



Portage County Board of Commissioners  
Special Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, November 23, 2021

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.  
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, Barb Tittle, Ed Dean, and Brian Ames

Recess to Solid Waste Management District: 9:00 AM  
Reconvened: 9:02 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick

#### **Discussion:**

##### **1. Vacation Leave Payout Policy**

There are 2 other counties that currently have this policy in place and Director Kovick received an Attorney General's opinion, which indicates the Board may adopt a policy whereby an employee would be eligible to pay out a portion of their vacation leave for cash payment. Commissioner Christian-Bennett noted it's a dollar-for-dollar payout and Director Kovick confirmed.

In order to be eligible for the payout, an employee would need to have a minimum of 120 hours of vacation leave and would be eligible to convert 40 or 80 hours total. A minimum of 40 hours will need to be maintained by each employee who participates. The policy to employees would be presented in June 2020, as the sick leave payout is conducted towards the end of the year. The Board does have the option to restrict, extend or cease the policy as it sees fit.

The Board agreed to move forward with the request and Director Kovick will include the new policy, along with several other revisions to the Commissioners' Personnel Policy all at once before the end of the year.

## **PUBLIC COMMENT**

Present: Barb Tittle

Ms. Tittle explained when she attended Kent City Council meetings, they had public comment at the beginning of the meeting and she felt it was unfair. For example, last week after public comment, Mr. Ames had a comment about something that happened during the meeting and he was told he missed public comment. Commissioner Christian-Bennett explained the Board typically holds public comment towards the end of the meetings for that reason.

## **JOB & FAMILY SERVICES**

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

### **Resolutions:**

1. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 21-0869

## **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Joe Harris

### **Journal Entries:**

1. The Board of Commissioners approved a 3% wage adjustment for all non-participants of the Board of Commissioners' Wage Scale effective on January 1, 2022, as recommended by the County Administrator and the Director 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. The Board of Commissioners agrees to approve the Wednesday, November 24, 2021 bills/ACH payments, wires, journal vouchers and then & now's as applicable, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0870
2. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020./Resolution No. 21-0871

- Regional Planning Commission membership dues
  - Sheriff's mobile radios
3. The Board of Commissioners agrees to amend the Non-General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020./Resolution No. 21-0872

### **MISCELLANEOUS ITEMS**

1. The Board of Commissioners approves the November 18, 2021 regular meeting minutes.
- Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Yea;  
**Motion Carries**

### **Journal Entries**

November 23, 2021

1. The Board of Commissioners acknowledged submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru #693JK31940044HMEP) Partial Reimbursement in the amount of \$8,356.00, for the time period October 4<sup>th</sup> to October 8<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.
- Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
 Commissioner Christian-Bennett, Yea;  
**Motion Carries**
2. The Board of Commissioners acknowledged submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru #693JK31940044HMEP) Partial Reimbursement in the amount of \$3,992.00, for the time period September 27<sup>th</sup> and September 28<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.
- 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 submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru

#693JK31940044HMEP) Partial Reimbursement in the amount of \$3,992.00, for the time period September 29<sup>th</sup> and September 30<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

**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 authorized Commissioner Sabrina Christian-Bennett to sign the Statutory Checklist, Finding of Categorical Exclusion, Finding of Exemption and Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project for the Countywide Home Repair Program as presented by the Regional Planning Commission.

**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 signed the Satisfaction of Mortgage for Thomas J. and Sheryl A. Prem for \$20,409.00 (Instrument No. 200613363) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

6. The Board of Commissioners signed the Satisfaction of Mortgage for Ready Properties LLC for \$200,000.00 (Instrument No. 201217516) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. 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 9102 Store Drive, Windham, Ohio 44288, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$255,165.00, in Portage County records as Instrument Number 200716587, as presented

by Neighborhood Development Services. Portage County will rec \$8,505.50 from the proceeds of the sale.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

8. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 1, 2021 through November 15, 2021 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**

9. The Board of Commissioners acknowledged receipt of the November 16, 2021 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2021, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

10. The Board of Commissioners signed the November 16, 2021 correspondence to Federal Insurance Company discharging and releasing the Permit Bond for Federal Insurance Company from any and all past, present, and future liability under Bond #K40176330 as presented by the County Engineer's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **Resolutions:**

1. Accept the Grant Agreement for the FY21 Emergency Management Performance Grant (EMPG) on Behalf of the Portage County Office of Homeland Security & Emergency Management (Federal Pass Thru #EMC-2021-EP-00002)./Resolution No. 21-0873
2. The Board of Commissioners agrees to enter into a septic assistance program agreement with the Portage County Regional Planning Commission and C.F. Clem Excavating for a septic system replacement./Resolution No. 21-0874

3. The Board of Commissioners approves a request for installment payments for William H. Camp III of connection charges to the Sanitary Sewerage System in the Portage County Regional Sewer District and establishing the terms and conditions of the same./Resolution No. 21-0875
4. The Board of Commissioners approves specifications and set bid date for providing emergency and specialized construction services for the Portage County Water Resources Department./Resolution No. 21-0876
5. The Board of Commissioners approves specifications and set bid date for providing electrical maintenance and repair services for the Portage County Water Resources Department./Resolution No. 21-0877

Recessed: 9:20 AM

Reconvened: 9:27 AM

#### **PROSECUTOR'S OFFICE**

Present: Attorney Chris Meduri

9:27 AM In accordance with the Ohio Rev. Code 121.22(G)(3), motion by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners moves into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Also Present: Attorney Chris Meduri, County Administrator Michelle Crombie, and Attorney Kathleen Minahan via teleconference.

10:03 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.

#### **Resolution:**

1. The Board of Commissioners authorize the County Administrator to exercise duties in addition to those delegated in Resolution No. 21-0396./Resolution No. 21-0878

Commissioner Christian-Bennett noted the Board's next meeting will be held on Thursday, December 2, 2021.

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**RESOLUTION NO. 21-0869      -      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 \$36,531.29 for October 2021 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 \$36,531.29

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR \$36,531.29

; 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. 21-0870**

**RE:  BILLS, JOURNAL VOUCHERS, THEN AND  
NOWS, AND WIRE TRANSFERS, AS  
APPLICABLE, APPROVED FOR PAYMENT  
BY THE PORTAGE COUNTY AUDITOR.**

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

**RESOLVED,**       that the County Auditor has been approved to pay the following payments, as applicable, contingent upon the verification of the reports as presented by the County Auditor to the Department of Budget and Financial Management and/or County Administrator as follows:

**Bills/ACH for Funds 0001-8299 (including**

**late fees in the amount of \$6.66)**

**Date:11/23/21   Total \$641,987.10**

**ACH/Neil Group**

**Date:11/23/21   Total \$20.00**

**ACH Payment**

**Date:11/23/21   Total \$31,788.75**

**Journal Vouchers**

**Date:11/23/21   Total \$124,922.65**

**Then and Nows Certifications**

**Date:11/23/21   Total \$109,839.85**

**Wire Transfers**

**Debt Wire**

**Date:11/23/21   Total \$2,271,088.76**

; 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;





Department of Budget and Financial Management  
 Joe Harris, Director

Board of Commissioners

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

To: Portage County Board of Commissioners

From: Joe Harris, Department of Budget and Financial Management

Date: 11/23/2021

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Re: Expenditure Review for Board Resolutions, 11/23/2021

Solid Waste: (Funds 8300-8399)

Bill Payment list \$ 0 (Includes late fees of: \$0.00)

Journal Vouchers totaling: \$ 2,233.74

Then and Now list totaling: \$ 0

County funds 0001-8299

Bill Payment and ACH list totaling:

Bill Payment list \$ 641,987.10 (Includes late fees of: \$ 6.66)

ACH/Neil Group of \$ 20

ACH payment list totaling: \$ 31,788.75

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: \$ 124,922.65

Then and Now list totaling: \$ 109,839.85

Debt Service wire list \$2,271,088.76

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**RESOLUTION NO. 21-0871      -      RE:    AMENDMENT TO THE GENERAL FUND  
2021 ANNUAL APPROPRIATION  
RESOLUTION NO. 20-0802 ADOPTED  
DECEMBER 17, 2020**

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

**RESOLVED,**      that it has become necessary to amend the General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

						<u>Increase</u>	<u>Decrease</u>
<b>0001</b>	<b>Commissioners</b>						
00014	Contracted Services					\$ 42,300	
						\$ 42,300	\$ -
<i>Memo: RPC 2022 1st Q Membership dues</i>							
<b>Total:</b>						\$ 42,300	\$ -
<b>0002</b>	<b>General Fund 5736.026 A3</b>						
27005	Materials & Supplies					\$ 433,820	
						\$ 433,820	\$ -
<i>Memo: 150 Radios/ 22 Mobile Radios w/ installation</i>							
<b>Total:</b>						\$ 433,820	\$ -

; and be it further

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

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

**RESOLVED,**      that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this

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

Roll call as Follows:

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

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**RESOLUTION NO. 21-0872                      -                      RE:    AMENDMENT TO THE NON-GENERAL  
FUND 2021 ANNUAL APPROPRIATION  
RESOLUTION NO. 20-0803 ADOPTED  
DECEMBER 17, 2020**

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

**RESOLVED,**                      that it has become necessary to amend the Non-General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

						<u>Increase</u>	<u>Decrease</u>
<b>1410</b>	<b>IFS</b>						
14103	Personal Services						\$ 10,000
14104	Contract Services						\$ 125,000
14105	Materials & Supplies						\$ 12,500
14107	Other Expenses						\$ 750
14109	Misc Expenses						\$ 1,000
						\$ -	\$ 149,250
<i>Memo: Projected Need</i>							
<b>1414</b>	<b>Child Support General Admin</b>						
14144	Contract Services						\$ 23,000
14149	Misc Expenses					\$ 23,000	
						\$ 23,000	\$ 23,000
<i>Memo: Projected Need</i>							
<b>3215</b>	<b>SA PCS OWDA 2001</b>						
32158	Debt Service					\$ 400	
						\$ 400	\$ -
<i>Memo: Additional need for debt payment</i>							
<b>7000</b>	<b>Central Services Purchasing</b>						
70004	Contract Services					\$ 800,000	
						\$ 800,000	\$ -
<i>Memo: Additional need</i>							
<b>TOTAL MEMO BALANCE ALL AMENDMENTS:</b>						<b>\$ 823,400</b>	<b>\$ 172,250</b>

; and be it further

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

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

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all

deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

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

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**RESOLUTION NO. 21-0873      -      RE:    ACCEPT THE GRANT AGREEMENT FOR THE  
FY21 EMERGENCY MANAGEMENT  
PERFORMANCE GRANT (EMPG) ON BEHALF  
OF THE PORTAGE COUNTY OFFICE OF  
HOMELAND SECURITY & EMERGENCY  
MANAGEMENT (Federal Pass Thru #EMC-  
2021-EP-00002)**

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 authorizes the grant application to the Ohio Emergency Management Agency (EMA) for the FY2021 Emergency Management Performance Grant for the time period of October 1, 2020 through September 30, 2022, in accordance with a Work Plan created with guidance from the Ohio Emergency Management Agency; now therefore, be it

**RESOLVED,**      that the Board of Portage County Commissioners accepts the grant agreement for the FY 2021 Emergency Management Performance Grant for the total budgeted amount of \$233,552.00; with a grant award of \$116,776.00 and a 50% local match amount of \$116,776.00 which is to be provided by the General Fund for the grant period of October 1, 2020 through September 30, 2022; and be it further

**RESOLVED,**      that the Board of Commissioners authorizes the President of the Board of Commissioners to sign the grant agreement 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 Office of Homeland Security & Emergency Management Agency Director; 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. 21-0874                      -                      RE:    ENTER INTO A SEPTIC ASSISTANCE  
PROGRAM AGREEMENT BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS, THE PORTAGE COUNTY  
REGIONAL PLANNING COMMISSION AND  
C.F. CLEM EXCAVATING FOR A SEPTIC  
SYSTEM REPLACEMENT.**

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

**WHEREAS,**                      an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,**                      the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Mark D. Dyer, 3788 St. Rt. 44, Rootstown, Ohio, 44272 qualifies for replacement under this program, and

**WHEREAS,**                      C.F. Clem Excavating, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$16,935.00, now therefore be it

**RESOLVED,**                      that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and C. F. Clem Excavating in the amount of \$16,935.00 to perform the agreed upon services; and be it further

**RESOLVED,**                      that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission, and the Portage County Health Department; 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. 21-0875          -          RE:    APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF  
CONNECTION CHARGES FOR  
CONNECTIONS TO THE SANITARY  
SEWERAGE SYSTEM IN THE PORTAGE  
COUNTY REGIONAL SEWER DISTRICT AND  
ESTABLISHING THE TERMS AND  
CONDITIONS OF THE SAME.**

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

**WHEREAS,** this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS,** the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant:                  William H. Camp III (OWNER)  
Service Address:      353 Howe Road  
                                    Kent, OH 44240  
Parcel Number:        04-017-10-00-049-000

Property Description: Situated in the Township of Brimfield, County of Portage and State of Ohio; and known as being Lot 11 of Oakwood Acres Allotment as recorded in Volume 11, Page 16 of the Portage County Recorder. Prior Instrument Number 201501508 of the Portage County Records.

**WHEREAS,**

this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

**RESOLVED,**

that this Board agrees to accept the request of the above-named OWNER for installment payments of the sewer connection charges with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning at the end of the first quarter that coincides with or follows the first regular sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 0.95% percent per annum (based on ½ of the Ohio Water Development Authority for the month of November 2021, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the



connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.

H. In the event the OWNER or SUCCESSOR is delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED,**

the Sanitary Engineer acting on behalf of the Board, is hereby authorized, and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED,**

the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and

the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above-described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for; and be it further

**RESOLVED,** that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

**RESOLVED,** Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

**RESOLVED,** it is hereby found and determined 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 and of any of its committees 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. 21-0876                      -                      RE:      APPROVE SPECIFICATIONS AND SET BID  
DATE FOR PROVIDING EMERGENCY AND  
SPECIALIZED CONSTRUCTION SERVICES  
FOR THE PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT.**

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

be adopted:

**RESOLVED,** that the bid specifications for receiving bids for providing emergency and specialized construction services for the Portage County Water Resources Department be and hereby are approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1<sup>st</sup> floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on December 15; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on November 30, 2021, posted on 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. 21-0877                      -                      RE:    APPROVE SPECIFICATIONS AND SET BID  
DATE FOR PROVIDING ELECTRICAL  
MAINTENANCE AND REPAIR SERVICES  
FOR THE PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT.**

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

**RESOLVED,** that the bid specifications for receiving bids for providing electrical maintenance and repair services for the Portage County Water Resources Department be and hereby are approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1<sup>st</sup> floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:30 p.m., E.S.T. on December 15; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on November 30, 2021, posted on 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. 21-0878                      -                      RE:    AUTHORIZING THE COUNTY  
ADMINISTRATOR TO EXERCISE DUTIES IN  
ADDITION TO THOSE DELEGATED IN  
RESOLUTION NO. 21-0396**

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

**WHEREAS,** on May 27, 2021, the Portage County Board of Commissioners adopted Resolution No. 21-0396 authorizing the County Administrator to exercise powers delegated hereby under Ohio Revised Code 305.30; and

**WHEREAS,** Section 305.30(K) of the Ohio Revised Code ("R.C.") provides that a board of county commissioners may delegate additional duties to be performed by a county administrator; and

**WHEREAS,** this Resolution is being adopted in order to expressly provide for the delegation to the County Administrator additional duties related to "then and now certificates" and "amended appropriations;" now therefore be it

**RESOLVED,** pursuant to O.R.C. 305.30(K) the Board of Commissioners hereby authorizes the County Administrator Michelle Ripley-Crombie, when necessary, the additional duties concerning signing "then and now certificates" and "amended appropriations."

**RESOLVED,** the above additional duties delegated to the County Administrator shall be effective so long as Michelle Ripley-Crombie is the incumbent County Administrator. If for any reason, Michelle Ripley-Crombie is no longer the Administrator, all powers delegated by this Resolution will be null and

void. This Resolution may be repealed by the Board of County Commissioners at any time.

**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 the Board that resulted in those formal actions were 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 approved a 3% wage adjustment for all non-participants of the Board of Commissioners' Wage Scale effective on January 1, 2022, as recommended by the County Administrator and the Director of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. The Board of Commissioners acknowledged submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru #693JK31940044HMEP) Partial Reimbursement in the amount of \$8,356.00, for the time period October 4<sup>th</sup> to October 8<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

**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 submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru #693JK31940044HMEP) Partial Reimbursement in the amount of \$3,992.00, for the time period September 27<sup>th</sup> and September 28<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

**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 acknowledged submission of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant (Federal Pass Thru #693JK31940044HMEP) Partial Reimbursement in the amount of \$3,992.00, for the time period September 29<sup>th</sup> and September 30<sup>th</sup>, as prepared by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

5. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett to sign the Statutory Checklist, Finding of Categorical Exclusion, Finding of Exemption and Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project for the Countywide Home Repair Program as presented by the Regional Planning 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 signed the Satisfaction of Mortgage for Thomas J. and Sheryl A. Prem for \$20,409.00 (Instrument No. 200613363) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. The Board of Commissioners signed the Satisfaction of Mortgage for Ready Properties LLC for \$200,000.00 (Instrument No. 201217516) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

8. 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 9102 Store Drive, Windham, Ohio 44288, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$255,165.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$8,505.50 from the proceeds of the sale.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

9. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 1, 2021 through November 15, 2021 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**

10. The Board of Commissioners acknowledged receipt of the November 16, 2021 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2021, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

11. The Board of Commissioners signed the November 16, 2021 correspondence to Federal Insurance Company discharging and releasing the Permit Bond for Federal Insurance Company from any and all past, present, and future liability under Bond #K40176330 as presented by the County Engineer's Office.

**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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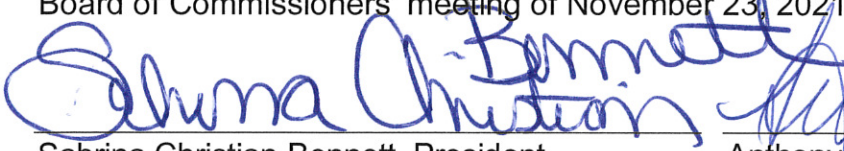
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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of November 23, 2021, at 10:05 AM

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

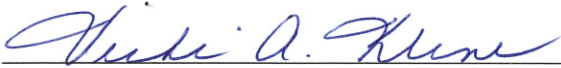
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of November 23, 2021.



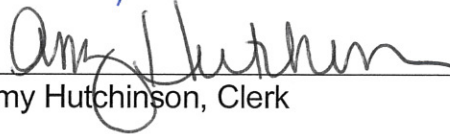
Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk