form authorizing the part-time hire of Myles Poole as an Intern for the Portage County Water Resources Department for the 2018 spring semester, presented by Janet Kovick, Human Resources Director. Anticipated start date is February 12, 2018. The applicant has already completed the required pre-employment testing.
14. The Board of Commissioners signed the Personnel Action Form authorizing the part-time hire of Tommie Clifton as an Intern for the Portage County Water Resources Department for the 2018 spring semester, presented by Janet Kovick, Human Resources Director. Anticipated start date is February 12, 2018. The applicant has already completed the required pre-employment testing.

**Motion To:** Approve the Journal Entries for February 8, 2018

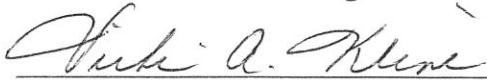


|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan  |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline |

**Motion To:** Adjourn the Official Meeting of February 8, 2018 at 11:16 AM

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                |
| <b>SECONDED:</b> | Mike Kerrigan  |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline |

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



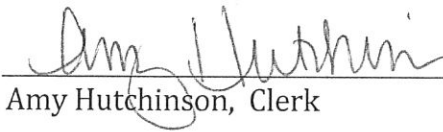
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk