



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, May 5, 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, Diane Smith, Duane Flowers, Myia Sanders, Barb Tittle, Pastor Dennis Richey, Joanne Stikes, Renee Romine, and Geraldine Nelson

1. The Board of Commissioners approves the April 28, 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

SOLID WASTE

Present: Director Dawn Collins

Resolutions:

1. Declare obsolete and authorize the sale of public equipment at auction./Resolution No. 22-0293
 - 5 Parker hybrid trucks

WATER RESOURCES

Present: Director Dan Blakely and John Vence

Journal Entries:

1. The Board of Commissioners signed the correspondence to Brimfield Commons, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 21-090-P, has been completed, including the construction of all sewer

lines, testing, and adjustment of manholes to final grade and restoration. Except for submission of CAD files and as-builts, all conditions of the General Sewer & Water Agreement have been met and the project is accepted by Portage County subject to the usual one-year guarantee of workmanship and material.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

Motion Carries

Resolutions:

1. Agree to accept the surety bond and performance agreement for the construction of sanitary sewer and/or water facilities for the Maplecrest Industrial Sewer & Water Extension Project No. BR-2 21-220-P in Brimfield Township. /Resolution No. 22-0294
2. Rescind Resolution No. 22-0213 and agree to accept the performance bond for the construction of Sanitary Sewer and Water Improvements for the Hickory Creek Phase 1 Project, Portage County Water Resources Project No. BR-2 20-140-P./Resolution No. 22-0295

Discussion:

1. Sandlewood Water Company.

Mr. Vence reported the following:

At the end of last year, the Board received a December 29, 2021, correspondence from Daniel Siegle & Richard Brown Woodland Pointe Apartments & Townhouses and Joel Stiles Sandalwood Water Company, which acknowledged that they've been talking to the Water Resources Department about the County taking over and actually owning the private water system. He provided them with several different options for their situation and apparently, they don't feel any are feasible. They believe if the County takes over the water system, the County could obtain grants to fix everything and then everybody would be happy. They're in a situation where they don't want to spend money, but it's really not fair for the County or its customers. The grant option sounds appealing, but there's no guarantee the County would receive funding and if we do, it might not be enough.

At this time, Mr. Vence is recommending the County not take over the private water source.

Commissioner Christian-Bennett inquired whether the County is required to take it over as it's a private water company and Mr. Vence noted we are not obligated to, but if someone picks up and leaves, we may be forced into that situation and that issue has been brought up in during conversations. Commissioner Christian-Bennett noted it might be better to be part of the discussion now because it's going to come to us eventually.

Mr. Vence noted there's a private water company that's not too far from the right of way and the County's water main is right out front and they service a property that has apartments and

right next to the apartments are condominiums it also services. One of the complexities with this also is when the water goes from the plant, it goes through the pipes to individual units, but it's also intertwined and not separated, so you have two separate property owners that are fed off of one water plant. The water company owners have expressed that they still own the lines on the County's property, so there are other challenges, as well.

If the apartment people, who are driving a majority of the usage, connect into the County's system, they will be hurting financially.

Commissioner Christian-Bennett noted Brimfield is one of the only communities that have three private suppliers.

Mr. Vence noted the plant has had problems in the past and they've had to interconnect with the County temporarily while repairing well issues.

Commissioner Christian-Bennett asked if they are in discussions with anyone else to take over their company and Mr. Vence is unaware of anyone else. There is a similar situation in Suffield with a water company that's getting transferred over to a new owner, so there is that option.

Director Blakely noted another level of complexity is that the units aren't metered.

Commissioner Badalamenti asked if the County took it over, would new waterlines need to be installed and Mr. Vence responded the County assumes it will need to put new waterlines in because of the condition of the lines and the lack of records. That was outlined in the options, but it apparently it doesn't work for them. Commissioner Badalamenti asked if there's a financial option they have and Mr. Vence explained there's an option to pay 'x' amount of money to a sinking fund and in the future when we obtain it and do improvements, that financial guarantee supports that. It's been some years now, and that financial number has probably changed, especially with the inflationary environment we are in.

Commissioner Kline asked what's preventing them from just walking away and Mr. Vence said there's nothing and that's what they mentioned. Commissioner Christian-Bennett is concerned that they may do that and the likelihood of someone else coming in and taking it over is probably zero. Commissioner Christian-Bennett believes the County should be part of the conversations even though we may come to a point that we reconsider.

Mr. Vence noted some of their challenges are the EPA, who is overseeing this and there are several items with both property owners of the apartments and the one around the corner that has private wells and they have some items that are inferior and they've been directed to make improvements. The actual water plant has some items too, such as his outfall for his water plant needs to be connected to sewer and he's been directed to do that, so the EPA is fining him with orders because he refuses to connect.

Commissioner Christian-Bennett explained private entities do not have access to ARPA and grant funding like we do.

Mr. Vence agrees that the County needs to be involved with the parties, including the homeowners that are being serviced by the water company.

Commissioner Christian-Bennett asked the amount homeowners pay for their service and she believes that is something we should find out. Mr. Vence explained on the sewer side, the County does take the flow from the units.

Commissioner Christian-Bennett would like Director Blakely to be involved in this and maybe meet with the interested parties to be brought up to speed and report back to the Board in a few weeks.

HUMAN RESOURCES

Present: Director Janet Kovick

Discussion:

1. Commissioners' Personnel Policy Manual Section 5 - Outside Employment
Director Kovick reported a few years ago as a director group, we changed some of the language in the Commissioners' Personnel Policy for outside employment and we are now going back to the former language. For instance, if someone has a second job, we are requiring them to complete an employment form and submit it to their Director, they review it, forward it to Internal Services to check for vendor conflicts, then it's forwarded to the County Administrator, and then returned to the department.

The policy was changed originally as the Directors believed the process wasn't being followed consistently and they wanted the discretion to ascertain whether a vendor conflict existed.

Commissioner Badalamenti brought up Workers Comp and Director Kovick noted that was an additional reason to change the policy.

Commissioner Christian-Bennett asked if the forms are to be completed each year and Director Kovick replied only when they start a new job, but the language could be changed to every year and it could be tracked through Ascentis. Commissioner Christian-Bennett would like to see that change implemented.

Commissioner Kline pointed out the policy addresses second jobs that are paid employment not volunteering, so if an employee is volunteering at a second job, do they have to fill out the form? Director Kovick stated she does not see a reference to volunteering, only a paid second job. Section A4 of the Policy refers to the use of Sick Leave and states employees are prohibited from engaging in secondary employment, *whether paid or unpaid* when on educational leave, sick leave, disability leave, and family medical leave.

Journal Entries:

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

1. Accept the resignation of Eric Gaskell, Biologist, with Portage County Water Resources, effective May 3, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

Motion Carries

2. Authorize the seven-day internal posting of a bargaining position, Biologist, vacated by Eric Gaskell, 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

3. Authorize the hire of Ronald Frazier as a Collection System Laborer, replacing Ben Carpenter, for Portage County Water Resources, with the intention to move the applicant to an Operator-In-Training once certifications are received. The tentative start date is May 16, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

Motion Carries

4. Authorize the correction to Journal Entry #3 adopted on April 21, 2022, approving the posting for the Laborer position replacing Jack Cottrell for Portage County Water Resources. The seven-day internal posting should have been for the bargaining position, Collection System Operator I, 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

5. Authorize the hire of Alexandra Ross, as a Social Service Worker III in Portage County Department of Job & Family Services, replacing Amanda Snider. The tentative start date is May 9, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

6. Authorize the hire of Nikki Williams, as a Social Service Worker III – Group Home for Job & Family Services, replacing Sonia Emerson. The tentative start date is April 27, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

7. Authorize the hire of Curtis Bishop, as a Custodial Worker in Portage County Department of Job & Family Services, replacing Jennifer Holt. The tentative start date is May 9, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

8. Authorize the hire of Linda Lopez, as an OMJ Case for Job & Family Services, new position approved on January 27, 2022 for Job and Family Services. The tentative start date is May 16, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9. Authorize the hire of Christina Bohon, as an Eligibility Specialist for Job & Family Services, replacing NaShay Kendrick. The tentative start date is May 16, 2022. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

10. Authorize the hire of Isaiah Jones, as a Social Services Worker 3 – Group Home for Job & Family Services, replacing Elise Presutto. The tentative start date is May 6, 2022.

The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

11. Accept the resignation of Kristin Pawcio, OMJ Case Manager, for Job & Family Services, effective April 18, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

12. Authorize the three-day internal posting of a bargaining position, OMJ Case Manager, vacated by Kristin Pawcio, for 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

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

a) Joan Lambach – Utility Billing Manager (DBFM) – Effective 4/18/2022;

b) Julie Gonzales – Office Manager (Internal Services) – Effective 4/29/2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Resolutions:

1. Adoption of Amended Section 21(Vacancies and Promotions) and Section 23 (Paid Leaves of Absence) of Portage County Board of Commissioners' Personnel Policy Manual./Resolution No. 22-0296
2. Enter into an Agreement for Professional Services between the Portage County Board of Commissioners and James P. Wilkins, Attorney./Resolution No. 22-0297

JOB & FAMILY SERVICES

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

Resolutions:

1. Enter into Amendment No. 1 Between the Portage County Board of Commissioners on behalf of Portage County Job and Family Services and Family & Community Services, Inc. and Emerald Transportation to provide transportation services./Resolution No. 22-0298
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 22-0299

DEPARTMENT OF BUDGET & FINANCE

Present: Director Joe Harris

Discussion:

1. Geotab

When the Motor Pool closed, the County went through Enterprise for Geotab trackers that can track the odometers, where the vehicle is currently located and other benefits.

The reason why we're bringing this up is that Geotab ended their contract as of March 31st because they switched from Sprint to Verizon. The question before the Board is do you want to continue the Geotab tracker program? If so, we're going to have to start from scratch.

Geotab tracks the odometers, but WEX (fuel card program) requires employees to enter a PIN number, along with the odometer reading, which makes the system more reliant on employees entering the correct card with the correct information to the correct vehicle.

Commissioner Badalamenti noted the County hasn't used Geotab properly since its inception and Director Harris replied it was never set up correctly and employees were not trained on how to use it.

The cost is \$18.76/month/vehicle and we currently have 128 vehicles on the fleet being billed through Enterprise and only 74 being tracked. The Sheriff's Office utilizes GPS through mobile data terminals through Tyler Technologies and they were also supposed to use Geotab. The 2020 new patrol vehicles do not have any trackers on them whatsoever.

Commissioner Badalamenti asked how other departments feel about vehicle tracking and whether they would use it if it was updated and most said they wouldn't.

The County pays for gas and the repair bills for County vehicles and Enterprises charges the County \$5/month per vehicle, which is part of the Enterprise maintenance program.

If the County would like to continue with Geotab to track its vehicles, the price has increased to \$18.76/month. Enterprise can only provide automatic emails for oil changes, so we would rely solely on employees entering the correct odometer reading for the correct vehicle via the fuel card.

Hall Public Safety was hired to install trackers on the vehicles, but after the initial installation, no other trackers were installed.

Commissioner Christian-Bennett asked about the length of the contract for Geotab and Director Harris will investigate. Commissioner Badalamenti asked if trackers are put on County vehicles and we stop service, do we own the trackers and Director Harris stated we do. The Board would like Director Harris to investigate why the Prosecutor's Office doesn't have trackers and whether they participate with the Sheriff's Office (ie. undercover vehicles) and whether Portage County can utilize Geotab on all County vehicles for 1 year.

Vehicle Count: Municipal Court (2), Juvenile (2), Veterans Services (3), Solid Waste (1), Sheriff's Office (27), Job and Family Services (13).

Commissioner Christian-Bennett would also like trackers on all vehicles, even those that aren't on the lease program and Administrator Crombie asked Director Harris to touch base with Director Townend for a copy of the contract.

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 April 28, 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	\$1,421,768.21	(Includes late fees of: \$12.84)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$261,396.34	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$4,086.03	
Journal Vouchers totaling:	\$179,279.43	
Then and Now list totaling:	\$286,948.06	
Debt Service wire list:	\$0	

Resolutions:

1. Transfer From Fund 0001, General Fund To Fund 1410, Public Assistance Fund./22-0300

GRANT ADMINISTRATOR

Present: Allison Diehl

Resolutions:

1. Authorize the grant application to the Ohio Office of Criminal Justice Services for the 2021 Recovery Ohio Grant on behalf of the Portage County Sheriff's Office Drug and Violent Crime Unit (Grant No. 2021-RO-ETF-R582)./Resolution No. 22-0301

INTERNAL SERVICES

Present: Director JoAnn Townend

Discussion:

1. Project Updates

RAVENNA COURTHOUSE:

1. Lula elevator — Replacement in process.
2. Parking — Approved, architect working on bid specs.

RIDDLE BLOCK BUILDING:

1. Window replacement — estimated construction cost \$875,000.00, architect fee \$84,200.00. On hold.
2. Roof replacement — estimated construction cost \$800,000.00, architect fee \$82,050.00. Architect working on bid specs also awaiting appropriation from Department of Budget and Financial Management for funding of architect's contract.
3. Masonry restoration — estimated construction cost \$850,000.00 architect fee \$83,600.00. On hold.
4. HVAC replacement — estimated cost \$180,000.00 arch fee \$45,000.00. Architect working on bid specs also waiting for appropriation from Department of Budget and Financial Management for funding of architect's contract.

ANNEX BUILDING:

1. Annex building proposed recommendations by architect:
 - a. Install new perimeter footer drains and area wells. — Architect working on bid specs.
 - b. Remove & replace existing front steps with ADA compliant ramp with steps. Architect preparing cost estimate.
 - c. Remove & replace the existing exterior elevator with a new interior three-stop LULA elevator. Architect preparing cost estimate.
 - d. Remove & replace the existing pad-mounted HVAC unit with three furnaces with exterior condensers. Architect preparing cost estimate.

ADMINISTRATION BUILDING:

1. PCAB elevator replacement. The architect is preparing a cost estimate to replace all three.

2. Main lobby renovation. Flooring installation is set to begin Friday, May 27th at 4:30 pm and will end Monday, May 30th in the evening - there will be no access to the first-floor lobby areas (main door, north door, stairwells or elevators). Security will be on-site to keep employees out.

PROSECUTOR'S WINDOWS:

1. Update - Architects still working on getting a quote from a contractor on the fix. Reviewing information received from the architect on the project. Current cost \$161,000 for investigative work.

EMERGENCY OPERATIONS CENTER:

1. Architectural fee \$12,800.00. The architect is preparing the cost estimate and also waiting for appropriation from the Department of Budget and Financial Management for funding of the architect's contract.

JUSTICE CENTER:

1. Roof replacement - The architect is working on a cost estimate and also waiting for appropriation from the Department of Budget and Financial Management for funding of the architect's contract.
2. Road sign base is deteriorating - repair - \$39,000.00. Approved by Board of Commissioners and po issued.

RECORD CENTER:

1. Roof replacement - The architect is working on a cost estimate and waiting for appropriation from the Department of Budget and Financial Management for funding of the architect's contract.

JUVENILE COURT:

1. Renovations and Modernization — Architects contracting is waiting for appropriation from the Department of Budget and Financial Management for funding.

OLD ENGINEER'S SITE:

1. BUSTR approved the Tier 1 for the site and the next step toward closure is to complete a Tier 2. — Environmental group's contract is waiting for appropriation from the Department of Budget and Financial Management for funding.

HILLS POND DAM:

1. Meeting with Engineer and Prosecutor was held. Per the engineer, we need to hire a title company to confirm access rights by the landowners. The Board agreed Director Townend should reach out to one of the title companies in MUNIS.

Resolutions:

1. The Board of Commissioners approves plans and specifications and set date for accepting bids for the 2022 405 resurfacing project, for the resurfacing of various Portage County roads./Resolution No. 22-0302
2. The Board of Commissioners agrees to enter into a real estate agreement for the property located at 449 South Meridian Street, Ravenna, Ohio with Job & Family Services for offices on floors two and three./Resolution No. 22-0303

NEIGHBORHOOD DEVELOPMENT SERVICES & REGIONAL PLANNING COMMISSION

Present: Mike Bogo, Neighborhood Development Services; Director Todd Peetz and Lisa Reeves, CDBG Specialist, Regional Planning Commission;

Discussion:

1. Steering Committee Recommendations

The Steering Committee received 5 applications for funding and made the following recommendations:

All projects are recommended for funding with both Grant funds and Revolving Loan Funds (RLF).

Fund with 2022 Community Development Block Grant (CDBG) Funds:

- Ravenna Hot Stove League, New Road, \$125,000, meets the areawide LMI national objective
- Coleman Professional Services, Demo 463/465 Chestnut Street, \$45,600, meets the removal of slum and blight national objective
- Freedom Township, ADA Improvements, \$53,900, meets the limited clientele national objective.
- Downtown Mantua Revitalization Corp, ADA Accessibility, \$173,500 in Grant funds, \$12,820 in Revolving Loan Funds, total \$186,320, meets the removal of slum and blight national objective.

Fund with CDBG RLF:

- Family & Community Services, Boiler, \$80,000 with an amortizing loan. Meets limited clientele national objective.

After funding these projects, there's still \$265,000 in the Revolving Loan Funds.

Journal Entries

1. The Board of Commissioners approved the following four (4) projects for the PY2022 Community Development Block Grant Allocation, as presented by the Portage County Steering Committee: Ravenna Hot Stove League: \$125,000, Coleman Professional Services: \$45,600, Freedom Township: \$53,900, Downtown Mantua Revitalization Corp, (\$173,500 Grant, \$12,820 RLF): \$186,320 for a total of \$398,000 in grant funding.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Mr. Bogo noted typically the terms for loan products in a business environment equate to 3% with a term that matches the life expectance of the boiler system, 20 years would be adequate.

2. The Board of Commissioners approved a loan of \$80,000 in CDBG Revolving Loan Funds for the Family and Community Services Boiler project located at 705 Oakwood Street. The terms of this loan will be 3% for 20 years.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners approved the April 2022 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for March 2022, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for April 18, 2022 through April 24, 2022 as presented by Chief Dog Warden Dave McIntyre.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. The Board of Commissioners approved and executed the negotiated settlement agreement with the EEOC, which refers to charge number 532-2020-0135, and in reliance upon the promises in the agreement as presented by the Prosecutor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

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

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

6. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet for March 31, 2022, as presented by Neighborhood Development Services.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Recessed: 10:13 AM

Reconvened: 10:30 AM

AMCG AIRPORT CONSULTANT TELECONFERENCE

Present: Jeff Kohlman and David Benner

Discussion:

1. Future Plans for the Airport

Mr. Kohlman and Mr. Benner met with the Board by teleconference today to identify an appropriate scope of work to achieve the needs of the County and the Airport.

Commissioner Badalamenti explained the Airport currently has many issues and the Board would like to have them identified, along with possible solutions before it can move forward with any action. Commissioner Christian-Bennett would also like to know how the management of the Airport would look under the County Commissioners.

Mr. Kohlman noted governance and management are two different aspects for an airport. You have the policy body, which today is the authority, but tomorrow might be the County and then you have the management of the airport, which today is Portage Flight Center through an agreement to manage the airport, and there are other options available that could be separate and apart from how the airport is governed.

Commissioner Badalamenti mentioned the Board talked about having an Airport Manager under the jurisdiction of the Board of Commissioners and would like to know what that entails and Commissioner Christian-Bennett also pointed out that the Board will need to know what it looks like with the County operating as the Fixed Based Operator.

Mr. Kohlman asked if a decision has been made as to whether the Authority is going to dissolve and the Airport is going to come under the governance of the County Commissioners or if that is something the Commissioners want answered? Commissioner Christian-Bennett explained the Board has never managed an airport and it would like them to help make that decision.

Commissioner Christian-Bennett noted the Airport operates on a \$120,000 annual budget and it's a multi-million dollar asset, but it doesn't generate enough income to sustain it so the County provides additional support. That being said, the County does not fund any particular amount on an annual basis. The volunteer board has been operating on a shoestring budget and has done an amazing job, and closing the airport is not an option because FAA loans equaling \$9-\$10 million dollars would need to be paid back.

Mr. Kohlman noted in the eyes of the FAA, the County is deemed the Airport sponsor and the Authority is just the governing body acting on behalf of the County.

Mr. Kohlman explained the scope of work should include a governance assessment and options analysis, in addition to airport management, and FBO management. On the governance side, there are really only the two options identified on the table, there is the authority to separate the governing body with certain powers the County provides to them and then the governance through the County Commissioners and we can identify all the pros and cons that exist that are being taken advantage of or could be taken advantage of.

Mr. Benner stated when looking at the airport management and operation, as well as the FBO, the approach is very similar – identifying which options exist and then analyzing options from the operational managerial perspective, as well as from a customer perspective. Depending on the needs or desires of the Board, we can go into a financial analysis of options and how that would look financially. We can start with the pros and cons of each of the different options and then we can go into a financial analysis, if desired, on any one of the selected options.

Mr. Kohlman noted the focus on the front end will be the pros and cons of the airport sponsor, the tenant, and the users, from an airport and FBO, managerial operational perspective, and then preparing the financial analysis secondarily.

Commissioner Christian-Bennett pointed out that within the scope of work, the Board is looking at the potential of the airport, rather than just sustaining it.

Mr. Kohlman reiterated the plan of action is to prepare a specific scope of work and budget, which will include three items, the airport management and operations assessment, and associated options analysis and the FBO management operation assessment, and options

analysis. We would also do the strategic planning, as it should be included so that you know the scope and any associated fees.

Mr. Kohlman will email a timeline for the proposal to keep moving forward and he will also provide skills and a fee for each of those three elements summarized above.

ARPA REVIEW

Present: Grant Administrator Allison Diehl

Discussion:

1. Quarterly ARPA Request Review

- To recap, the resolution for the \$10 million dollar standard allowance that we opted for in revenue loss, is recommended to offset payroll for qualified employees.
- Commissioner Badalamenti asked if once the money is moved into the General Fund, can it be used at will and Ms. Diehl replied the final guidance from the Treasury dated January 6, 2022, indicates it has to follow ARPA guidelines and could be used towards offsetting payroll (public safety).
- Commissioner Christian-Bennett asked if Ms. Diehl would check to see if a portion of the \$10 million dollar funding could be used towards Job and Family Services and Water Resources' payroll.
- Ms. Diehl recommends the Board adopt a 'not to exceed' amount when authorizing external funding and recommends \$1 million total for non-profit agencies with a maximum award up to \$200,000 per entity. The Board agreed to move forward with the request.
- Commissioner Christian-Bennett pointed out the last time the County received \$8 million dollars in CARES funding, \$5 million went to external agencies and \$3 million stayed with the County. The Board is not obligated to providing any funding to external agencies.
- Ms. Diehl will prepare a resolution reflecting the above decisions on next week's agenda.
- She also recommends a deadline of August 19th as the application deadline for non-profits. Notice will be published in the newspaper and on the County's website.
- Ms. Diehl suggests compiling all non-profit requests and bringing them to the Board all at once and the Board agreed.
- Projects that have been completed include: curbside recycling trucks for Solid Waste, software for the Building Department, Office of Homeland Security and Emergency Management UVC bulbs, hiring Bricker and Eckler and a training conference for the Grants Administrator; Total \$915,818.
- There is \$10 million allocated for payroll, and \$1 million for external requests.
- Board approved internal projects this date: #1 Streetsboro Wastewater Treatment Plant Sludge Dryer, #3 Wastewater Pump Station Improvements; Total \$2,600,000.
- Water Resources Project #2 Water Storage Tank Improvement, #4 Randolph Wastewater Treatment Plant Membrane Filter, #6 Bolingbrook Sewer Rehabilitation, #7 Rivermoor Crossing Sewer Rehabilitation, #8 Hannum Crossing Sewer Rehabilitation; Total \$5.4 million – Approved.
- Broadband for Office of Homeland Security and Emergency Management would cost approximately \$8 million. Hold.
- Commissioners/Budget and Finance Payroll Software – Approved

- Payroll is currently being done on paper and it could be modernized county-wide. This will allow employees to clock in and out utilizing the software. The cost would be around \$150,000 and the ongoing maintenance cost would be charged to each department.
- Commissioner Kline asked if smaller department would be forced to utilize the software (ie. departments that have 3-5 people) and Director Harris replied Commissioners' employees are required to utilize the software, but other Elected Officials are not required to use it.
- Commissioner Kline noted she has been told there are reasons that supposedly will hurt a department and cause overtime, but Commissioner Christian-Bennett noted it should make payroll more efficient. Commissioner Kline would like to discuss the subject in greater detail another day.
- All ARPA money needs to be used by the end of 2024 and projects need to be completed by the end of 2026.
- Commissioner Christian-Bennett asked about Retail Strategies and Ms. Diehl reported the information you have to provide to qualify something as an impacted industry when reporting this information back to the Treasury is incredibly in depth, labor intensive, and hard to justify.
- Commissioner Christian-Bennett noted the Board is still committee to working with Retail Strategies, but because the amount was \$195,000, it will need to be sent out for bid and can move forward but not under ARPA funding.
- Incoming requests will come to the Board quarterly and the next meeting will be held in July. The Board prefers monthly updates on approved items.
- The deadline for external agencies is August 19th, so those requests will come to the Board the following meeting.

BOC Decisions 5/5/2022		
Requests reviewed 5/5/2022		
Requestor	Project	Approved for funding
Water Resources	#1 Streetsboro Wastewater Treatment Plant Sludge Dryer	\$1,500,000
	#3 Wastewater Pump Stations Improvements	\$1,100,000
	#2 Water Storage Tank	\$4,000,000
	#4 Randolph Wastewater Treatment Plant Membrane Filter	\$300,000
	#6 Bolingbrook Sewer	\$500,000
	#7 Rivermoor Crossing Sewer Rehabilitation	\$350,000
	#8 Hamum Crossing Sewer Rehabilitation	\$250,000
BOC/DBFM	Payroll software	\$150,000.00
Payroll	Offset payroll with standard allowance of revenue loss	\$10,000,000
External nonprofits	Up to \$1 million for eligible nonprofits being up to \$200,000 per	\$1,000,000

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**RESOLUTION NO. 22-0293 - RE: DECLARE OBSOLETE AND AUTHORIZE
SALE OF TRUCKS AND TRAILERS BY
PUBLIC AUCTION**

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

WHEREAS, the Board of County Commissioners of the Portage County Solid Waste Management District has determined that the following trucks, trailers, and equipment are not needed for public use, and are obsolete, or unfit for the use for which such were acquired, and be it further,"

RESOLVED, that the Board of County Commissioners of the Portage County Solid Waste Management District has determined that the items described following are not needed for public use, and are obsolete, or unfit for the use for which such were acquired, and be it further,"

RESOLVED, that a typewritten or printed notice of the time, place, and manner of sale shall be published at least ten days prior to the sale in a newspaper of general circulation in the county and in the offices of the county auditor, the board of commissioners and at the Solid Waste District office that these items will be sold at Public Auction, via A LIVE BID ONLINE AUCTION at Edinburg Auction Sales, [www. Edinburgauction.com](http://www.edinburgauction.com), as prescribed by Section 307.12 of the Ohio Revised Code, The notice in a newspaper of general circulation shall be published in the Record Courier on Saturday, May 14th, 2022.

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Auditors office, the Board of Commissioners, the District and County's website and a Notice of Public Auction shall be published in the Record Courier on Saturday, May 14th, 2022

Date of Auction: **Wednesday- June, 1 2022**

Time of Auction: **12:00 P.M., E.S.T.**

Location: **Online Auction** <https://www.edinburgauction.com/>
Items located at
3588 Mogadore Rd
Kent, Ohio 44240

Said equipment may be viewed from 10:00 A.M. to 2:00 P.M. Thursday, May 26, 2022, at Portage County Solid Waste Management District. The equipment can also be viewed online at www.edinburgauction.com. Interested parties are encouraged to contact Edinburg Auction Sales inc. prior to the date of the auction for more information on viewing or participating in the live bidding on these items; and be it further

2016 Autocar ACX64
5VCACD8G4GH220810

2016 Autocar ACX64
5VCACD8G2GH220811

2016 Autocar ACX64
5VCACD8G2GH220812

2016 Autocar Xpeditor
5VCACR8G7GH221126

2016 Autocar Xpeditor
5VCACR8G0GH221128

Wabash National Trailer
1JJV482M1TL248017

Wabash National Trailer
1JJV482W9YL678600

Wabash National Trailer
14760160

Front load dumpsters

1 40-yard roll off dumpster

Old trash or recycling carts

Hopper

3 semi dock plates

Cart tipper for a shredder

Miscellaneous items

RESOLVED,

that a copy of this resolution be forwarded to the Portage County Auditor;
and be it further

RESOLVED,

that the Board of Commissioners finds and determines that all formal
actions of this Board concerning and relating to the adoption of this
resolution were taken in an open meeting of this Board and that all
deliberations of this Board that resulted in those formal actions were in

meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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RESOLUTION 22-0294

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RE: AGREE TO ACCEPT THE SURETY BOND AND PERFORMANCE AGREEMENT FOR CONSTRUCTION OF SANITARY SEWER AND/OR WATER FACILITIES FOR THE MAPLECREST INDUSTRIAL SEWER & WATER EXTENSION PROJECT NO. BR-2 21-220-P IN BRIMFIELD TOWNSHIP.

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

RESOLVED, that, upon the recommendation of Portage County Water Resources and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Surety Bond and the Performance Agreement for the construction of sanitary sewer and/or water facilities for the Maplecrest Industrial Sewer & Water Extension in Brimfield Township, and be it further

RESOLVED, that said Surety bond is between Brimfield Development Company, Ltd, (owner/developer) and Hartford Fire Insurance Company, in the full and just sum of Two Hundred Fifty-Seven Thousand Two Hundred Seventy-Five and 70/100 Dollars (\$257,275.70) for the benefit of Portage County; and be it further

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

Roll Call as follows:

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

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RESOLUTION NO. 22-0295

**- RE: RESCIND RESOLUTION NO. 22-0213 AND
AGREE TO ACCEPT THE PERFORMANCE
BOND FOR CONSTRUCTION OF SANITARY
SEWER AND WATER IMPROVEMENTS FOR
THE HICKORY CREEK PHASE 1 PROJECT,
PORTAGE COUNTY WATER RESOURCES
PROJECT NO. BR-2 20-140-P.**

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

- WHEREAS,** Hickory Creek, LLC, an Ohio limited liability company (OWNER), agrees to be held and firmly bound unto the County Commissioners of Portage County, Ohio, (COUNTY) in the amount of THREE HUNDRED FORTY FIVE THOUSAND SIX HUNDRED FIFTY EIGHT DOLLARS AND FIFTY CENTS (\$345,658.50) for the faithful performance and construction of the remaining Sanitary Sewage and Water Facilities including sanitary pump station (IMPROVEMENTS) for the Hickory Creek Phase 1 project; and
- WHEREAS,** the funds shall be deposited into an Escrow Account at a financial solvent institution (BANK) as security for the performance of the conditions of the Agreement and subject to an Escrow Agreement between the OWNER and COUNTY for the construction of said IMPROVEMENTS; and
- WHEREAS,** said plans and specifications prescribed and approved by the Department of Water Resources and between OWNER and COUNTY for the construction of said IMPROVEMENTS; and
- WHEREAS,** the OWNER shall bear the entire cost and expense of the construction of the IMPROVEMENTS until they are accepted for operation by the COUNTY; and
- WHEREAS,** the IMPROVEMENTS will provide sewer and water service to the Hickory Creek Phase 1 Allotment along Meloy Road located in Brimfield Township, Original Township Lot 11, Portage County, Ohio; and
- WHEREAS,** by adoption of this Resolution, this Board's Resolution No. 22-0213 is no longer necessary; now therefore be it
- RESOLVED,** that Portage County Board of Commissioners Resolution No. 22-0213 is hereby rescinded; and be it further
- RESOLVED,** that this Board hereby agrees to accept a Performance Bond Agreement with the OWNER for the benefit of Portage County; and be it further
- RESOLVED,** the amount of THREE HUNDRED FORTY FIVE THOUSAND SIX

HUNDRED FIFTY EIGHT DOLLARS AND FIFTY CENTS (\$345,658.50) to be held in an Escrow Account by the BANK is for the express purpose of guaranteeing the construction of the IMPROVEMENTS; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance and accordance 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. 22-0296 - RE: ADOPTION OF AMENDED SECTION 21 (VACANCIES AND PROMOTIONS) AND SECTION 23 (PAID LEAVES OF ABSENCE) OF PORTAGE COUNTY BOARD OF COMMISSIONERS' PERSONNEL POLICY MANUAL.

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

WHEREAS, on December 16, 2021, the Portage County Board of Commissioners adopted Resolution 21-0924, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and

WHEREAS, under Section 21 – Vacancies and Promotions, subsection 21(C) Rehiring Retired OPERS Members has been revised permitting rehired retirees to participate in the Annual Sick Leave Cash Incentive Program in Section 23(J); and

WHEREAS, under Section 23 – Paid Leaves of Absence, subsection 23(J) Annual Sick Leave Cash Incentive has been revised permitting rehired retirees to participate in the program; now therefore be it

RESOLVED, that the Board of Commissioners does hereby adopt said Personnel Policy Manual as updated and revised effective May 5, 2022. The Personnel Policy Manual shall be disseminated to all employees under the jurisdiction of the Board of Commissioners; and be it further

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0297 - RE: ENTER INTO AGREEMENT FOR
PROFESSIONAL SERVICES BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS AND JAMES P. WILKINS,
ATTORNEY.**

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for various public sector labor relations legal advice; and

WHEREAS, James P. Wilkins is an attorney licensed to practice law in the State of Ohio and desires to provide such services; and now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a professional services Agreement by and between the Board of Commissioners and James P. Wilkins as an Independent Contractor, in the amount of Two hundred sixty and 00/100 dollars (\$260.00) per hour for services performed; and be it further

RESOLVED, that the Board of Portage County Commissioners shall reimburse James P. Wilkins for mandatory expenses incurred during the performance of the duties outlined in the agreement; and be it further

RESOLVED, that the term of the agreement shall be for two (2) years, beginning April 1, 2022 through March 31, 2024; 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. 22-0298 - RE: ENTER INTO AMENDMENT NO. 1
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES ("PCJFS") AND EMERALD
TRANSPORTATION TO PROVIDE
TRANSPORTATION SERVICES.**

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20210389 (the "Original Contract") on April 1, 2021 by Resolution No. 21-0239 to provide Transportation Services for eligible PCJFS clients to and from appointments or employment/training sites; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Emerald Transportation to increase the Agreement by Sixty-three thousand nine hundred fifty-eight and 30/100 dollars (\$63,958.30) needed to cover the cost of expansion of Transportation Services for the period May 1, 2021 through April 30, 2022; and be it further

RESOLVED, that total amount of this agreement is not to exceed Two Hundred Forty-three Thousand Nine Hundred Fifty-eight and 30/100 dollars (\$243,958.30); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services funds 1410 and 1413; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions

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

Roll call votes as follows:

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

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RESOLUTION NO. 22-0299 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 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 Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool 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 \$330,000.00 for SFY22 1st Qtr pymt #2 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR

\$330,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$330,000.00

; 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. 22-0300 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC
ASSISTANCE FUND**

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 are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$31,425.42 for the month of May 2022 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

\$31,425.42

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 280000 – Transfer In
Project: NONE

\$31,425.42

; 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. 22-0301 - RE: AUTHORIZE THE ELECTRONIC GRANT APPLICATION TO THE OHIO OFFICE OF CRIMINAL JUSTICE SERVICES FOR THE RECOVERY OHIO 2021 GRANT ON BEHALF OF THE PORTAGE COUNTY SHERIFF'S OFFICE DRUG AND VIOLENT CRIME UNIT. (GRANT NO. 2021-RO-ETF-R582)

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

WHEREAS, the Ohio Office of Criminal Justice Services offers a reimbursement grant from the RecoveryOhio Law Enforcement Fund known as the Recovery Ohio 2021 grant for the purpose of assisting law enforcement organizations with enforcement of the state's drug laws as well as activities related to the RecoveryOhio Initiative; and

WHEREAS, the Portage County Board of Commissioners supports the Portage County Sheriff's Office Drug and Violent Crime Unit (PCSODVCU) and their endeavors in fighting drug use and illegal activity within Portage County; now therefore be it

- RESOLVED,** that the Board of Commissioners authorizes the application for the Recovery Ohio 2021 grant for the period of April 1, 2022 through March 31, 2023 in the amount of \$26,118.00 **with no local match requirement.** These grant funds will be used for the purchase of computer and surveillance equipment to be used by members of the PCSODVCU, confidential funds, as well funds for reimbursement of overtime expenses for these members to perform drug interdiction operations and overdose death investigations. The recipient agency will have 100% ownership and control over the use of this equipment. The total grant amount is \$26,118.00; and be it further
- RESOLVED,** the Board of Commissioners authorizes the President of the Board to sign the acceptance documents; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Portage County Sheriff'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 meeting open to the public in compliance with the law including Section 121.00 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. 22-0302 - RE: APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE 2022 405 RESURFACING PROJECT, FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.

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

- WHEREAS,** the Portage County Engineer has determined it necessary to resurface various roads throughout the County, and
- WHEREAS,** the project will be known as the **2022 405 Resurfacing Project**, and
- WHEREAS,** roads to be resurfaced include the following:

- Industry Road (CH 47), from German Church Road to Unger Road in Atwater and Randolph Townships
- Sunnybrook Road (CH 11), from Martin Road to Saxe Road in Suffield and Brimfield Townships
- Calvin Road (CH 124), from Porter Road to Alliance Road in Edinburg Township

; and

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

RESOLVED, that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the **2022 405 Resurfacing Project**; and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services, 1st Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M., Local Time, May 25, 2022**; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **May 10, 2022** and **May 17, 2022** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith; and be it further

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

Roll call vote as follows:

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

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RESOLUTION NO. 22-0303

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RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OHIO WITH JOB AND

**FAMILY SERVICES FOR OFFICES ON
FLOORS TWO AND THREE.**

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

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and
- WHEREAS,** the Portage County Department of Job & Family Services have an interest in leasing said property on floors two and three; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2022 and ending December 31, 2022; and be it further
- RESOLVED,** that the amount of rent shall be \$10.00 per sq. ft. for floors two and three (total of 35,049 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of twenty-nine thousand two hundred seven dollars and fifty cents (\$29,207.50) each payable on the 1st day of each month; 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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Journal Entries:

1. The Board of Commissioners signed the correspondence to regarding the Brimfield Commons, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 21-090-P, has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. Except submission of CAD files and as-builts, all conditions of the General Sewer & Water Agreement have been met and the project is accepted by Portage County subject to the usual one-year guarantee of workmanship and material.

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. Accept the resignation of Eric Gaskell, Biologist, with Portage County Water Resources, effective May 3, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

3. Authorize the seven-day internal posting of a bargaining position, Biologist, vacated by Eric Gaskell, 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

4. Authorize the hire of Ronald Frazier as a Collection System Laborer, replacing Ben Carpenter, for Portage County Water Resources, with the intention to move the applicant to an Operator-In-Training once certifications are received. Tentative start date is May 16, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

5. Authorize the correction to journal entry #3 adopted on April 21, 2022 approving the posting for the Laborer position replacing Jack Cottrell for Portage County Water Resources. The seven-day internal posting should have been for the bargaining position, Collection System Operator I, 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

6. Authorize the hire of Alexandra Ross, as a Social Service Worker III in Portage County Department of Job & Family Services, replacing Amanda Snider. Tentative start date is May 9, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

7. Authorize the hire of Nikki Williams, as a Social Service Worker III – Group Home in Portage County Department of Job & Family Services, replacing Sonia Emerson. Tentative start date is April 27, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

8. Authorize the hire of Curtis Bishop, as a Custodial Worker in Portage County Department of Job & Family Services, replacing Jennifer Holt. Tentative start date is May 9, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9. Authorize the hire of Linda Lopez, as an OMJ Case Manager in Portage County Department of Job & Family Services, new position approved on 1/27/22. Tentative start date is May 16, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

10. Authorize the hire of Christina Bohon, as an Eligibility Specialist in Portage County Department of Job & Family Services, replacing NaShay Kendrick. Tentative start date is May 16, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

11. Authorize the hire of Isaiah Jones, as a Social Services Worker 3 – Group Home in Portage County Department of Job & Family Services, replacing Elise Presutto. Tentative start date is May 6, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

12. Accept the resignation of Kristin Pawcio, OMJ Case Manager, with Portage County Department of Job & Family Services, effective April 18, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

13. Authorize the three-day internal posting of a bargaining position, OMJ Case Manager, vacated by Kristin Pawcio, 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

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

a) Joan Lambach – Utility Billing Manager (DBFM) – Effective 4/18/2022;

b) Julie Gonzales – Office Manager (Internal Services) – Effective 4/29/2022.

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 April 28, 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	\$1,421,768.21	(Includes late fees of: \$12.84)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$261,396.34	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$4,086.03	
Journal Vouchers totaling:	\$179,279.43	
Then and Now list totaling:	\$286,948.06	
Debt Service wire list:	\$0	

16. The Board of Commissioners hereby approves the following four (4) projects be approved for the PY2022 Community Development Block Grant Allocation, as presented by the Portage County Steering Committee: Ravenna Hot Stove League: \$125,000, Coleman Professional Services: \$45,600, Freedom Township: \$53,900, Downtown Mantua Revitalization Corp, (\$173,500 Grant, \$12,820 RLF) \$186,320 for a total of \$398,000 in grant funding.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

17. The Board of Commissioners hereby approves a loan of \$80,000 in CDBG Revolving Loan Funds for the Family and Community Services Boiler project located at 705 Oakwood Street. The terms of this loan will be 3% for 20 years.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

18. The Board of Commissioners approved the April 2022 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the

adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

19. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for March 2022, as presented by the Portage County Sheriff's Department.

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 acknowledged receipt of the Kennel Disposition Report and Intake Report for April 18, 2022 through April 24, 2022 as presented by Chief Dog Warden Dave McIntyre.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

21. The Board of Commissioners approved and executed the negotiated settlement agreement with the EEOC, which refers to charge number 532-2020-0135, and in reliance upon the promises in the agreement.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

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

Motion: Commissioner Badalamenti

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 Portage County RLF Balance Sheet for March 31, 2022, as presented by Neighborhood Development Services.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

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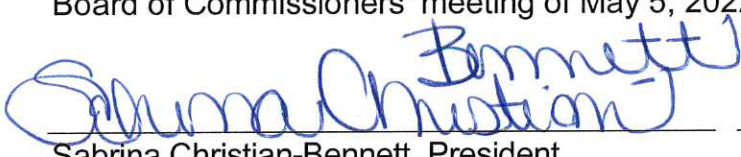
*

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **May 5, 2022, at 11:26 AM**

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

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of May 5, 2022.




Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk