

COMMISSIONERS' AGENDA
March 19, 2024

9:00 AM

1. The Board of Commissioners motion to approve the March 14, 2024 regular meeting minutes.

9:00 AM – 9:30 AM PORTAGE SOIL AND WATER CONSERVATION DISTRICT

Discussion:

1. Request for funds from the General Fund for the conservation agriculture work performed in Portage County by Portage SWCD.

9:30 AM – 9:35 AM HUMAN RESOURCES

Journal Entries:

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize to hire Amanda Perry, Administrative Assistant in Child & Adult Protective Services, Portage County Job & Family Services to be effective as of Monday, March 18, 2024.
2. Authorize to hire Hanna Rennick, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.
3. Authorize to hire Chyenney Downs, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.
4. Authorize the promotion of Mandy Minnick for full-time Assistant Director- Fiscal for Portage County Job & Family Services effective April 1, 2024.
5. Authorize the three-day internal posting of the full-time JFS Division Administrator - OMJ for Portage County Job & Family Services with external posting if no internal appointment is made.
6. The Board of Commissioners approves the new Maintenance Technician job description for Portage County Airport.
7. Authorize to post an external posting of the full-time Maintenance Technician for Portage County Airport.
8. Accept the resignation of Erica Smith for Eligibility Specialist, Job & Family Services Department to be effective as of April 4, 2024.
9. Authorize the three-day internal posting of the full-time Eligibility Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.

10. Authorize the separation due to retirement of Brandon Fritzpatrick, Water Treatment Plant Operator Portage County Water Resources to be effective as of January 26, 2024.
11. Authorize the seven-day internal posting of the full-time Water Treatment Plant Operator for Portage County Water Resources with external posting if no internal appointment is made.
12. Approve anniversary and/or step increases for the following non-bargaining employees:
 - Melissa Click
 - Brett Lee

9:35 AM – 9:40 AM DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Journal Entries:

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Direct the Auditor's Office to pay/process the March 14, 2024 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
2. Process the March 14, 2024 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Resolutions:

1. Declare the Necessity to Purchase Two (2) Vehicles for Use by the Portage County Veterans Services Department.
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410, Public Assistance Fund.
3. Transfer from Fund 1413, WIA Fund to Fund 1410, Public Assistance Fund.
4. Declare Obsolete and Authorize the Sale of Two (2) Vehicles from the Portage County Job & Family Services Department.

9:40 AM – 9:45 AM INTERNAL SERVICES

Discussion:

1. Project Updates

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement with Water Resources and Breakfire dba Silco Fire & Security for gate preventive maintenance.
2. The Board of Commissioners accepts the proposal of GPD Group and enters into an agreement for providing professional design services for the project known as the Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177) in Paris Township, Portage County.
3. The Board of Commissioners authorize execution of an agreement between Regional Planning Commission and the Portage County Engineer for the purpose of administration & coordination as it relates to the execution of responsibilities of the Portage County Storm Water District Septic Assistance Program.

9:45 AM – 9:50 AM COUNTY ADMINISTRATOR

Discussion:

1. Dog Warden Canvassers

9:50 AM – 10:00 AM WATER RESOURCES

Discussion:

1. Memo- Kent State University Property

Journal Entries:

1. The Board of Commissioners approves Portage County Water Resources to send a letter to the City of Kent stating they will not provide public water service to parcel 04-015-00-00-035-001 located in Brimfield Township.
2. The Board of Commissioners approves Portage County Water Resources to evaluate the water service area boundary between Portage County and the City of Kent in Brimfield Township to support development and address water quality for both public water systems.

10:00 AM – 10:30 AM

Recess the Portage County Board of Commissioners Meeting

****See attached agenda for 2024 General Community Development Block Grant Public Hearing****

Reconvene Board of Commissioners Regular Session

10:30 AM – 11:00 AM PALMER ENERGY & CCAO

Discussion:

1. Electric RFP Results
2. Change to CCAO Agreement (Gas)

11:00 AM – 11:05 AM PUBLIC COMMENT

MISCELLANEOUS

Resolutions:

1. Portage County Board of Commissioners appointment of Brian W. Crock to the Tax Incentive Review Council for Township of Shalersville.