



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 17, 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, Ed Dean, Diane Smith, Barb Tittle, Frank Voss, Kali Roberts, and Tim Moon

The Board of Commissioners approves the March 10, 2022, regular meeting minutes.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

HUMAN RESOURCES

Present: Director Janet Kovick

Discussion:

1. Ascentis HRIS Update

In January, Director Kovick started having weekly meetings with the project manager to discuss the scope of the project and timeline and in February, two huge workbooks of employee data and benefit data were entered into the database. Last Friday was the first real kickoff meeting and they showed Director Kovick how to navigate the very basic database and in approximately eight weeks, we'll go live with the very first module for benefits and the employee self-service portal. Director Kovick will communicate with the department heads to let them know what's coming, and tomorrow she would like to do a very generic communication so everybody knows what's coming. This is the first module and we still have

the recruiting module, performance management, and training, but everything should be done by mid-summer.

Commissioner Badalamenti asked if more modules could be added and Director Kovick responded yes.

Commissioner Christian-Bennett asked if this will help potential new employees and Director Kovick responded yes as applicants will be able to fill out a profile and apply for several jobs without filling out 10 applications.

Journal Entries:

1. The Board of Commissioners approve the anniversary step increase for Michelle Crombie, County Administrator, effective 2/22/2022.

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 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. Authorize the hire of the following individuals for the Eligibility Specialist position in Portage County Department of Job & Family Services. The tentative start date is March 28, 2022. The Board of Commissioners agree that the hires are contingent upon the applicants passing the required pre-employment testing:

a. Lynda Burkett – replacing David Morgan

b. Angela Carney – replacing Connie Hall

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. Authorize the hire of Robert McCollum as a Social Service Worker 3 in Portage County Department of Job & Family Services, replacing Danielle Stropki. The tentative start date is March 28, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicants passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. Authorize the hire of Lisa Lahrmer, as a CSEA Lead Attorney in Portage County

Department of Job & Family Services, replacing Rebecca Dunham. Tentative start date is March 28, 2022. The Board of Commissioners agree that this hire is contingent upon the applicants passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. Hire Mitzi Mason as a CSEA Paralegal, new position, Portage County Job & Family Services. Tentative start date is March 28, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

5. Authorize the promotion of Kristin Hopper from JFS Executive Assistant to JFS HR Generalist/Payroll Specialist in Portage County Department of Job & Family Services. The tentative start date is April 4, 2022. Since Ms. Hopper is a current employee, pre-employment screenings are not required. Ms. Hopper will serve a 120-day promotion probationary period.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

6. Authorize the posting for the JFS Executive Assistant position, vacated by Kristin Hopper, for Portage County Job & Family Services. The non-bargaining position will be posted as open until filled, internally and externally concurrently.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

7. Accept the resignation of Miranda Lewis, Social Service Worker 3, for Portage County Job & Family Services effective April 1, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

8. Authorize the three-day internal posting of a bargaining position, Social Service Worker 3, vacated by Miranda Lewis, 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

9. Authorize the promotion of Bailey Shade, JOBS Counselor – SNAP/TANF Eligibility Specialist, to OMJ Case Manager, replacing Jarrid McIntosh, in Portage County Job & Family Services, effective April 4, 2022. Since Ms. Shade is a current employee, pre-employment screenings are not required. Ms. Shade will serve a 270-day probationary period per the current CBA.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

10. Authorize the three-day internal posting of a bargaining position, JOBS Counselor – SNAP/TANF Eligibility Specialist, vacated by Bailey Shade, 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

11. Authorize the seven-day internal posting of a bargaining position, Vehicle Mechanic, an additional position, for Portage County Water Resources, 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

12. Authorize the 2022 step increase for Sue Brannon, Business and Finance Administrator, for Portage County Department of Job & Family Services, effective March 17, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

13. Approve anniversary step increase for the following non-bargaining employees:

- a. Dawn Collins – Solid Waste Director – Effective 2/13/22
- b. Cody Ullman – Maintenance II (Internal Services) – Effective 3/3/2022
- c. Amy Hutchinson – BOC Clerk – Effective 3/14/2022
- d. Dawn Burgess – Dispatcher/Admin. Assistant (Solid Waste) – Effective 3/14/2022
- e. Brett Lee – EMA Deputy Director – Effective 3/23/2022

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9:11 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 moves into executive session to consider the dismissal of a public employee. Also present: Director Janet Kovick and County Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:18 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.

JOB AND FAMILY SERVICES

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

Extra PRC funding was available to the Department, so a few minor changes were made to the Plan.

Resolution:

1. The Board of Commissioners approve the revised Prevention, Retention, and Contingency Plan, Effective March 17, 2022 for Portage County Job and Family Services./Resolution No. 22-0184
2. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./ Resolution No. 22-0185

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Joe Harris

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 10, 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 | | |
|---|--------------|----------------------------------|
| <u>County Funds: (0001 – 8399)</u> | | |
| Bill Payment and ACH list totaling: | | |
| Bill Payment list | \$525,834.17 | (Includes late fees of: \$43.03) |
| ACH/Neil Group of | \$116.26 | |
| ACH Payment list totaling: | \$0 | |
| Health Benefit Wire transfers totaling: | | |
| 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: | \$97,278.85 | |
| Then and Now list totaling: | \$133,873.88 | |
| Debt Service wire list: | \$0 | |

2. Process the March 10, 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

Resolutions:

1. Cash Advance from Fund 5400, PCW General Administration To Fund 5509, PCW Mantua Reservoir./Resolution No. 22-0186
2. Cash Advance from Fund 5400, PCW General Administration To Fund 5510, Mantua Emergency Water Interconnect./Resolution No. 22-0187

3. Cash Advance from Fund 5400, PCW General Administration To Fund 5511, PCW H20 Mantua Plant Conversion./ Resolution No. 22-0188
4. Transfer from Fund 0001, General Fund To Fund 1414, Child Support Administration./ Resolution No. 22-0189

INTERNAL SERVICES

Present: County Administrator Crombie

Resolutions:

1. The Board of Commissioners approves specifications and set date for the Critical Infrastructure Grant (BX-21-1CJ-2) Pratt Street Improvements Project, Ravenna, Ohio./ Resolution No. 22-0190
2. The Board of Commissioners declares obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./ Resolution No. 22-0191

REGIONAL PLANNING COMMISSION

Present: Director Todd Peetz, Attorney David Garnier and John Vence, Water Resources Department

Director Peetz indicated the Water Resources Department has been working on attribute tables, which are taking the old documents and recording them into a GIS format and Director Peetz noted he is able to share part of their time to complete the project. Director Peetz is recommending 50% or 20 hours per week of either Gail Gifford's time or the new Planner's time to go over to Water Resources and convert the tables. The Regional Planning Commission Board approved the request to work with Water Resources and he presented a draft resolution authorizing the execution of the agreement.

Commissioner Christian-Bennett asked where the funding is coming from and Mr. Vence noted relative to cost, it is expected to come out of the reoccurring budget, but County Administrator Crombie will research and bring it back to the Board.

Resolutions:

1. The Board of Commissioners authorized the execution of an agreement between the Portage County Board of Commissioners, on behalf of the Portage County Water Resources Department and the Portage County Regional Planning Commission for the purpose of Geographic Information Systems Services./**HOLD for additional information.**

COUNTY ENGINEER'S OFFICE

Present: Chief Deputy County Engineer Larry Jenkins; Shawn Arden, EMH&T; Lynn Vogel and Eric Long, Soil & Water Conversation; Mary Helen Smith and Amos Safo, Health Department; Attorney David Garnier, Prosecutor's Office; and Regional Planning Commission Director Todd Peetz;

Discussion:

1. NPDES Storm Water Management Program Update

The overall sewer management plan is due to be looked at on a five-year cycle and the County stormwater coordinator is the County Engineer, Mickey Marozzi, who oversees the stormwater district, which oversees the NPDES-MS4. Partnering agencies include the Regional Planning Commission, Portage Soil and Water, Health District, and the Prosecutor's Office.

Chief Deputy County Engineer Larry Jenkins

- The application is for the National Pollution Discharge Elimination System, which controls the stormwater within the stormwater district.
- There are three types of permits that are generally issued for stormwater: (1) industrial permits, (2) construction permits, (3) and Portage County applies for the municipal permit.
- To be eligible for the municipal permit, you need to be a community located within an urbanized area as defined by the census.
- We became part of the MS4 program in the early 2000s because we were in an urbanized area.
- The plan is updated every 10 years, we are currently in 2010's update and 2020's update will be coming. We were part of the urbanized area in 2010, even if we've gone down in population, you stay in the program no matter what.
- MS4 is a municipal separate storm sewer system, which is a conveyance system of any stormwater that hits the ground that is untreated and goes to streams and rivers. That's what's the EPA is trying to control, the pollution and the runoff from the streets. Portage County has become eligible under that because we're a political subdivision that has those types of systems.
- It's not sanitary sewer, it's storm sewer and it's not a combined sewer where their sewer and storm sewer together is just pure rainwater runoff.
- Cleveland's Burning Rivers was the impetus behind the Clean Water Act, and the Clean Water Act rolled through in the '70s and they enacted legislation to do what's called Phase One MS4 permitting. Phase One was rolled out into the large, urbanized areas, and those areas are generally over 100,000 population. So, they controlled their stormwater through permits for large areas. In 2003, they hit everybody else. So even if you're under 100,000 in a population, if you're classified as an urbanized area, and you have some type of stormwater conveyance system that goes to the river, you're then part of the small MS4s. Part of the MS4 requires us to implement the stormwater management program.
- There are 300 regulated communities in Ohio, so we're definitely not the only one.
- The main purpose for the MS4 program is to develop and implement a stormwater management program that meets the regulatory requirements put out every five years by the EPA.
- To get to the point where we are right now, we've utilized Shawn Arden's company and his services have been involved since the beginning of the program for the district.

Shawn Arden – EMH&T

- Mr. Arden is a consultant with the firm EMH&T and he's been working with the County stormwater program since the late '2000s, to assist and maintain compliance with EPA requirements.
- The red lined mark ups are the edits to the stormwater management plan for the fourth iteration of the Ohio EPA, small MS4 permit and the first generation of the permit was issued in 2003.
- Commissioner Christian-Bennett asked why some communities are excluded in the first couple of pages and Mr. Arden explained the front half of the document addresses your organization of the permanent program, initially for convenience, the cities of Streetsboro and Ravenna were included under the County's umbrella program. Due to the fact they are individual cities and after a discussion with Ohio EPA and with representatives of those communities, it made sense for the cities to separate and develop plans separate from the county.
- The first half of the document addresses the removal of cities and then the transition of Brady Lake into Franklin Township and adjusting tables to address changes associated with those actions.
- The second half of the document address practices that the different partner agencies at the County have to implement to address the performance standards and the permit called Best Management Practices, which address 6 minimum control measures.
- There's a concept of a TMDL and that is a total maximum daily load. The EPA evaluates the different watersheds across the state for attainment of the water quality standards that are codified in the Ohio Administrative Code. If they find that the watershed is unable to meet those standards, (via biological concerns, chemical concerns and habitat concerns), then the EPA will need to perform a more detailed study and establish a value of what they feel is the highest level of that pollutant that the stream can process while attaining the water quality standards and they set that as the TMDL value for that stream.
- With this fourth generation of the MS4 permit, the EPA has set forth specific performance standards that communities have to implement if TMDLs are identified within their communities.
This is the largest change in the second portion of the document.
- The map of the County is showing different watersheds, primarily the Cuyahoga watershed on the west side, and the Mahoning watershed on east side. We do have small areas tributary to Chagrin, Grande and Tuscarawas Rivers on the perimeter.
- The 6 minimum control measures that are within the perimeter - Soil & Water will speak to public education and public involvement, the Health District will speak to the second one for illicit discharge, determination and elimination, then back to Soil and Water again for the construction and post-construction site stormwater management work, as well as good housekeeping for operations at the municipal garage sites operated by the County.

Stormwater Educator Lynn Vogel, Soil & Water Conservation

- Ms. Vogel is responsible for public education and involvement.

- The permit states that we're going to use a variety of educational resources such as printed material, social media, the websites, and then they will provide educational workshops for targeted groups, farmers, homeowners, woodland owners, and provide support for K-12 schools and the educators in those schools.
- All of the education efforts are aimed at trying to get public sense out there that we are all part of the stormwater coalition, and that we all have a shared responsibility for the water quality in our communities.
- We also need to try to connect that shared responsibility to the actions that we all take that make us responsible. It's all about the land use - what are you doing in your yard, your garden, your farm fields, your woodlots, all those things, and the way we manage the land can have a very good or very poor impact on water quality.
- Minimum control measures actually require that we move beyond what we know, as it's not enough just to know what stormwater is, and we need to be able to engage and we're required to engage in community groups with activities that demonstrate we know what to do and that we are doing it.
- Some activities that we do with groups are spring cleanups, stream quality monitoring, ditch cleanups, litter cleanups, and tree planting projects.
- Some of the groups that we have worked with historically are 4-H groups, scouting groups, school groups, and homeowners' associations.
- Some of the major change to a minimum control measure is that we are now required to address 5 different educational items over the five year permit cycle and that we reach 50% of the MS4 communities with these education efforts. This is new language, but not a new practice.
- The language also states that we're going to target education efforts directly to the TMDL that Mr. Arden spoke about and we will include the information on the annual reports to the EPA.
- The updates to MCM 2, number two also state the activities that we engage in with the community groups, actually target these TMDLs that are identified under the permit.
- The most effective way to provide stormwater education really is through our schools. Depending on their age level, teachers are required to talk about surface waters and if we can provide classroom resources to educators such as enhancing outdoor learning areas or bringing supplies into their classroom, to make these lessons more tangible to the student, that's a very effective way.
- It's very effective to work with the schools because it reaches an entire student body as well as the district staff through the efforts of one motivated educator.
- Soil and Water collaborates with the Portage Health District to provide stormwater education. We team up when our programs overlap, and when they do not, we just cover more basis.

Director of Environmental Health for Portage County Health District Mary Helen Smith

- The County Commissioners contract with the Health District to do the enforcement for the illicit discharge detection and elimination (IDDE).
- Illicit is really just EPA's term for prohibited discharges that are not supposed to be there.

- Part of the program standards that we have been doing since the beginning is that the District created a regulatory mechanism to actually implement this program. We came to the Commissioners in 2019 and by resolution 19-0656 passed in October of 2019, updated the resolution as to how we implement the program.
- One of the main things is the illegal authority to conduct the inspections and the right of entry on properties when we think there's an illicit discharge.
- Another is the enforcement tools that we would use, but the Health District always tries to undertake the least level of enforcement possible and work with Soil and Water to go out and talk to homeowners and engage in education before we take a step to actually have to order or enforce somebody to do something.
- The Health District receives annual training which they really enjoy.
- The Health District has been creating an annual update to six common maps that are part of the annual report. They're the watershed designations Mr. Arden talked about.
- On the outfall identification maps, we have a total of approximately 2,100 where we have known discharging households, so each treatment system that has EPA permits the homeowner version of this permit, the catch basins, the inlet/outlet pipes. What is new is that the EPA is now requiring stormwater districts to partner with Eric at Soil and Water on Control Measure 5 that he implements and for us to actually map and identify those types of post-construction. So next year, there will be one extra map.
- The Health District routinely identifies all of the outfalls (just a term for where that pipe enters waters of the state) and then goes to drainage to our lakes, streams, and ponds.
- Verification is to verify what we were given is actually a true outfall and then they undertake under the 5 year permit of the 2,100 locations, a pattern for dry weather screening, and in 72 hours, we go out and look at it and presumably it's dry. If it's not dry, what we will do this cycle is to actually start testing it and to what we've done all along, but if we identify something that's not dry, it's contaminated, and we follow it back to what it is - did it come from a farmer with runoff for manure, we work with Soil and Water, did it come from industry, we refer it back to the EPA, if it's a failing household sewage treatment. We've been doing that, and we have a flowchart that will be in the annual report that will come to you that talks about how we refer these to other agencies for investigation.
- Mr. Arden talked about TMDL and the Health Department has been doing this for quite a while with the money that we request to repair household to each treatment system. So, it's not a new concept, but a new requirement in the permit.
- The report the Board will be receiving in early April, they are going to declare success that they fixed 172 septic systems using an average of just over three bedrooms for home. That's 544 bedrooms and 6,500 gallons per day of sewage, if the system is not working correctly, that got eliminated.
- Commissioner Badalamenti asked how the watershed comes back to attainment, and Ms. Smith noted it will immediately remove that amount of pollutants when that sewage treatment system is fixed. The question is how the whole watershed as a whole gets back into attainment is cumulative of how much contamination is in each watershed. So, it might not change the water designation until EPA gets back out and does their 5 to 7 year sampling event, but it will be removing so we can demonstrate that we're taking this many pollutants out of those areas. The EPA has a pretty lengthy presentation as

to how they go back in all over the state to do their water quality assessment, so we won't know for a while, but at least we know what we can target.

- Ms. Smith presented several examples of their collaboration for stormwater education that were put on calendars and bookmarks.
- Since 2016, the Health District has applied for the Water Pollution Control loan fund for money that has been made available. The District now declares it was awarded an additional \$150,000 for 2022, so they will be at \$1.4 million dollars that we brought into the community. They have already assisted 99 homeowners and hope to help another 7 to 10 and it really makes it easier to partner with your program.

Director Todd Peetz, Regional Planning Commission

- The Planning Commission assists the County Engineer's office and the Health District to find the illicit discharges that are out there, they let us know that there's somebody that needs help.
- The Planning Commission is the 3rd step in the process.
- The first step is to obtain grant money that the Health District may receive or CHIP funding through Neighborhood Development Services.
- The second step is the link deposit program which is the County's money the Treasurer's Office oversees. If someone doesn't qualify for free money and they don't qualify for the low-interest loan money, then they come to us.
- The only requirements are that you must be a homeowner and that you're going to be there for at least six months.
- Since 2018, they've spent \$400,000 in the program and helped 46 families.
- The money does come back and they've had eight units that have fully repaid their loans.

Eric Long, Soil & Water Conservation District

- So far, we've addressed three of the six minimum control measures and I'm here to give you the last three.
- So, the next two minimum control measures are four and five, and they deal with new development in the County in the MS four area.
- Number 4 Control Measure is during construction and the 5th Control Measure is post-construction, so you need to control stormwater during and after they're done building that runs off of the site.
- New language includes the authority to review plans, selection design criteria, meeting the Ohio EPA general permit, review 100% of SWP3s for new development or redevelopment
- Plan Review prior to commencement instruction and a lot of these changes to the current language of the permit are things that we already had in place.
- This is a change with the definitive checklists, we are going to have to adjust a little bit and we did change our language in our plan to reflect EPA's requirement to say we have to have essentially standardized checklists for the inspection and for review. Portage County has been using those, but the EPA would like us to move to a digital format for that and they are going to be working on trying to come up to the digital age.
- Enforcement protocols are something that we've had in place.

- For a site inspection, at least once per month, that is something that we have had in our program throughout and enforcement action is something that we included in the plan from the onset.
- The TMDLs is throughout every one of the MCMs and we are adjusting the language in our plan to reflect the need to focus on total maximum daily loads for all kind of facets of the program.
- Increased frequency is new language to the permit. Our permit throughout has required that we inspect construction sites once a month and under the new language, there are certain violations on a site that if those violations are occurring, they will ask us to inspect more frequently.
- Long term operations and maintenance is something that has been written into our permit throughout, so we have always ensured that they provide a long-term maintenance plan for the post-construction for maintaining these stormwater features after they're finished with the construction.
- This section is new and they are asking us to do one of the following - there are four different practices and over the permit term for each one of the co-permits areas, each one of the townships that are part of our permit, will have to conduct one of these four practices. There have been many discussions with the stormwater districts with all the different agencies to try and determine how we are going to meet these requirements, and we haven't decided exactly which one because each one could be better for one community than the other. But over the life of this five-year permit, we have to choose one of those for each one of the communities within and we've updated our stormwater management plan to reflect that requirement.
- Minimum control measure six is called pollution prevention and good housekeeping and it says we are doing our part to be conscious of stormwater management through our operations. So, for each one of the township's maintenance facilities for the county maintenance facility, we have Stormwater Pollution Prevention plans.
- Since the beginning of our program, we installed Stormwater Pollution Prevention plans for every one of those facilities, but they are in much need of an update.
- The Stormwater Pollution Prevention plans must meet the EPA requirements and that's the purpose of our updating these plans to ensure they are concurrent with EPA language.
- Under Minimum Control Measure Six, they also have to pick one of four. Fortunately for us, we don't have to debate over picking these because our program is a municipal separate storm sewer, but we don't have the cities in our program anymore because they have their own, so street sweeping, catch basin cleaning, and yard waste leaf collection programs are not really part of what the county's permit looks to. So, it points specifically to doing performance document inspections on facilities requiring the stormwater pollution prevention plans, and we have been conducting those inspections quarterly for each one of those facilities throughout.
- Minimum Control Measures Six include a couple of other performance standard issues including training employees on Stormwater Pollution Prevention plan at least once a year. That requirement actually is a per co-permittee per township requirement that they do have to train their employees on these good housekeeping methods. It's important that they know what those are and that they can train new employees. Portage County

offers an annual training program through the stormwater office and invites all of them to attend each year to make sure that we have that requirement covered.

- Maintenance programs. One thing that is new for this that they're pushing harder with this new permit cycle is that they really want to see schedules and that's something that we're working on writing into those updated management plans for each one of the communities.
- Proper disposal of waste isn't really new either. We have been working hard with the townships to make sure that they're not dumping things where they shouldn't be dumping things.
- The EPA has always held as the most important aspect of good housekeeping pollution prevention is the proper management of salt storage facilities. There have been a number of horror stories associated with poorly managed salt storage facilities because you have a very high concentration of a pollutant and if it is exposed to stormwater and let a lot of salt runoff site, it can cause major problems to both surface and groundwater supplies in the surrounding areas. I'm happy to say that for a long time that the County's program has had completely covered salt storage facilities long before the EPA really pushed it hard enough to say that you must have them completely covered.

Commissioner Badalamenti asked what's the ground barrier with the storage of salt and Mr. Long noted there aren't specifics, but most salt is stored directly on concrete. What's important is that you're preventing that stormwater from getting to it.

- There is one last kind of fairly significant change in the recent permit cycle, they are asking for a more stringent stabilization of ditching projects. We have been working to make sure that we are stabilizing sites when we're doing ditching operations, but to get the bottom of the ditch stabilized immediately is a very, very difficult thing to do. A ditch is where you're running water and trying to get a fully vegetated cover on a place where you're expecting water to run any time is very difficult to do. So. We're very careful with our language in our permit to make sure that we don't promise anything more than we can, but we have added language with regards to how we will handle our stabilization, the grass seeding of our ditching projects. The most important component is that it meets the other standards for stabilization throughout the permit.

Commissioner Badalamenti noted when you look at some storm ditches, they look like big Vs rather than spread out Vs and does it matter if it's this grade or incredibly steep grade, and how deep do they go? Mr. Jenkins responded there's no easy answer as it's site-specific. Generally, our operations are a ditching bucket, which provides more of a kind of a half circle and that minimizes the impact on the surrounding areas. It's a case-by-case basis on what the swale would look like, but typically, with a county road, ditching buckets, they generally are half-circle.

Mr. Jenkins explained they have to ensure that anything that's put into the ground needs a permit by the County Engineer and that's the only control mechanism they have to ensure that nothing is put in at the wrong size that causes nuisance problems to the adjoining property.

Mr. Jenkins asked that the Board consider adopting the Journal Entry for the updated Portage County Storm Water Management Program. (See below)

2. Storm Water Educational Grant – Rootstown School District

The Board heard from Ashley Gerez, who teaches environmental science at Rootstown High School. She presented a three-tiered proposal for Board consideration in the amount of \$9,673.00 for equipment and field trips. The portions of the budget include classroom materials, getting students out of the classroom and into the environment, and community outreach/community education.

3. Storm Water Educational Grant – Ravenna School District

The Board also heard from Christine Lohse, who teaches environmental clients along with a couple of other science courses at Ravenna High School. She explained the biggest portion would be towards the development/construction of trails and elevated observation decks. Pre-made backpacks are also included in the proposal with field guides, clipboards, sampling materials. Further down on the list are bird feeders, bird boxes, easels, tripods, stools and tables for the potential art side of it. Rubber boots are also included as are electrophoresis units and micropipettes. Total cost of the project is \$24,095.00

Commissioner Christian-Bennett asked if there's a set amount of funding for the project and Ms. Vogel replied that it's not really set, but she was told that it could not exceed \$75,000 per year and the schools are limited to \$25,000 per District. Streetsboro is the only other school that is lacking, Windham took a partial grant and Aurora is not eligible because the students live within the city and they have their own permits.

Since Rootstown is only asking for \$9,600, they should be allowed to come back and ask for additional grant funding up to the \$25,000 limit. There are additional funding opportunities for educators that are not connected to the stormwater dollars.

Journal Entries:

1. In accordance with this Board's Resolution No. 09-0834, the Board of Commissioners acknowledged and approved the Portage County Storm Water Coordinator's approval of updates to the Portage County Storm Water Management Program which will be attached to the 2021 Annual Report and submitted to the Ohio Environmental Protection Agency for NPDES general permit compliance.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. After meeting today with the Portage County Storm Water Committee representatives and a representative from the Ravenna City Local School District, the Board of Commissioners accepted their recommendation and approved the Storm Water Park

proposal for the Ravenna City Local School District, to be funded in the amount of \$24,095 from the Storm Water budget. The Board of Commissioners noted that this program is covered under one of the six minimum control measures: Public Education and Outreach. The Board agreed that the Soil & Water Conservation District Director should take the lead in contacting the Prosecutor's Office for the preparation of the necessary agreement.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. After meeting today with the Portage County Storm Water Committee representatives and a representative from the Rootstown Local School District, the Board of Commissioners accepted their recommendation and approved the Storm Water Park proposal for the Rootstown Local School District, to be funded in the amount of \$9,673 from the Storm Water budget. The Board of Commissioners noted that this program is covered under one of the six minimum control measures: Public Education and Outreach. The Board agreed that the Soil & Water Conservation District Director should take the lead in contacting the Prosecutor's Office for the preparation of the necessary agreement.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Resolutions:

1. Enter into an Agreement between the Board of Commissioners and the Ravenna City School District for the Portage County Storm Water District./Resolution No. 22-0193
2. Enter into an Agreement between the Board of Commissioners and the Rootstown School District for the Portage County Storm Water District./Resolution No. 22-0194
3. Authorize Execution of an Agreement between the Portage County Board of Commissioners and the Portage County Soil and Water Conservation District for the Purpose of Cooperation & Coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./Resolution No. 22-0195

Recessed: 10:43 AM

Reconvened: 10:51 AM

COUNTY ADMINISTRATOR

Present: Michelle Crombie

Discussion:**1. Dog Warden Summer Seasonal Employment**

Administrator Crombie explained the Dog Warden would like to hire summer seasonal help and it's been done in the past with great results. The Board agreed to move forward with the request.

2. Sheriff Uniform Allowance Part-Time Employees.

The Sheriff hand-delivered correspondence last Friday to Administrator Crombie, requesting payment of his personal uniform costs. Administrator Crombie completed the research and found that no reimbursement has been made to a Sheriff for uniform expenses, but in accordance with an Attorney General's opinion, equipment is considered a uniform. The Prosecutor's Office stated the Board should not appropriate money for the expense but have the Sheriff provide invoices and the Board could approve the payment.

The 2021 combined cost for the Sheriff's uniform was approximately \$1,200.

Commissioner Christian-Bennett asked what's being done for the Corrections Officers and Deputies and Administrator Crombie explained full-time Deputies receive \$1,200 and full-time Corrections Officers receive \$1,000 annually as part of their Union Contract.

Commissioner Christian-Bennett pointed out that the Sheriff is an Elected Official and she's asked Director Harris to investigate further because if we're doing something for the Sheriff, we need to look at the Judges. Administrator Crombie noted she has not received a request from any other Elected Official, but we will circle back once Director Harris has time to review.

Administrator Crombie suggests a one-time allowance for part-time Deputies and part-time Corrections Officers because they are required to wear the same uniforms as full-time employees and nothing is provided to them in the form of an allowance. The Board can stipulate if a part-time employee leaves employment before one year, funding for the uniforms can be pro-rated and deducted from their last paycheck.

An allowance suggestion might be ½ the cost of a full-time employee's uniform cost.

There are 10 part-time Deputies, 6 are retired/rehired who already have their uniforms and 3 part-time Corrections Officers, so the expense would be approximately \$2,000.

The Board agreed to move forward with a one-time payment of \$500 for part-time Correction Officers and \$600 for part-time Deputies, to include the stipulation if they work less than one year.

Director Harris has spoken with Rebecca Ritterbeck at the Auditor's Office and she said the request was denied by the County Auditor's Office because the invoice was not signed by the Sheriff, but Administrator Crombie stated her copies are signed and she

understood that the invoices were not paid due to the Ohio Revised Code noting his current salary is set and by increasing his salary, it goes outside of the salary limit.

Commissioner Christian-Bennett would like to set a policy allowing a one-time per term uniform allowance for Elected Officials that are required to have a specific uniform and Commissioner Badalamenti suggests a draft resolution be presented next week for Board consideration.

Administrator Crombie suggests the Commissioners adopt a resolution to pay for the invoices in front of them and as a separate add-on, a policy can be created for the remaining Elected Officials with a cap amount of \$1,200 per term. Administrator Crombie will present a resolution for Board consideration next week.

INFORMATION TECHNOLOGY

Present: Director Lloyd Alger

Discussion:

1. BIS Digital Quote

Commissioner Christian-Bennett indicated the Board's ultimate goal is to be able to streamline the meetings and replace equipment and we've purchased beautiful new equipment but we still cannot stream the meetings.

Commissioner Badalamenti asked when it will be installed properly so it works and Director Alger explained we have a final quote and the quote addresses the most recent solution. Commissioner Badalamenti asked about the contract and Director Alger stated we never got a contract; we have a signed proposal and he was unsure how that happened.

Director Alger mentioned everything the Board wanted is in the quote and he has a signed Scope of Work and a signed quote for the project, so Commissioner Badalamenti asked why doesn't the equipment work if everything was in the signed quote and Director Alger responded the way that Internal Services likes to operate is that they like to have a contract outside of the signed quote. We received pricing, we got a scope of work and the scope of work did get signed and returned, but the scope of work was not followed by BIS and we did comment to BIS that they did not follow the scope of work. One thing listed in the scope of work that they didn't follow is the need for audio, there's no audio and that's one of the reasons that we can't run Zoom.

Commissioner Christian-Bennett asked how we found BIS and Director Alger replied BIS is the company that runs the courthouses in the County and they were the only company that submitted the bid proposal. We have a working relationship with BIS already.

BIS' explanation of why the system doesn't work is that the speaker system located in the Boardroom never worked and Commissioner Badalamenti replied if it never worked,

they knew it never worked, and they said they were going to make it work and Director Alger noted they were told during the pre-bid and post-bid that the whole goal was that they would be responsible for 100% of it. Commissioner Christian-Bennett noted it worked before, why doesn't it work now? Director Alger explained they were going to replace the entire cabinet because we wanted to use one vendor and have that one vendor be responsible for the entire room and they have shirked that responsibility 100% and our recourse is to follow the last quote that we gave them. One of the reasons Director Alger has been arguing this point so much is because the quote they provided initially required us to pay for fixes he believed we already paid for under the initial scope of the proposal.

The last quote only requires the County to pay for the additional work that we have not previously paid for (ie. the extra camera) and that was not part of the original scope of work. Under the original scope of work, we had one camera in the room, we had the replacement of all the equipment in the room and we had the installation of the DCR software. BIS was told that we wanted to be able to zoom meetings back and forth, we wanted, obviously, the systems to be able to provide audio in the room and all the connectivity to be set up. When they left, the audio system and the TV worked. With additional tweaking that IT has been able to develop, we can access it by using personally owned equipment from the IT staff that is not owned by the County, to make the system work. The only reason the system works right now is that we're using personal equipment by our IT staff to maintain some functionality until the fix can be established.

Commissioner Christian-Bennett noted the whole purpose of doing this was so that we could stream the meetings or have virtual meetings, but we can't.

Administrator Crombie pointed out that this has been expressed to BIS and when they initially came in, it was not working to the extent that it should have been and Director Alger has been in discussions back and forth with them. There was a signed scope of work, but they are now saying to make it whole, they need another \$5,000 for the camera, the HDMI piece of equipment to switch between PC and Sign In Ap (the video presentation device) and installation.

Commissioner Christian-Bennett reported that the Board specifically wanted two cameras and when the first quote came through and didn't have it listed, we asked for a quote for a second camera and the Board approved it. Director Alger stated we asked them for two cameras initially and we ended up waiting two months for them to get back to us on the second camera piece and that delayed the installation of the entire project by an extra two months.

Director Alger has emails from Administrator Crombie going back canceling the second camera because it was delaying the installation. The camera that we received is not the camera we originally got scoped out because they couldn't get pieces and parts because of the supply chain. Director Alger noted he did circle back and request the second camera after the installation was completed and that is reflected in the quote.

The options are slim, we can bring in another vendor but no one will want to, we can go back on them and say, they've got to come back and fix the audio because that was part of the original piece and they are able to come back in through the service agreement. The extra camera wasn't part of the original quote and isn't something that we can get resolved under the original scope of work, connecting the PC to the Sign In Ap wasn't under the original scope.

Commissioner Christian-Bennett explained we had a laptop sitting on a cardboard box and we wanted to be able to view the person on the screen and Administrator Crombie explained they left a piece out of the initial scope of work, whether it was left out of the initial RFP and they did not give an all-inclusive initial scope of work or quote. So, what we need now is to have them finish the job.

When the Scope of Work was reviewed, we saw the connections and were under the general assumption that it was going to operate the way they demoed it.

Commissioner Christian-Bennett asked that they come in and install the second camera and get us set up for virtual meetings.

Administrator Crombie suggests moving forward with it as it is and before we pay the final invoice, we made sure it's working. Director Alger noted we've only paid the deposit, not the final invoice or anything else.

Administrator Crombie believes they may have just missed it in the scope and we need to move forward with what we have and negotiate because they don't have all their money yet.

Commissioner Christian-Bennett asked when are they coming back to make this right and Director Alger stated as soon as we can get them a purchase order for this piece, we can start to ask him about timeframes. The camera will be the most difficult thing to get in, but everything else will be easy.

Director Alger stated he'll specify that if we have to do two install dates, one to get the connections ready and one to do the camera, we will specify that because the camera might be several months. Director Alger will start the process immediately and needs the Board to prepare a Purchase Order for BIS and the signed scope.

Administrator Crombie noted it talks about electrical installation and this says a customer provided electrical contractor and in reading this does this mean that we have to bring in a separate electrician to take care of this, and if so, we need to know exactly what they need and Director Alger will check with them just to be sure.

Commissioner Badalamenti asked who else in the County uses BIS and Director Alger replied both Courthouses, Domestic Relations, Municipal, Common Pleas, and Juvenile. Administrator Crombie will open a purchase order for BIS for the second camera to get the process moving again and Director Alger will report back about the electrical.

Commissioner Badalamenti asked that Director Alger convey the Board's disappointment with the process and lack of cooperation.

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Pre-Award Conditions requirements for the VAWA Grant No. 2021-WF-VA2-8222. The Board of Commissioners also authorizes Commissioner Christian-Bennett, President of the Board to sign the checklist for submission, as presented by Heather Laliberte, Family & Community Services.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries
2. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet for January 2022, as presented by Neighborhood Development Services.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries
3. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for April 2021, as presented by the Portage County Sheriff's Department.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries
4. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for February 28, 2022 through March 6, 2022 as presented by Chief Dog Warden Dave McIntyre.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries
5. The Board of Commissioners acknowledged receipt of the March 11, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

6. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the Month of February 2022, received on March 11, 2022 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

7. The Board of Commissioners acknowledged receipt of the Amended Certificate of Estimated Resources Dated Mach 8, 2022, as presented by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

8. The Board of Commissioners acknowledged receipt of the Portage County Investment Portfolio Report for February 2022 as presented by the Portage County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

9. The Board of Commissioners acknowledged receipt of the President's Monthly Report for February 2022 as presented by the Portage Development Board.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

10. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 483 Harvest Drive, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interested totaling to \$254,694.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec

\$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

11. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 510 Oakwood Street, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$254,694.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

12. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 6264 Bridge Street, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$254,694.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

13. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing II Project for the property located at 548 North Walnut Street, Ravenna, Ohio 44266, as recorded on May 31, 2002, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$246,037.00, in Portage County records as Instrument Number 200217188, as presented by Neighborhood Development Services. Portage County will rec \$11,183.50 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

Commissioner Christian-Bennett noted on Thursday, April 7th, the Board will be attending the Leadership Portage County Conference so the Commissioners' meeting will be moved to Tuesday, April 5, 2022. The Clerk checked with Regional Planning Commission and the Public Hearing scheduled on the 7th can be rescheduled.

Commissioner Christian-Bennett noted the Landbank Conference is in Cleveland this year and it's being held on a Thursday and she would like to attend. Commissioner Badalamenti does not plan on attending the conference so there's no need to cancel the Board's meeting.

Recessed: 11:44 AM
Reconvened: 3:00 PM

3:00 PM 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 moves into executive session to consider the employment of a public employee. Also present: County Administrator Michelle Crombie and Water Resources candidate Dan Blakely. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

4:04 PM 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.

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Administrator Crombie noted the Board has the capability to Zoom on the new Smartboard located in the training room and Commissioner Badalamenti pointed out that the Board is able to meet via zoom until June 30, 2022.

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**RESOLUTION NO. 22-0184 - RE: APPROVE THE REVISED PREVENTION,
RETENTION AND CONTINGENCY PLAN,
EFFECTIVE MARCH 17, 2022 FOR
PORTAGE COUNTY JOB AND FAMILY
SERVICES.**

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

WHEREAS, Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that Job & Family Services adopt a written statement of policies

governing the prevention, retention, and contingency (PRC) program for Portage County; and,

WHEREAS, there have been thirty-three (34) revisions since the inception of the PRC Plan with the last revision approved via Journal Entry on October 12, 2021 with an effective date of October 31, 2021; and

WHEREAS, the Director of Portage County Job & Family Services presented the Board of Commissioners with the revised Prevention, Retention and Contingency Plan (see backup – Exhibit A) for Portage County Job & Family Services, Division of Family Employment & Support Services, advising the Board of Commissioners that the PRC Plan was revised in accordance with Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and,

WHEREAS, the Portage County Prosecutor's Office reviewed the revised PRC Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby certify that Portage County Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revision of the Prevention, Retention and Contingency (PRC) Plan in its entirety per state guidance, as presented by the Director of Portage County Job and Family Services, effective March 17, 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 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. 22-0185 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

WHEREAS, the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

WHEREAS, it is necessary to do a transfer of funds to cover these costs; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$28,311.23 for February 2022 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR \$28,311.23

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR \$28,311.23

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, 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. 22-0186 - RE: CASH ADVANCE FROM FUND 5400, PCW
GENERAL ADMINISTRATION TO FUND**

5509, PCW MANTUA RESERVOIR

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

WHEREAS, Fund 5509 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 \$ 300,000.00:

FROM:

5400, PCW GENERAL ADMINISTRATION

ORGCODE- 54004009

Debit Expense Account

Object 920000 - Advances-Out \$ 300,000.00

TO:

5509, PCW MANTUA RESERVOIR

ORGCODE -55090602

Credit Revenue Account

Object 290000 - Advances-In \$ 300,000.00

; and be it further

RESOLVED, that the advance will be repaid to the PCW 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. 22-0187

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RE: CASH ADVANCE FROM FUND 5400, PCW

**GENERAL ADMINISTRATION TO FUND
5510, MANTUA EMERGENCY WATER
INTERCONNECT**

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

- WHEREAS,** Fund 5510 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 \$ 312,000.00:
- FROM:**
5400, PCW GENERAL ADMINISTRATION
ORGCODE- 54004009
Debit Expense Account
Object 920000 - Advances-Out \$ 312,000.00
- TO:**
5510, MANTUA EMERGENCY WATER INTERCONNECT
ORGCODE -55100602
Credit Revenue Account
Object 290000 - Advances-In \$ 312,000.00
- ; and be it further
- RESOLVED,** that the advance will be repaid to the PCW 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. 22-0188

RE: CASH ADVANCE FROM FUND 5400, PCW
GENERAL ADMINISTRATION TO FUND
5511, PCW H2O MANTUA PLANT
CONVERSION

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

WHEREAS, Fund 5511 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 \$ 197,000.00:

FROM:5400, PCW GENERAL ADMINISTRATION

ORGCODE- 54004009

Debit Expense Account

Object 920000 - Advances-Out

\$ 197,000.00

TO:5511, PCW H2O MANTUA PLANT CONVERSION

ORGCODE -55110602

Credit Revenue Account

Object 290000 - Advances-In

\$ 197,000.00

; and be it further

RESOLVED, that the advance will be repaid to the PCW 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. 22-0189

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**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

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

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

WHEREAS, it is necessary to do a transfer from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$7,172.89 for February 2022 IV-D contract payments local match for Prosecutor November 2021, and Domestic Court November and December 2021 payments as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000— Transfer Out

\$7,172.89

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Credit Revenue Account

Object: 280000 – Transfer In

Project NONE

\$7,172.89

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, 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. 22-0190 - RE: APPROVE SPECIFICATIONS AND SET
DATE FOR THE CRITICAL
INFRASTRUCTURE GRANT (BX-21-1CJ-2)
PRATT STREET IMPROVEMENTS
PROJECT, RAVENNA, OHIO**

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

RESOLVED, that the bid specifications, as submitted for receiving bids for the labor and materials to replacement of approximately 930 lineal feet of 8" water line with new valves, hydrants, and services. The work also includes new curbs, driveway aprons and sections of sidewalks replacement along Pratt Street in the City of Ravenna, Ohio be approved.

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m., April 6, 2022 and will be publicly opened and read aloud in Room 167 on the 1st Floor of the County Administration Building; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on March 20, 2022 and the County's website and a copy thereof be posted on the bulletin board of the Board 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; Anthony J. Badalamenti, Yea;

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RESOLUTION NO. 22-0191 - RE: DECLARE OBSOLETE AND DISPOSE OF

**PORTAGE COUNTY PERSONAL PROPERTY
LOCATED AT THE PORTAGE COUNTY
BOARD OF DEVELOPMENTAL DISABILITIES**

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

WHEREAS, the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; now therefore be it

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory:

| <u>DD Tag #</u> | <u>Description</u> |
|-----------------|--|
| 831 | 10022 Copy Machine, Xerox (serial 898E4517) |
| 913 | 10235 Copy Machine, Xerox (serial MX4753655) |
| 658 | 6791 Computer, Server, Dell (serial H5P9W91) |

; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Board of Developmental Disabilities and the Portage County Director of Internal Services; 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. 22-0192

Number not used. Resolution was held for additional information.

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RESOLUTION NO. 22-0193**- RE: ENTER INTO AN AGREEMENT BETWEEN
THE BOARD OF COMMISSIONERS AND
THE RAVENNA CITY SCHOOL DISTRICT
FOR THE PORTAGE COUNTY STORM
WATER DISTRICT.**

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

- WHEREAS,** the Board of Commissioners must comply with certain educational requirements of the MS4 NPDES (National Pollutant Discharge Elimination System) Permit No. 3GQ00041*DG; and
- WHEREAS,** to meet the educational requirements, the Ravenna City School District shall utilize storm water funds to purchase supplies and equipment to allow Ravenna City School District students to develop a wetland land lab for students, and members of the community, which will provide storm water drainage education and incorporate cross curricular lessons in science, art, and social studies; now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with Ravenna City School District in the amount of twenty-four thousand ninety-five and 0/100 dollars (\$24,095.00) for such studies; and be it further
- RESOLVED,** that this agreement shall be effective upon execution by all the parties and shall terminate upon completion of Ravenna City School District's responsibilities under this agreement, and all duties shall be completed within (3) years from the receipt of funds; and be it further
- RESOLVED,** that the Ravenna City School District shall submit copies of receipts of each purchase made to the Portage County Soil and Water Conservation District within thirty (30) days after such purchase; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the County Engineer, Portage Soil & Water Conservation District, Portage County Internal Services, Ravenna City School District, Portage County Health Department, and the Portage County Prosecutor's office; 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. 22-0194

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**RE: ENTER INTO AN AGREEMENT BETWEEN
THE BOARD OF COMMISSIONERS AND
THE ROOTSTOWN SCHOOL DISTRICT FOR
THE PORTAGE COUNTY STORM WATER
DISTRICT.**

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

WHEREAS, the Board of Commissioners must comply with certain educational requirements of the MS4 NPDES (National Pollutant Discharge Elimination System) Permit No. 3GQ00041*DG; and

WHEREAS, to meet the educational requirements, the Rootstown School District shall utilize storm water funds to allow Rootstown School District to purchase two Enviroscape classroom models that simulate land use practices which will promote hands-on investigation and experimentation to allow students to assume the roles of farmers, contractors, municipal wastewater treatment staff, homeowners, etc.; and

WHEREAS, storm water funds will be used to bring context to the classroom experience by providing a series of three field trips per school year to provide students with the opportunity to apply field observations to the facts and principles they are learning in the classroom while also exploring the watersheds in which they live; now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with Rootstown School District in the amount of nine thousand six hundred and seventy-three and 0/100 dollars (\$9,673.00) for such equipment and field trips; and be it further

RESOLVED, that this agreement shall be effective upon execution by all the parties and shall terminate upon completion of Rootstown School District's responsibilities under this agreement, and all duties shall be completed within (3) years from the receipt of funds; and be it further

RESOLVED, that the Rootstown School District shall submit copies of receipts of each purchase made to the Portage County Soil and Water Conservation District within thirty (30) days after such purchase; and be it further

RESOLVED, that a certified copy of this resolution shall be forwarded to the County Engineer, Portage Soil & Water Conservation District, Portage County Internal Services, Rootstown School District, Portage County Health Department, and the Portage County Prosecutor's office; 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. 22-0195

- RE: AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE PURPOSE OF COOPERATION AND COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT

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

WHEREAS, the Portage County Board of Commissioners intends to engage the Portage County Soil and Water Conservation District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$425,258.00 for the period of January 1, 2022 through December 31, 2022; now therefore be it

RESOLVED, that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Soil and Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; 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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Journal Entries

1. The Board of Commissioners approve the anniversary step increase for Michelle Crombie, County Administrator, effective 2/22/2022.

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 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:

2. Authorize the hire of the following individuals for the Eligibility Specialist position in Portage County Department of Job & Family Services. Tentative start date is March 28, 2022. The Board of Commissioners agree that the hires are contingent upon the applicants passing the required pre-employment testing:

a. Lynda Burkett – replacing David Morgan

b. Angela Carney – replacing Connie Hall

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. Authorize the hire of Robert McCollum as a Social Service Worker 3 in Portage County Department of Job & Family Services, replacing Danielle Stropki. Tentative start date is March 28, 2022. The Board of Commissioners agree that this hire is contingent upon the applicants passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. Authorize the hire of Lisa Lahrmer, as a CSEA Lead Attorney in Portage County Department of Job & Family Services, replacing Rebecca Dunham. Tentative start date is March 28, 2022. The Board of Commissioners agree that this hire is contingent upon the applicants passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

5. Hire Mitzi Mason as a CSEA Paralegal, new position, Portage County Job & Family Services. Tentative start date is March 28, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

6. Authorize the promotion of Kristin Hopper from JFS Executive Assistant to JFS HR Generalist/Payroll Specialist in Portage County Department of Job & Family Services. Tentative start date is April 4, 2022. Since Ms. Hopper is a current employee, pre-employment screenings are not required. Ms. Hopper will serve a 120-day promotion probationary period.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

7. Authorize the posting for the JFS Executive Assistant position, vacated by Kristin Hopper, for Portage County Job & Family Services. The non-bargaining position will be posted as open until filled, internally and externally concurrently.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

8. Accept the resignation of Miranda Lewis, Social Service Worker 3, for Portage County Job & Family Services effective April 1, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9. Authorize the three-day internal posting of a bargaining position, Social Service Worker 3, vacated by Miranda Lewis, 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

10. Authorize the promotion of Bailey Shade, JOBS Counselor – SNAP/TANF Eligibility Specialist, to OMJ Case Manager, replacing Jarrid McIntosh, in Portage County Job & Family Services, effective April 4, 2022. Since Ms. Shade is a current employee, pre-employment screenings are not required. Ms. Shade will serve a 270-day probationary period per the current CBA.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

11. Authorize the three-day internal posting of a bargaining position, JOBS Counselor – SNAP/TANF Eligibility Specialist, vacated by Bailey Shade, 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

12. Authorize the seven-day internal posting of a bargaining position, Vehicle Mechanic, an additional position, for Portage County Water Resources, 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

13. Authorize the 2022 step increase for Sue Brannon, Business and Finance Administrator, for Portage County Department of Job & Family Services, effective March 17, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

14. Approve anniversary step increase for the following non-bargaining employees:

- a. Dawn Collins – Solid Waste Director – Effective 2/13/22
- b. Cody Ullman – Maintenance II (Internal Services) – Effective 3/3/2022
- c. Amy Hutchinson – BOC Clerk – Effective 3/14/2022
- d. Dawn Burgess – Dispatcher/Admin. Assistant (Solid Waste) – Effective 3/14/2022
- e. Brett Lee – EMA Deputy Director – Effective 3/23/2022

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:

15. Direct the Auditor's Office to pay/process the March 10, 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 | | |
|---|--------------|----------------------------------|
| County Funds: (0001 – 8399) | | |
| Bill Payment and ACH list totaling: | | |
| Bill Payment list | \$525,834.17 | (Includes late fees of: \$43.03) |
| ACH/Neil Group of | \$116.26 | |
| ACH Payment list totaling: | \$0 | |
| Health Benefit Wire transfers totaling: | | |
| 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: | \$97,278.85 | |
| Then and Now list totaling: | \$133,873.88 | |
| Debt Service wire list: | \$0 | |

16. Process the March 10, 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

17. In accordance with this Board's Resolution No. 09-0834, the Board of Commissioners acknowledges and approves the Portage County Storm Water Coordinator's approval of updates to the Portage County Storm Water Management Program which will be attached to the 2021 Annual Report and submitted to the Ohio Environmental Protection Agency for NPDES general permit compliance.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

18. After meeting today with the Portage County Storm Water Committee representatives and a representative from the Ravenna City Local School District, the Board of Commissioners accepted their recommendation and approved the Storm Water Park proposal for the Ravenna City Local School District, to be funded in the amount of \$24,095 from the Storm Water budget. The Board of Commissioners noted that this program is covered under one of the six minimum control measures: Public Education and Outreach. The Board agreed that the Soil & Water Conservation District Director should take the lead in contacting the Prosecutor's Office for the preparation of the necessary agreement.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

19. After meeting today with the Portage County Storm Water Committee representatives and a representative from the Rootstown Local School District, the Board of Commissioners accepted their recommendation and approved the Storm Water Park proposal for the Rootstown Local School District, to be funded in the amount of \$9,673 from the Storm Water budget. The Board of Commissioners noted that this program is covered under one of the six minimum control measures: Public Education and Outreach. The Board agreed that the Soil & Water Conservation District Director should take the lead in contacting the Prosecutor's Office for the preparation of the necessary agreement.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

20. The Board of Commissioners authorizes the electronic submission of the Ohio Office of Criminal Justice Services Pre-Award Conditions requirements for the VAWA Grant No. 2021-WF-VA2-8222. The Board of Commissioners also authorizes Commissioner Christian-Bennett, President of the Board to sign the checklist for submission, as presented by Heather Laliberte, Family & Community Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

21. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet for January 2022, as presented by Neighborhood Development Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

22. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for April 2021, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

23. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for February 28, 2022 through March 6, 2022 as presented by Chief Dog Warden Dave McIntyre.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

24. The Board of Commissioners acknowledged receipt of the March 11, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

25. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of February 2022, received on March 11, 2022 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

26. The Board of Commissioners acknowledged receipt of the Amended Certificate of Estimated Resources Dated March 8, 2022, as presented by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

27. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for February 2022 as presented by the Portage County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

28. The Board of Commissioners received the President's Monthly Report for February 2022 as presented by the Portage Development Board.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

29. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 483 Harvest Drive, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$254,694.00, in Portage County records as Instrument Number 200716587,

as presented by Neighborhood Development Services. Portage County will rec \$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

30. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 510 Oakwood Street, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$254,694.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

31. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 6264 Bridge Street, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$254,694.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$9,096.21 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

32. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing II Project for the property located at 548 North Walnut Street, Ravenna, Ohio 44266, as recorded on May 31, 2002, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$246,037.00, in Portage County records as Instrument Number 200217188, as presented by Neighborhood Development Services. Portage County will rec \$11,183.50 from the proceeds of the sale.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

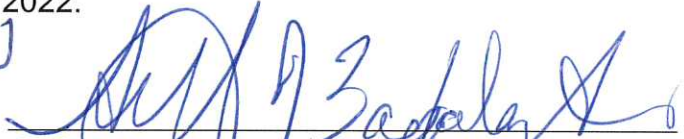
Motion Carries

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **March 17, 2022, at 4:04 PM.**
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 17, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk