



Portage County Board of Commissioners  
Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Thursday, March 10, 2022

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.  
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Duane Flowers, Ed Dean, Barb Tittle, Frank Voss

1. The Board of Commissioners approves the March 3, 2022, regular meeting minutes.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Kline, Yea;

**Motion Carries**

## **WATER RESOURCES**

Present: John Vence

### **Resolutions:**

1. General Sewer & Water agreement for sanitary sewer and water improvements to Maplecrest Industrial sewer & water extension project, Portage County Water Resources Department Project No. BR-2 21-220-P./Resolution No. 22-0170
2. Authorizing to Enter into Agreement with CT Consultants for the Portage County Water Resources Department, in the Portage County Regional Sewer District & The Portage County Streetsboro Sanitary Sewer District No. 4/Resolution No. 22-0171

## HUMAN RESOURCES

Present: Director Janet Kovick

### Discussion:

1. Water Resources Director Posting Update

The Human Resources Department received seven applications and out of the seven, two could be interviewed. Director Kovick will work with the County Administrator to start the process.

2. LinkedIn

Director Kovick would like to post a job on LinkedIn and the company allows you to post one job at a time free of charge, however, you need to have a personal profile established with ten connections and the page needs to be established four days prior to any postings.

Commissioner Christian-Bennett asked Director Kovick to touch base with her Human Resources county-wide group to see if anyone else uses LinkedIn.

3. Recruiting Firms

Director Kovick checked with three recruiting firms and the fee is based on the first year's salary and could range from 25-30%.

### Journal Entries:

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

1. Approve anniversary step increase for the following non-bargaining employee:

- a. Lee Benson – Technology Division Manager (Water Resources) – effective 2/26/2022

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

2. Accept the resignation of Lanita Jackson, Eligibility Specialist, for Portage County Job & Family Services effective March 7, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

3. Authorize the three-day internal posting of an Eligibility Specialist, vacated by Lanita Jackson, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

4. Accept the retirement of Susan Kishton, Child Support Specialist, for Portage County Job & Family Services effective February 7, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

5. Authorize the three-day internal posting of a Child Support Specialist, vacated by Susan Kishton, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

#### **Resolutions:**

1. Resolution ratifying the execution of the Memorandum of Understanding clarifying the Pre-Disciplinary Process to be followed for bargaining unit employees in the Portage County Department of Job & Family Services./Resolution No. 22-0172

#### **JOB AND FAMILY SERVICES**

Present: Director Kellijo Jeffries and Sue Brannon, Budget & Finance Administrator Job and Family Services

#### **Resolutions:**

1. Enter into Amendment No. 1 between the Portage County Board of Commissioners on behalf of Portage County Job and Family Services (PCJFS) and Emerald Transportation to provide transportation services./Resolution No. 22-0173
2. Increase CARES stipend for Portage Job and Family Services Managers assigned to after-hours cares shifts./Resolution No. 22-0174

- Ms. Brannon noted a Supervisor must be on call every weeknight and every weekend.

## **DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Joe Harris

### **Discussion:**

#### **1. Funding for the 4 undercover vehicle request from the Sheriff's Office**

Director Harris asked if the Board wanted to fund 4 undercover vehicles for the Sheriff's Office and whether we are using funding from the Sheriff's current budget or supplement them by utilizing General Fund monies or by using Sales & Use Tax funding.

Commissioner Christian-Bennett noted it's barely two months into the year and why do a budget if it keeps changing? The former Budget Director put a rule in place that stated unless it was an emergency, you couldn't even come back to the Board for additional funding for six months.

Commissioner Badalamenti explained the Board took action a few weeks ago that disrupted the Sheriff's budget, in that, the Sheriff's Office said they wanted to lease five pickup trucks, and the Board turned around and said we will purchase 5 pickups, but Commissioner Christian-Bennett disagreed and stated the Board made a decision as it would have saved the County money if the vehicles were purchased outright. Commissioner Badalamenti believed the funding for the purchase was coming from the Sales & Use Tax fund, not the Sheriff's General fund.

Director Harris explained during the budget meeting, the Sheriff requested \$250,000 back in October/November and he was under the impression that money was for the 12 approved vehicles. In order to offset General Fund monies, Director Harris took \$250,000 from the General Fund and put it into the Sales & Use Tax fund monies, and Commissioner Christian-Bennett explained no money should be put in there as it's not Sales & Use Tax money. The Sales & Use Tax money was used for an addition to the Justice Center, but it's for the entire Criminal Justice system, and the Sheriff received his portion already. It also covers the Coroner's office, the Courts, Prosecutors, Adult Probation, Public Defender, and anything that increased the caseloads due to the drug epidemic for one-time use spending because once it's gone, it's gone.

Commissioner Badalamenti asked what plans are in place for the remainder of the Sales and Use Tax funding because it's been sitting for two years and Commissioner Christian-Bennett explained there's confusion about the funding and it is not specific to any department. We have the extra funding because we were under budget for the construction, but we still need a roof and a parking apron at the Justice Center. The whole purpose of the Sales and Use Tax Committee was due to the tax going directly into the General Fund with basically no restrictions.

Commissioner Kline noted the \$250,000 from the General Fund that was moved into the Sales & Use Tax fund needs to be put back into the General Fund.

Commissioner Badalamenti stated the Board said it would purchase the 5 vehicles for the Sheriff's Office and it was removed from the Sheriff's budget?

Commissioner Kline asked who paid for the 5 vehicles and Director Harris said it was pulled from the Sheriff's budget in the Sales & Use Tax line and then Director Harris decreased the budget in the General Fund and increased the budget in the Sales & Use Tax line, but the funding has not been moved yet.

Commissioner Christian-Bennett shared that the whole purpose of the Sales & Use Tax was not only to build the new pod, but also for diversion programs to keep people out of jail and in return, the Board should contact the Probation Department as they've taken on a tremendous amount of cases and there may be extra equipment they could use.

Commissioner Kline noted the question on the floor is whether the money came out of the Sheriff's budget or the General Fund for the five trucks and Director Harris stated it came out the Sheriff's overall budget and the funding of the trucks came out of the Sales & Use Tax. Commissioner Kline asked to have the minutes checked and Commissioner Christian-Bennett stated, either way, the County funds it.

Director Harris asked how the Board would like to fund the 4 used undercover vehicles for the Sheriff's Office recommends everyone stick to their budget and County Administrator added that Director Harris can assist departments moving money where money can be moved. Commissioner Christian-Bennett pointed out that Director Harris will be meeting with the Sheriff's Office quarterly.

Commissioner Badalamenti reiterated the Board's intent to have the Sheriff's Office stay within the current budget and his responsibility is to utilize the \$49,900 to get the four used undercover vehicles out of the budget he currently has and the Board agreed. Commissioner Christian-Bennett would be open to Director Harris' recommendation if they need additional funding and County Administrator Crombie believes the Sheriff's Office would be agreeable.

Commissioner Badalamenti asked if Internal Services could do the necessary paperwork and County Administrator Crombie asked Director Harris to assist Director Townsend and Commissioner Badalamenti noted we are at 6 weeks now to get the vehicles and the dealership has bent over backward and he doesn't want to see this held for another two to three weeks. Commissioner Christian-Bennett asked Director Harris to come back to the Board today after talking with Director Townsend as a Resolution of Necessity will need to be adopted. County Administrator Crombie noted staff will work with the Sheriff's Office with the understanding that the budget may be short and Director Harris and Administrator Crombie will return to the Board on their behalf.

## 2. Fund 0002: Additional Sales and Use Tax Fund.

Commissioner Badalamenti asked about the Sales & Use Tax funding and noted it's still sitting there not being utilized and Commissioner Christian-Bennett responded we have a \$21 million dollar carryover because nothing has been done for the last two years due to the pandemic and a backlog of projects. Commissioner Badalamenti referenced the \$1.5 million that was set aside and recommends it be revisited and Commissioner Christian-Bennett suggests that the County's entire criminal justice system be revisited.

## 3. Maintenance for Sheriff's Office

County Administrator Crombie asked how the Board wanted to maintain the jail doors and who should be responsible for them? There should have been a maintenance agreement in place already, but there wasn't and it would be in the best interest of the County, including the Sheriff's Office, if the Board would continue to have Internal Services oversee the contract, and the Sheriff's Office contacting the company for needed repairs.

Commissioner Christian-Bennett remembered that the doors were so old that parts weren't available and they were going to be part of the renovation, but once the renovation happened, a different door company was selected and a service/maintenance contract should have been put in place, along with annual inspections to ensure they were properly functioning.

County Administrator Crombie recommends the Internal Services Department have oversight to organize the contract with the Sheriff having the ability of direct contact with the company.

Commissioner Kline believed the contract was in place because the issue came up last year.

Commissioner Badalamenti suggests the new contract reflects who will be calling for repairs and the contract should be handled through Internal Services, with a representative from the Sheriff's Office able to call the service provider for repairs and the Board agreed.

County Administrator will move forward with the Board's decision.

Commissioner Kline asked about the Maintenance person specifically for the jail and noted it was approved a while ago and Administrator Crombie suggests meeting with the new Sheriff to discuss as the position was not filled under Sheriff Doak, but it was posted through their office.

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Commissioner Christian-Bennett asked about the Then & Nows and noted the amount is up to \$2.2 million this week and Director Harris replied a Detention Center bill in the amount of \$2 million was included.

## 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 3, 2022 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.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

Expenditure Review		
<b>County Funds: (0001 – 8399)</b>		
<b>Bill Payment and ACH list totaling:</b>		
Bill Payment list	\$2,756,592.53	(Includes late fees of: \$14.38)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
<b>Health Benefit Wire transfers totaling:</b>		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$149,507.42	
Then and Now list totaling:	\$2,392,529.92	
Debt Service wire list:	\$0	

2. Process the March 3, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

Director Harris noted the General Fund amendment of \$9,000 for the County Auditor's Office is due to the Weights and Measures quote for a vehicle approved back in December that has since increased. A resolution of necessity will be coming back to the Board in a couple of weeks.

**Resolutions:**

1. Create Fund 4256, New Milford & Tallmadge Road Resurfacing./Resolution No. 22-0175
2. Cash Advance From Fund 5200, Pcs General Administration To Fund 5324, Mantua Plant Headworks Improvement./22-0176

**COUNTY ADMINISTRATOR**

Present: Michelle Crombie

**Executive Session:**

9:42 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider employment of a public employee. Also present: Human Resources Director Janet Kovick and County Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:59 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting the executive session, the Board took no action.

**COUNTY ENGINEER**

Present: Chief Deputy County Engineer Larry Jenkins

The County Engineer's Office is looking to provide plan review services with a consultant called Euthenics, Inc. to help with the new Turnpike Commerce Center Development in Shalersville.

**Resolutions:**

1. Accept Proposal from Euthenics, Inc. & enter into Agreement for providing plan review services for the Turn Pike Commerce Center./Resolution No. 22-0177

The second Resolution is for a roadway construction administration contract for the resurfacing program that will be presented in the next few weeks.

2. Public Announcement of available contract for professional construction administration & inspection services for the project known as 2022 Roadway Construction Administration Contract./Resolution No. 22-0178



Resolution No. 3 is similar to Resolution No. 2, but it's for construction administration services for all subdivisions within Portage County.

3. Public Announcement of available contract for professional construction administration & inspection services for the project known as 2022 Subdivision Construction Administration Contract./Resolution No. 22-0179

## **REGIONAL PLANNING COMMISSION**

Present: Director Todd Peetz

The resolution before the Board would allow Open Arms Adoption to lease space in the former Regional Planning Commission building located at 124 N. Prospect St., in Ravenna. It's a two-year lease and they will store materials at the location.

### **Resolutions:**

1. The Board of Commissioners Enter into Real Estate Lease Agreement with Open Arms Adoption for a part of the Property Located at 124 North Prospect Street, Ravenna, Ohio.

## **COUNTY ADMINISTRATOR**

Present: Michelle Crombie

### **Discussion:**

1. Veteran Bricks Process

Currently, the process for citizens to pay for bricks at the Veterans Memorial located at the Ravenna Courthouse is very convoluted. The current process has a lot of moving parts outside of the County and it would be best to bring the process inside as opposed to utilizing Family and Community Services' account for depositing monies received from the sale of bricks.

Commissioner Christian-Bennett mentioned there's a problem with the County administering the funds because the County is not allowed to collect funds for a non-county fund or a non-county entity and there's nothing in the Ohio Revised Code that allows for the administration of a Memorial Fund. Commissioner Christian-Bennett explained it should really be turned over either to Veterans Services, the VFW, or American Legion.

County Administrator Crombie will check with the Portage County Veterans Services as they may be interested in taking over the brick sales and if not, she will touch base with the Prosecutor's Office for a recommendation.

2. Adding a Position at Water Resources

The Water Resources Department is having a significant amount of overtime for one position in particular and Administrator Crombie would like to hire another Vehicle Mechanic. Anytime

the current mechanic is sick, on vacation or needs assistance, they have to pull someone out of Collections, which then makes more overtime for that Department.

The current employee worked an additional 700 hours in a year, so there is definitely a need for a second position.

The Water Resources Department has funding in its budget to cover the expense. The Board agreed to move forward with the request.

## **MISCELLANEOUS**

### **Journal Entries:**

1. The Board of Commissioners approved the February 2022 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.  
**Motion: Commissioner Badalamenti**  
**Seconded: Commissioner Kline**  
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Yea;  
**Motion Carries**
2. The Board of Commissioners acknowledged the receipt of the 2021 Annual Report for the Portage County Municipal Court as presented by Judge Mark K. Fankhauser.  
**Motion: Commissioner Badalamenti**  
**Seconded: Commissioner Kline**  
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Yea;  
**Motion Carries**
3. The Board of Commissioners authorized the submission of the U.S. Department of Justice and U.S. Department of Treasury Federal Annual Certification Report (FACR) detailing the summary of Equitable Sharing Activity of Portage County Sheriff's Officer Justice Funds (DEA, FBI, etc.) at the end of 2021, as presented by the Portage County Sheriff.  
**Motion: Commissioner Badalamenti**  
**Seconded: Commissioner Kline**  
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Yea;  
**Motion Carries**
4. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for February 2022 as presented by the Sheriff's Office.  
**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

5. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett, President of the Board, to sign the State of Ohio Department of Development Office of Community Development Request for Release of Funds (RROF) and Certification for Federally Funded State Projects for FY 2021 Ravenna CHIP Partnership Program in the amount of \$182,673 from the Home Revolving Loan Funds, as presented by Neighborhood Development Services. Documents reviewed by Department of Budget & Financial Management with no exceptions noted.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

6. The Board of Commissioners acknowledged receipt of the March 7, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

**Resolutions:**

1. The Board of Commissioners approve the Appointment of the following members for the Community Based Corrections Council Board:

- Becky Doherty
- Melissa Roubic
- Nicholas Shearer
- Victor Viglucci
- John Garrity
- Valerie Root
- Kim Massary
- Henry Gibson
- Marilyn Sessions
- Laurie Pittman
- Wallis Jeffrey
- Jerry Fiala/Resolution No. 22-0181

**PLEASE ADD TO YOUR AGENDA**

March 10, 2022

**MISCELLANEOUS****Resolution:**

1. The Board of Commissioners approve the Appointment of the following members for the Community Based Corrections Council Board:
  - Angela Nation
  - Pamela Nation-Calhoun
  - Deseree Liddell-Perry
  - Brian Boykin
  - Bruce Zuchowski/Resolution No. 22-0182

Recessed: 10:13 AM

Reconvened: 11:01 AM

**Resolution:**

1. Declare the necessity to purchase 4 vehicles with a trade-in of 4 vehicles for use by the Portage County Sheriff's Office./Resolution No. 22-0183

**RETAIL STRATEGIES**

Present: Allison Diehl, Grant Administrator, Department of Budget and Financial Management  
Director Joe Harris, Patrick O'Malia, City of Streetsboro (via Conference Call) and Beth Miller, Retail Strategies (via Conference Call) and Tom Wilke, City of Kent (via Conference Call).

Mr. O'Malia explained there are a number of retail vacancies throughout all of Portage County, specifically referencing Streetsboro's Market Square Plaza, but even the plaza located on 303 where Save A Lot vacated. In today's environment, where it's not as much about brick and mortar and it is more about an internet presence, these are becoming increasingly hard to build. That being said, as an economic developer, in order to get through to some companies that could otherwise come here, they're set up so that it's difficult to speak to a decision-maker and there's a need to become more proactive.

Mr. Wilke stated noted one of the things that's difficult about retail recruiting is that they're not necessarily very transparent about the demographics they are looking for, so it's hard to find a good match for whatever part of the county you're representing. That's where Retail Strategies has a lot of insight as to what these various chains are looking for in terms of household incomes, traffic counts, and population density, that's not necessarily generally available to the public. One thing that differentiates Retail Strategies from other similar companies is they have a couple people dedicated to downtown strategies, Jen Gregory, and Elliot Kirk. Portage County has two very natural downtowns making quite a bit of progress in Kent and Ravenna

and some smaller ones like Garrettsville and Mantua and other communities such as Streetsboro, Brimfield and Aurora that would like to develop the city center concept.

Ms. Miller started out with a brief history noting they are based in Birmingham, Alabama, and the owners of their sister company discovered a disconnect with economic development because the retail world is a very relationship-based industry and they wanted to try to bridge the gap and that's when they started Retail Strategies.

The company has been around for about 12 years and they partner with municipalities and counties to help bridge that gap as an extension of the economic development team, solely focused on retail. They've got a homework staff of over 50 people working all over the country and they are in 38-39 states. Ms. Miller is the Portfolio Director, which is the day-to-day contact with the client and there are two retail recruiters who are out there day in and day out speaking with retailers.

The partnership process begins with a thorough market analysis looking at all retail across the county and pulling mobile data tracking information to see where people are coming from, where the consumers are, where they stay at night and where they're coming to shop. Ms. Miller and her team go to the market and draft the market as a retailer and analyze all of the available property and catalog it into the system. The next step is to put together the retail recruitment plan which is basically what the demographics are telling them, what the real estate availabilities are, and what the real estate shows. Retail Strategies provides information on who the top prospects are, what retailers are in other counties that we don't have, and why we don't have them. Then the recruitment plan is presented to the Board which basically says these are the type of retailers we're going after and these are the categories that make sense. Once they would receive Board approval that everyone is on the same page, then the team goes out and actually does the recruitment on behalf of the County and reports back as to what retailers are telling them and if there's something within the County that could be changed, to help the deal proceed in the County.

Mr. O'Malia, from the City of Streetsboro, noted this information is also very useful for entrepreneurs within the community, as well. Ms. Miller reported there's a system called Sightseer, which is a program that allows information to be pulled for much smaller regional and local concepts that would be a good fit for some of the different areas within the county.

Commissioner Badalamenti pointed out that Portage County is 460 square miles and he wondered how the team gathers the information. Ms. Miller explained they do spend a whole lot of time in the car and they do a full analysis of where they believe an opportunity for new retail exists. There are areas that won't be hit if there aren't any retail possibilities, however, if there are areas that are a priority to the client, they will definitely look at them specifically.

Commissioner Christian-Bennett asked to hear about small business support because Portage County has a lot of small businesses and prior to COVID, almost 70% of them didn't have an online presence. Ms. Miller explained the small business support program is part of the proposal and the Digital Marketing Guide for distribution to small businesses details industry trends about digital commerce, marketing strategies for jump-starting sales, and a step-by-step

tutorial on how to create an online presence for store owners. Small business support also includes a webinar (open to every small business within the community), plus a real time virtual Q&A session to help small businesses, and best practice examples of how to chart out social messages, promotions, sales, and opportunities for shoppers.

Commissioner Kline reported the County has an Economic Development Board and they focus a lot on manufacturing and have been very successful and wondered if they work with them or is it separate and Ms. Miller indicated they definitely will work hand in hand with them as they know about the available land.

Commissioner Badalamenti inquired if the Board agrees to use Retail Strategies, would all Portage County retailers have access to the information discussed today and Ms. Miller responded the small business support is more virtual and all the deliverables can be given with the onus on the County to have a list of small businesses as that is not something Retail Strategies has access to. The webinar would be virtual, but could be emailed to all the small businesses, as well as the deliverables. The trip portion cost falls to the recruitment side and doing the real estate analysis.

Ms. Diehl asked for an in-depth explanation of what the \$195,000 actually includes and Ms. Miller stated the cost is for three years across the board at \$55,000 per year and includes the small business support portion, the recruitment for three years, a full market yearly analysis, yearly demographics, and marketing flyers. The price includes a full active recruitment partnership. Ms. Diehl asked if the \$195,000 is solely for Streetsboro and Kent and Ms. Miller replied it's for the entire County.

Mr. O'Malia from the City of Streetsboro noted the possibility of utilizing CARES dollars for this service, so it wouldn't affect the County's General Fund and Commissioner Christian-Bennett noted it would be ARPA funding and asked Ms. Miller if any other political subdivisions have utilized ARPA funding for the service and Ms. Miller replied absolutely as it fall under economic recovery, but the Board needs to be aware that under the ARPA funds, the final rule came out about a month and a half ago, which basically gave municipalities the right to take up to \$10 million dollars of their allocated funds and use it in the General Fund.

Commissioner Christian-Bennett noted the County's main revenue stream is sales tax and as long as everyone understands it's going to be all-encompassing throughout the entire County (18 Townships, 4 Cities and 6 Villages), it's well worth the investment.

Mr. Wilke, from the City of Kent, would like to point out the numeracy separate attachment and the file name was Portage County and ROI opportunities and Retail Strategies was successful bringing in one Petsmart to our County and the average sales is \$7 million, the 1.25% income tax the County receives would be \$87,500 and you've already paid back more than 1/3 of the cost of the program. Commissioner Christian-Bennett noted 5.75% goes to the State, 1/4% goes to PARTA and the County receives the balance, but something is better than nothing.

Commissioner Badalamenti asked whether a small doctor's office would be considered retail and Ms. Miller responded it would.

Ms. Diehl asked if the full analysis (recruitment plan) is included in the three-year agreement and Ms. Miller responded yes, they normally present a recruitment plan approximately 90 to 100 days of the engagement after they've done the full analysis.

Ms. Diehl asked about additional travel and Ms. Miller explained normally they will be here once a year for the initial work and once the contract is executed (typically within the first three months) and then they like to come back at least every year. It's more if Portage County needs them to come up for any reason and it would be the cost of the travel.

Ms. Diehl asked what other counties in Ohio does Retail Strategies service and Ms. Miller responded they work in Clark County (Indiana) and other municipalities in Ohio include Bowling Green and Chardon.

Commissioner Christian-Bennett asked what other companies offer similar services and Mr. O'Malia from the City of Streetsboro explained they are normally small like The Gibbs Group in Detroit and there's a group called Urban Design Group in Columbus, but their main focus is the developer's side. The City of Streetsboro looked into using The Gibbs Group to cover Streetsboro alone with the core concept area of Market Square would cost \$29,500, plus expenses and travel.

Mr. Wilke, from the City of Kent, remember that Buxton was very comparable and Ms. Miller agreed that some would compare the two, but they are much more of a demographic provider and Mr. Wilkes agreed and stated they are more of an analytical group rather than a recruitment group. Ms. Miller believes the largest difference is in the relationship in the active retail recruitment, actually taking the onus off of the County to do that.

Ms. Diehl asked if this project needs to be bid due to the price and Commissioner Christian-Bennett suggests Ms. Diehl discuss the issue with Internal Services Director Townend because it's over the \$50,000 threshold and she doubts they are on the governmental list of providers.

Commissioner Kline pointed out that the cost is a lot, but it's not a lot when you are discussing the entire County and Commissioner Christian-Bennett would like Ms. Diehl to look into the cancellation policy if the Board chooses to opt out before the end of the three year contract.

Director Harris asked if the Board want to set up something where the municipalities have some skin in the game, like a certain percentage and the Board agreed it wasn't necessary because they don't have the money. Commissioner Badalamenti explained it's \$195,000 out of \$31 million and Commissioner Christian-Bennett noted it's a gift back to the community showing support.

Commissioner Christian-Bennett asked Ms. Diehl to reach out to Clark County for additional input and to contact the City of Chardon, as well.

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**RESOLUTION NO. 22-0170**

- **RE: GENERAL SEWER & WATER AGREEMENT  
FOR SANITARY SEWER AND WATER  
IMPROVEMENTS TO MAPLECREST  
INDUSTRIAL SEWER & WATER EXTENSION  
PROJECT, PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT PROJECT NO.  
BR-2 21-220-P.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** Brimfield Development Company, Ltd (OWNER) will construct 769 linear feet of 8-inch sanitary sewer, 236 linear feet of 6-inch sanitary sewer, (4) sanitary manholes, 979 linear feet of 8-inch water line, and all necessary appurtenances to provide sanitary sewer and water service to properties known as the Maplecrest Industrial Parkway, situated in the Township of Brimfield, Original Lot 36, Portage County, Ohio; and
- WHEREAS,** after construction, the OWNER will convey the sanitary sewer and water improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for the MAPLECREST INDUSTRIAL SEWER & WATER EXTENSION (PROJECT), County Project Number BR-2 21-220-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer & Water Agreement with the OWNER; and be it further
- RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of TWO HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED SEVENTY FIVE DOLLARS AND SEVENTY CENTS (\$257,275.70); and be it further
- RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to properties known as the Maplecrest Industrial Parkway, situated in the Township of Brimfield, Original Lot 36, Portage County, Ohio; and be it further
- RESOLVED,** that after construction, to the satisfaction of the Portage County Sanitary Engineer, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were



adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0171                      -                      RE:    AUTHORIZING TO ENTER INTO  
AGREEMENT WITH CT CONSULTANTS, INC.  
FOR A UTILITY RATE STUDY & ANALYSIS  
FOR THE PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT, IN THE  
PORTAGE COUNTY REGIONAL SEWER  
DISTRICT & THE PORTAGE COUNTY  
STREETSBORO SANITARY SEWER  
DISTRICT NO. 4.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,**                      this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,**                      Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the SEWER DISTRICT; and
- WHEREAS,**                      this Board by Resolution No. 67-17, adopted February 2, 1967, established Portage County Streetsboro Sanitary Sewer District No. 4, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,**                      it has become necessary for the Portage County Water Resources Department (PCWR) to review and analyze the Department's water and sewer service rates and connection fees; and
- WHEREAS,**                      per the Ohio Environmental Protection Agency Asset Management Program guidelines public water rates should be reviewed and analyzed every three (3) years; and
- WHEREAS,**                      a professional consultant to provide these services is needed, who has experience and prior successful projects accomplished in this area of utility rate analysis and studies; and

**WHEREAS,** CT Consultants, Inc. has given a fee proposal for such professional services in the amount of \$49,500; and

**WHEREAS,** the CT Consultants proposal for these professional services serves the needs of the planned and needed utility rate study and analysis; now therefore be it

**RESOLVED,** by the Board of Commissioners of Portage County, Ohio:

Section 1. That said authorization to enter into agreement with CT Consultants, to provide professional services is hereby given.

Section 2. That the funds in the amount of \$49,500.00 are available and split equally in Funds 5200, 5400, and 5600.

Section 3. The Board of County Commissioners authorizes John Vence, Sanitary Engineer, at Portage County Water Resources, to act as their agent and designated representative in this agreement with CT Consultants, Inc.

Section 4. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department of Budget and Financial Management, the Department of Internal Services, and the County Auditor within 15 days after its passage.

Section 5. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0172**

**- RE: RESOLUTION RATIFYING THE EXECUTION  
OF THE MEMORANDUM OF  
UNDERSTANDING CLARIFYING THE PRE-  
DISCIPLINARY PROCESS TO BE  
FOLLOWED FOR BARGAINING UNIT  
EMPLOYEES IN THE PORTAGE COUNTY**

**DEPARTMENT OF JOB & FAMILY  
SERVICES.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the current Collective Bargaining Agreement (CBA) between the Portage County Job & Family Services ("Department") the Portage County Commissioners ("Board") and Local 1696, AFSCME, and Ohio Council 8 of the American Federation of State, County and Municipal Employees, AFL-CIO ("Union") is effective January 1, 2022 through December 31, 2024; and
- WHEREAS,** the current CBA does not address the specific process to be followed when the Department is contemplating disciplinary actions for which the employee is entitled to pre-deprivation due process; now therefore be it
- WHEREAS,** the Department and Union have executed the Memorandum of Understanding and the Board hereby moves to ratify said Memorandum of Understanding.
- RESOLVED,** the Department and Union having mutually agreed to clarify the Pre-Disciplinary Process as put forth in the Memorandum of Understanding to be followed for bargaining unit employees, and the Department and Union having previously executed the document, the Board hereby ratifies the MOU retroactively effective February of 2022 and going forward; 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;                      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0173       -       RE:   ENTER INTO AMENDMENT NO. 1  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND EMERALD**

**TRANSPORTATION TO PROVIDE  
TRANSPORTATION SERVICES.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20210389 (the "Original Contract") on April 1, 2021 by Resolution No. 21-0239 to provide Transportation Services for eligible PCJFS clients to and from appointments or employment/training sites; 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 agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Emerald Transportation to extend the agreement by one (1) additional year from May 1, 2022 through April 30, 2023; and be it further

**RESOLVED,** that total amount of this agreement is not to exceed One Hundred Eighty Thousand and 00/100 dollars (\$180,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410 and 1413; 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 votes as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0174      -      RE:    TO INCREASE CARES STIPEND FOR  
PORTAGE JFS MANAGERS ASSIGNED TO  
AFTER HOURS CARES SHIFTS**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** that the Board of Portage County Commissioners does hereby support the increase in CARES stipend from \$35 to \$50 for each weeknight, Monday through Friday, and the increase in CARES stipend from \$50 to \$75 for each Saturday, Sunday, or holiday.
- WHEREAS,** the manager's responsibilities have been included in the revised JFS CARES Policy effective March 7, 2022
- RESOLVED,** that the Board of Portage County Commissioners does hereby support the increased stipend effective Thursday, March 10, 2022, now therefore be it
- 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 votes as follows:

Vicki A. Kline, Yea;          Sabrina Christian-Bennett, Yea;          Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0175          -          RE:    CREATE FUND 4256, NEW MILFORD & TALLMADGE ROAD RESURFACING**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the New Milford & Tallmadge Road Resurfacing project, and
- WHEREAS,** the County Auditor has assigned Fund Number 4256 to the New Milford & Tallmadge Road Resurfacing project; now therefore be it
- RESOLVED,** that Fund 4256, New Milford & Tallmadge Road Resurfacing be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Engineer, and the Department of Budget and Financial Management, 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;                      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0176                      -                      RE:    CASH ADVANCE FROM FUND 5200, PCS  
GENERAL ADMINISTRATION TO FUND  
5324, MANTUA PLANT HEADWORKS  
IMPROVEMENT**

It was moved by Anthony J. Badalamenti, seconded by, Vicki A. Kline that the following resolution be adopted:

**WHEREAS,**                      Fund 5324 is in need of interim cash until revenues are received; now therefore be it

**RESOLVED,**                      that the following cash advance be made in the amount of \$ 560,000.00:

**FROM:**

5200, PCS GENERAL ADMINISTRATION

ORGCODE - 52004009

Debit Expense Account

Object 920000 - Advances-Out                      \$ 560,000.00

**TO:**

5324, MANTUA PLANT HEADWORKS IMPROVEMENT

ORGCODE - 53240602

Credit Revenue Account

Object 290000 - Advances-In                      \$ 560,000.00

; and be it further

**RESOLVED,**                      that the advance will be repaid to the PCS General Administration when funds are received, and be it further

**RESOLVED,**                      that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Water Resources, and the Department of Budget & Financial Management, 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;          Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0177          -          RE:    ACCEPT PROPOSAL FROM EUTHENICS, INC. CONSULTING ENGINEERS AND ENTER INTO AGREEMENT FOR PROVIDING PLAN REVIEW SERVICES FOR THE TURNPIKE COMMERCE CENTER.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform plan review services for the **Turnpike Commerce Center**, and

**WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 20-0710, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2021 and 2022; and

**WHEREAS,** the Portage County Engineer selected EUTHENICS, INC. CONSULTING ENGINEERS ("CONSULTANT") from the list of consultants who have a statement of qualification on file for 2021 and 2022, to submit a technical and fee proposal to provide plan review services for the Turnpike Commerce Center; and

**WHEREAS,** the Portage County Engineer, upon review of the proposal from "CONSULTANT," recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of "CONSULTANT" and authorizes the Portage County Engineer to enter into an agreement for providing plan review services for the Turnpike Commerce Center"; and be it further

**RESOLVED,** that a contract be entered into with EUTHENICS, INC. CONSULTING ENGINEERS, 8235 Mohawk Drive, Cleveland, Ohio 44136 at a not to exceed cost of \$45,000.00 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call votes as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0178 - RE: PUBLIC ANNOUNCEMENT OF AVAILABLE CONTRACT FOR PROFESSIONAL CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE PROJECT KNOWN AS 2022 ROADWAY CONSTRUCTION ADMINISTRATION CONTRACT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** R.C. 153.67 requires that a public authority planning to contract for professional services publicly announce all contracts available from it for such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners, by unanimous vote thereto, authorizes the announcement of the request for proposals for professional construction administrative services for the Portage County Engineer for the project known as 2022 Roadway Construction Administration Contract; and be it further

**RESOLVED,** that such notice shall comply with all terms and requirements of Ohio Revised Code 153.67; and be it further

**RESOLVED,** that the announcement requesting proposals will be published in the Record Courier on Friday, March 11, 2022, 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;          Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0179          -          RE:    PUBLIC ANNOUNCEMENT OF AVAILABLE  
CONTRACT FOR PROFESSIONAL  
CONSTRUCTION ADMINISTRATION AND  
INSPECTION SERVICES FOR THE  
PROJECT KNOWN AS 2022 SUBDIVISION  
CONSTRUCTION ADMINISTRATION  
CONTRACT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,**          R.C. 153.67 requires that a public authority planning to contract for professional services publicly announce all contracts available from it for such services; now therefore be it

**RESOLVED,**          that the Board of Portage County Commissioners, by unanimous vote thereto, authorizes the announcement of the request for proposals for professional construction administrative services for the Portage County Engineer for the project known as 2022 Subdivision Construction Administration Contract; and be it further

**RESOLVED,**          that such notice shall comply with all terms and requirements of Ohio Revised Code 153.67; and be it further

**RESOLVED,**          that the announcement requesting proposals will be published in the Record Courier on Friday, March 11, 2022, 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;

Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0180**

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**RE: ENTER INTO REAL ESTATE LEASE  
AGREEMENT WITH OPEN ARMS  
ADOPTION FOR A PART OF THE  
PROPERTY LOCATED AT 124 NORTH  
PROSPECT STREET, RAVENNA, OHIO.**

It was moved by, Anthony J. Badalamenti seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the Board of Commissioners wish to lease a part of real estate property situated in the County of Portage, known for street numbering purposes as 124 North Prospect Street, Ravenna, Ohio, specifically certain rooms thereof as further identified in a lease agreement; and

**WHEREAS,** Open Arms Adoptions has an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Open Arms Adoptions for a term of 2 years beginning March 15, 2022, and ending March 14, 2024, with a monthly agreement thereafter, and be it further

**RESOLVED,** that the amount of rent shall be Two Hundred Fifty dollars (\$250.00) on the 15<sup>th</sup> day of each month beginning March 15, 2022; 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 a 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;

Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0181**

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**RE: APPOINTMENT TO SERVE ON THE  
PORTAGE COUNTY COMMUNITY BASED  
CORRECTIONS BOARD.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** Section 5149.34 of the Ohio Revised Code, authorizes the establishment of the Portage County Community Based Corrections Board, and
- WHEREAS,** this Board shall seek to unify and coordinate corrections services in the County and to improve the overall system, and
- WHEREAS,** no compensation shall be allotted for any member and vacancies occurring during terms shall be filled by action of the Portage County Board of Commissioners; now therefore be it
- RESOLVED,** the following members are hereby appointed to the Community Based Corrections Board for a term of three (3) years effective March 14, 2022 and expiring on March 14, 2025:

	First Name	Last Name	Position
1	Becky	Doherty	Common Pleas Court Judge
2	Melissa	Roubic	Additional Attorney
3	Nicholas	Shearer	Chief Law Enforcement of Largest Municipality
4	Victor	Vigluicci	County Prosecutor
5	John	Garrity	Director of Mental Health/Addiction Services
6	Valerie	Root	Administrator of Halfway House
7	Kim	Massary	Administrator of Corrections Facility
8	Henry	Gibson	Administrator of Corrections Program
9	Marilyn	Sessions	Public Representative/Victim of Crime
10	Laurie	Pittman	Additional representative of Judicial System
11	Wallis	Jeffrey	Additional Representative of Law Enforcement
12	Jerry	Fiala	Representative of Largest Municipality

; 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 this Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0182                      -                      RE:    APPOINTMENT TO SERVE ON THE  
PORTAGE COUNTY COMMUNITY BASED  
CORRECTIONS BOARD.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,**                      Section 5149.34 of the Ohio Revised Code, authorizes the establishment of the Portage County Community Based Corrections Board, and

**WHEREAS,**                      this Board shall seek to unify and coordinate corrections services in the County and to improve the overall system, and

**WHEREAS,**                      no compensation shall be allotted for any member and vacancies occurring during terms shall be filled by action of the Portage County Board of Commissioners; now therefore be it

**RESOLVED,**                      the following members are hereby appointed to the Community Based Corrections Board for a term of three (3) years effective March 14, 2022 and expiring on March 14, 2025:

	First Name	Last Name	Position
1	Angela	Nation	Representative of the Public
2	Pamela	Nation-Calhoun	Representative of the Public
3	Deseree	Liddell-Perry	Representative of the Public
4	Brian	Boykin	Representative of the Public
5	Bruce	Zuchowski	County Sheriff

; 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 this Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0183**

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**RE: DECLARE THE NECESSITY TO PURCHASE  
FOUR (4) VEHICLES WITH A TRADE IN OF  
(4) VEHICLES FOR USE BY THE PORTAGE  
COUNTY SHERIFF.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase four (4) pre-owned vehicles: 2018 Nissan Rogue 570782, 2016 Nissan Rogue 154220, 2017 Jeep Compass 186042 and 2014 Kia Sorrento 496956 for use by the Portage County Sheriff; and
- WHEREAS,** the purchase of the vehicles will be made from Liberty Ford Aurora; and
- WHEREAS,** the cost of the pre-owned vehicles with document, title and tag fees is Sixty eight thousand three hundred ninety-nine and 00/100 dollars (\$68,399.00); and
- WHEREAS,** the Sheriff's office has four (4) vehicles to trade-in: 2008 Jeep Wrangler, 2015 Ford Police Interceptor Utility, and two (2) 2012 Ford Fusions at the total trade-in allowance of Eighteen thousand seven hundred and 00/100 dollars (\$18,700.00); now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase four (4) pre-owned vehicles and will trade-in four (4) vehicles for a total expenditure of Forty-nine thousand, six hundred ninety-nine and 00/100 dollars (\$49,699.00); the funding to be provided from the Sheriff's general fund; now therefore be it
- RESOLVED,** that a copy of this resolution be forwarded to 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as votes:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea;

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**Journal Entries**

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

1. Approve anniversary step increase for the following non-bargaining employee:
  - a. Lee Benson – Technology Division Manager (Water Resources) – effective 2/26/2022

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

2. Accept the resignation of Lanita Jackson, Eligibility Specialist, for Portage County Job & Family Services effective March 7, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

3. Authorize the three-day internal posting of an Eligibility Specialist, vacated by Lanita Jackson, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

4. Accept the retirement of Susan Kishton, Child Support Specialist, for Portage County Job & Family Services effective February 7, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

5. Authorize the three-day internal posting of a Child Support Specialist, vacated by Susan Kishton, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

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:

6. Direct the Auditor's Office to pay/process the March 3, 2022 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.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

<b>Expenditure Review</b>		
<b>County Funds: (0001 – 8399)</b>		
<b>Bill Payment and ACH list totaling:</b>		
<b>Bill Payment list</b>	\$2,756,592.53	(Includes late fees of: \$14.38)
<b>ACH/Neil Group of</b>	\$0	
<b>ACH Payment list totaling:</b>	\$0	
<b>Health Benefit Wire transfers totaling:</b>		
<b>Medical Mutual Admin of</b>	\$0	
<b>Medical Mutual Claims of</b>	\$0	
<b>Medical Mutual Flex Admin of</b>	\$0	
<b>Medical Mutual Flex Claims of</b>	\$0	
<b>Journal Vouchers totaling:</b>	\$149,507.42	
<b>Then and Now list totaling:</b>	\$2,392,529.92	
<b>Debt Service wire list:</b>	\$0	

7. Process the March 3, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

### Motion Carries

8. The Board of Commissioners approved the February 2022 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.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

9. The Board of Commissioners acknowledged the receipt of the 2021 Annual Report for the Portage County Municipal Court as presented by Judge Mark K. Fankhauser.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

10. The Board of Commissioners authorized the submission of the U.S. Department of Justice and U.S. Department of Treasury Federal Annual Certification Report (FACR) detailing the summary of Equitable Sharing Activity of Portage County Sheriff's Officer Justice Funds ( DEA, FBI, etc.) at the end of 2021, as presented by the Portage County Sheriff.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

11. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for February 2022 as presented by the Sheriff's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

12. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett, President of the Board, to sign the State of Ohio Department of Development Office of Community Development Request for Release of Funds (RROF) and Certification for Federally Funded State Projects for FY 2021 Ravenna CHIP Partnership Program in the amount of \$182,673 from the Home Revolving Loan Funds, as presented by



Neighborhood Development Services. Documents reviewed by Department of Budget & Financial Management with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

13. The Board of Commissioners acknowledged receipt of the March 7, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries**

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **March 10, 2022, at 11:46 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **March 10, 2022.**



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk

