



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, June 9, 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	Via Zoom
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day County Administrator Michelle Crombie, Budget and Financial Management Director Joe Harris, Grants Administrator Allison Diehl, Barb Tittle, Mike Tinlin, and Frank Voss.

1. The Board of Commissioners approves the June 2nd regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

## HUMAN RESOURCES

Present: Director Janet Kovick

### Discussion:

1. Revised Compensation Plan Manual  
Commissioner Kline asked about the difference between Hiring Process #1 and #2 and Director Kovick explained Grade 18 and above are higher level management positions.

### **HIRING**

*New employees shall normally be hired at the minimum rate for their position.  
Exceptions may be made in the following cases:*

1. *Employees or new hires who possess outstanding qualifications and experience may be hired or promoted up to the Midpoint of the assigned pay grade. Exceptions to hiring an employee above Minimum will **only** be granted after receiving written approval from the County Administrator.*

- a. *Cases in which employees are appointed at a higher rate than Step 1 should be thoroughly analyzed and measured against objective qualification standards. Consideration should be given to review and compare the salaries of employees in similar positions.*
2. *An exception may be made for the positions in pay grade(s) 18 and above, which provides that an individual may be hired anywhere within the pay range with approval from the County Administrator and Board of Commissioners. This is to ensure the County can recruit properly for these upper-level positions.*

The change before the Board this morning is the Revised Compensation Plan Job Refactoring. The original language read if an employee's job is refactored to a higher pay grade, the employee would move to either the minimum (or Step 0) of the new Pay Grade or the wage closest to the current salary. We've since learned the minimum rate is generally the probationary period employee and if someone's job is being refactored, they've been in the position for a while and they have taken on additional duties, so it would make sense to set the minimum rate at Step 1 after probation.

The Board agreed to move forward with the change.

#### **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. Authorize the internal/external posting of the non-bargaining position, Microfilm Clerk – Part-Time, vacated by Steven Smith, for the Portage County Microfilm Department.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;  
**Motion Carries**
2. Authorize the promotion of Shannon Kautzman from Facilities Manager to Deputy Director of Internal Services effective 7/1/2022.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;  
**Motion Carries**
3. Approve the revisions to the Utility Billing Service Representative job description for Portage County Department of Budget & Finance.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**

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

4. Authorize the wage increase for Andrew Gibson, Project Engineer, for Portage County Water Resources effective May 30, 2022, due to the refactoring of the position.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

5. Authorize the promotion of Amy Kirt, Office Assistant, to Personnel & Fiscal Specialist, for Portage County Water Resources, effective 5/30/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

6. Authorize the promotion of Deb Horn, Office Assistant, to Personnel & Fiscal Specialist, for Portage County Water Resources, effective 5/30/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

7. Authorize the seven-day internal posting of a bargaining position, SCADA Technician, new position, for Portage County Water Resources, with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

8. Authorize the personnel status change of Larry Dudek, Part-Time Laborer to Full-Time Laborer, for Solid Waste Management District effective 6/2/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

9. Authorize the hire of Jane Allman, as a Social Services Worker III – Group Home, replacing Nikki Williams, in Portage County Department of Job & Family Services. Tentative start date is June 21, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

10. Accept the resignation of Anthony Burwell, Social Services Worker III, with Portage County Job & Family Services, effective June 17, 2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

11. Authorize the three-day internal posting of a bargaining position, Social Services Worker III, vacated by Anthony Burwell, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

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

a) Mike DeCarro – EMA Logistics Specialist – Effective 5/30/2022;

b) Patricia Corley – Procurement Manager – Effective 6/10/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

## **JOB & FAMILY SERVICES**

Present: Sue Brannon, Budget & Finance Administrator

### **Resolution:**

1. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 22-0348

## **GRANTS ADMINISTRATOR**

Present: Allison Diehl

**Resolutions:**

1. Accept Grant award in the amount of \$174,423 from the Ohio Environmental Protection Agency 2022 Community and Litter Grant Program on behalf of the Portage County Solid Waste District./Resolution No. 22-0349
2. Authorize the application to the Office of Criminal Justice Services Program, Violence Against Women Grant (VAWA), in the amount of \$60,000 with required local match of \$20,000 for Domestic Violence Intervention Project Number 2022-WF-VA2-00076 for the 2023 Grant Year./Resolution No. 22-0350

**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Joe Harris

**Journal Entries:**

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

1. Direct the Auditor's Office to pay/process the June 2, 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 Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$646,595.86	(Includes late fees of: \$3.92)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$173,626.60	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$7,160.37	
Journal Vouchers totaling:	\$37,307.83	
Then and Now list totaling:	\$66,188.50	
Debt Service wire list:	\$0	

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

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. The Board of Commissioners signed the Satisfaction of Mortgage for Brent & Catherine Schultz for \$20,053.00 (Instrument No. 9908986) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **Resolutions:**

1. Transfer From Fund 0001, General Fund To Fund 1414, Child Support Administration./Resolution No. 22-0351
2. Create Fund 4260, Jones Road Bridge./Resolution No. 22-0352
3. Transfer From Fund 0001, General Fund To Fund 1102, Marine Patrol Grant./Resolution No. 22-0353

#### **MISCELLANEOUS**

##### **Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the May 31, 2022 Amended Certificate of Estimated Resources for the year beginning January 1, 2022 as submitted by the Portage County Budget Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the June 2, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimated Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

3. The Board of Commissioners approved the May 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 Christian-Bennett**

**Seconded: Commissioner Kline**

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

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

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

5. The Board of Commissioners authorized Vice President Anthony J. Badalamenti to sign the Environmental Review Documentation and Certification Form and the Community Development Spot Slum/Blight Certification Form for the 2022 CDBG Allocation Grant as presented by the Regional Planning Commission.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

#### **Resolutions:**

1. The Board of Commissioners approve the appointment of Mark Atwood, Tim Paul, and Robert Krister to the Portage County Regional Airport Authority Board of Trustees./Resolution No. 22-0369
2. The Board of Commissioners approve the appointment of Albert Barber to the Portage County Mental Health and Recovery Board./Resolution No. 22-0370
3. The Board of Commissioners authorize filing an application with the Ohio Development Services Agency, Office of Community Development for the 2022 CDBG Community Development Allocation Funds./Resolution No. 22-0371

**COUNTY ADMINISTRATOR**

Present: Michelle Crombie

**Discussion:**

1. Electronic Bulletin Boards for the Floors 1<sup>st</sup> and 7<sup>th</sup> floors.

Commissioner Badalamenti asked if the general public can stop scrolling when looking at a particular job posting and Administrator Crombie noted it's an additional cost, but she will investigate that option. A message could always be added that if you are interested in one of the job postings, you can contact the Human Resources Department for additional information. Commissioner Christian-Bennett recommends listing all open positions and referring them to the 7<sup>th</sup> floor or the website for additional information.

**SHERIFF'S OFFICE**

Present: Bryan Morgenstern

**Discussion:**

1. Housing outside prisoners at the Justice Center.

Lt. Bryan Morgenstern explained if the City of Lakewood and Chagrin Falls wanted to house 3-4 prisoners per month into Portage County's jail population, with the understanding that each City would be responsible for additional fees as outlined in the contract (i.e. housing, medical costs, etc.), the Sheriff would be amenable to the request.

Commissioner Badalamenti would like to see a copy of the contract and Lt. Morgenstern presented a copy and noted he worked with the Prosecutor's Office and both City Law Directors, to create them.

Administrator Crombie noted two resolutions are being presented today under Internal Services and the Board agreed to HOLD the resolutions until it has time to review.

Commissioner Christian-Bennett asked if the jail was open at full capacity and Lt. Morgenstern noted the A Wing (the former female wing) is still closed. We're getting close, but our population hasn't needed to force the opening of that wing because the population has been staying around to 220 to 230. If populations numbers start getting closer to 260's we're going to have to start diverting some work to that wing.

We've hired staff from last year and that has decreased the overtime considerably.

Commissioner Christian-Bennett asked how many beds are available of the 350 at any given time right now for inmates and Lt. Morgenstern replied if we got into a position where 100 additional inmates showed up tomorrow, we have that wing and would have to staff it with overtime, but we have 34 beds in the A Wing and would need 6 additional staff members to cover 24/7 if at full capacity. There's a total of 350 beds available in the entire jail, A Wing holds 34 beds of the 316 still available, 225 beds are occupied as of yesterday.



Commissioner Christian-Bennett noted crime is not down and the opioid epidemic that drove the expansion is not down, so how is it that we're not utilizing more than 225 beds? Lt. Morgenstern stated the simple answer is due to a bond schedule change, so a lot of the misdemeanants aren't held in jail. Arrests are up, but if they are given a PR bond, they may be released. It's been very successful for the jail overcrowding issue.

Commissioner Badalamenti pointed out that the Judges and Prosecutor are saying we have increased volume within the Courthouse and there are less people in jail, but it's because of the PR Bonds.

Commissioner Christian-Bennett asked what the average costs is to house an inmate understanding the complexity of the needs of the inmates may vary and Lt. Morgenstern replied it's roughly \$100/day. Commissioner Christian-Bennett pointed out when Sheriff Doak was in office, he indicated it costed about \$80/day and since the new Sheriff has been in office, we've increased salaries and added more staffing, and I question whether \$100 is enough for the liability that we're taking on. At one point, Sheriff Doak investigated outsourcing our prisoners and it was cost prohibitive and we had to transport and that's why we ended up building an additional POD and now I'm hearing we probably don't need it? Lt. Morgenstern stated when we built the POD, it increased a lot of bed space.

Commissioner Christian-Bennett noted on average, we have about 90 plus beds vacant that has staffing and does not include the 34 beds in A Wing and Lt. Morgenstern agreed but pointed out that he is not here asking for money, this is a way we can give money back. Commissioner Christian-Bennett is trying to wrap her head around a \$20 million dollar POD that we taxed the backs of our taxpayers to build it and now we have the majority of it unoccupied.

Lt. Morgenstern explained the contract outlines exactly what the former Sheriff was looking to do with our inmates, but now we're doing it the other way around. So, we're asking them to house some of their prisoners at the Justice Center so the taxpayers don't have to cover those costs and it would produce \$10,000 to \$12,000 a month of generated revenue that would be returned to the General Fund offsetting costs. If times change in a year and we have those beds full, the contract allows us to take care of what we have, but in the meantime while we have a couple open beds, it's an opportunity to help other communities and put money back into the General Fund.

Commissioner Christian-Bennett noted the new POD has never been opened to full capacity, which is concerning, and you can understand why I am asking the questions. Commissioner Kline mentioned they've used a lot of it and Lt. Morgenstern noted A Wing was the last phase of the renovation and the new building is E Wing and that's almost always at full capacity.

#### **Resolutions:**

1. The Board of Commissioners agrees to enter into an agreement for boarding prisoners with the Portage County Sheriff and the City of Lakewood./**HOLD**

2. The Board of Commissioners agrees to enter into an agreement for boarding prisoners with the Portage County Sheriff and the Village of Chagrin Falls./**HOLD**

Recessed: 9:43 AM

Reconvened: 10:00 AM

### **PORTAGE DEVELOPMENT BOARD**

Present: Director Brad Ehrhart; General Council of Geis Maura Maresh and CFO Joe Schapel; Shelly Banas, Dominion

#### **Discussion:**

1. Enterprise Zone Agreement between SFG Geis Shalersville, LLC, Shalersville Township and Portage County.

#### **Community: Shalersville Township, Portage County**

#### **Business: SFG Geis Shalersville, LLC**

**Project:** SFG Geis Shalersville, LLC, in the City of Streetsboro, plans to construct a new 1,021,440 square foot (could be larger) spec facility on 77 acres in the Turnpike Commerce Center in Shalersville Township. This building is a speculative building so the end user is not identified at this time. The property will be marketed to commercial distribution, light manufacturing and/or warehousing users. It could be multi-tenant or single tenant. The Crestwood Local Schools and Maplewood Career Center have been notified of this project and Enterprise Zone agreement. Compensation agreements have been agreed to between SFG Geis Shalersville, LLC and the school district.

This tax incentive is for **real property only**.

<b>Proposed investments include: <u>Amount of Investments</u></b>		<b><u>Eligible Amounts</u></b>
Land	\$ 836,810	- 0 -
New Construction	<u>\$70,000,000</u>	<u>\$70,000,000</u>
<b>Total</b>	<b>\$70,836,810</b>	<b>\$70,000,000</b>
<b>Jobs related to project include:</b>		<b><u>Full-Time Permanent</u></b>
New jobs (3 years)	<u>375</u>	
<b>Total positions</b>	<b>375</b>	
<b>Payroll related to the project:</b>		<b><u>Full-time Permanent</u></b>
<b>New Payroll</b>	<b><u>\$ 15,000,000</u></b>	
<b>Total Payroll</b>	<b>\$ 15,000,000</b>	
<b>Proposed tax exemption:</b>	<b><u>Percent</u></b>	<b><u>Term</u></b>
Real Property	100%	15 years

The Enterprise Zone Agreement was approved by the Shalersville Township Trustees on June 1, 2022, Resolution # 2022-010.

The Enterprise Zone Agreement has been approved as to form by the Portage County Prosecutor's office.

The Board of Educations received their required notification and agreed to waive the 45 business day notification and approve the 100% for 15 years. Resolution #2022-35

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Ms. Maresh explained the company is located in Streetsboro, Ohio and we are headquartered there, and our ownership lives there, which is one of the reasons why this site has always been on our radar. We are very excited to bring in a market rate product that can attract large scale end users looking for logistics and distribution opportunities right here in Portage County.

The building will be built closer to the 44 side, and it will be the first building of the 470 acres and it's about 75 acres, give or take, and it's over a million square feet. The building will be located at the corner of Beck Road and SR 44.

Commissioner Christian-Bennett asked if the facility would hold commercial distribution, light manufacturing, and warehousing users and Ms. Maresh responded that's what we're anticipating and that's what our market studies are showing us.

Commissioner Christian-Bennett reiterated the Enterprise Zone Agreement is being taxed on the real property, which is estimated to be like \$70 million, for 15 years and by its completion in 2026, you'll have 375 full time employees with a new payroll amount of \$15 million.

#### **Resolutions:**

1. Enter into an agreement within the rural Enterprise Zone of Shalersville Township, Ohio with SFG Geis Shalersville, LLC tax abatement agreement for real property only./Resolution No. 22-0367

#### **INTERNAL SERVICES**

Present: Director JoAnn Townend and Shannon Kautzman

#### **Discussion:**

1. Electric Aggregation

Director Townend explained the last time I was in, we talked a little bit about Countywide aggregation, not our facilities, that's a different story. At the time, the Board wanted to move forward with the bid process, so I was searching for a company that could create bid specifications for aggregation that had no ties with either CCAO program or NOPEC. I found a company called Buckeye Energy Brokers, who handles the aggregation for the City of Ravenna, Twinsburg, and Streetsboro.

I contacted the gentleman who runs the program and asked him for additional information, which I've provided this morning. He offered to come in and talk with the Board, but I would suggest moving forward with the notice letter and resolution next week due to the time restriction with NOPEC. If the Board wants to go out to bid and create a new Request For Proposal, this is the company I recommend.

Commissioner Christian-Bennett stated I'm getting calls and emails all the time from different energy suppliers and now is a really good time to put this out to bid to see what else is out there and to start getting a little competition going to find our best option. The County will not be without a supplier until the end of the year, but we must provide notice to NOPEC six months in advance.

Commissioner Badalamenti suggests that any discussion we have, the President and Vice President of Township Association should be present. Commissioner Badalamenti asked Director Townend to invite Nic Coia and Ed Dean to the next meeting when this will be discussed.

Commissioner Badalamenti asked what the associated costs are for Buckeye Energy and Director Townend explained it came in late yesterday, but I'll get that information to you.

The Board agreed it's not necessary to meet with Buckeye Energy.

## 2. Project Updates:

### June 9, 2022 (Updates in RED)

#### RAVENNA COURTHOUSE:

1. Lula elevator – Elevator itself new ship date is July 22, 2022.
2. Parking – Approved, architect working on bid specs. Documents being submitted to the city planning commission this month for approval.
3. Main & jail elevators – Elevators now need to be evaluated by the State inspectors – he is scheduled for July.
4. Common Pleas Courtroom & Jury chair replacements. – Finalizing quantities & quotes waiting for response from Court.
5. Common Pleas Court carpet replacement – Scheduling a meeting with contractor for measuring and quote when convenient with court.

#### RIDDLE BLOCK BUILDING:

1. Window replacement – estimated construction cost \$875,000.00, arch. fee \$84,200.00. On hold.
2. Roof replacement – estimated construction cost \$800,000.00, arch. fee \$82,050.00. Architect working on bid specs. Kick off meeting either 6/14 or 15/22.
3. Masonry restoration – estimated construction cost \$850,000.00 arch. fee \$83,600.00. On hold.
4. HVAC replacement – estimated cost \$180,000.00 arch fee \$45,000.00. Architect working on bid specs. Kick off meeting either 6/14 or 15/22.

#### 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. Architect is preparing cost estimate to replace all three.
2. Auditor request for painting of floor \$28,475.00; request for carpeting \$40,279.67. On hold for BOC approval and funding.
3. Board of Elections request for paint & carpeting. BOC approval to proceed with getting quotes and funding?

**PROSECUTOR'S WINDOWS:**

1. Update - Estimate over the bid limit so the Architect is working on the bid specs.

**EMERGENCY OPERATIONS CENTER:**

1. Architectural fee \$12,800.00. - Funding approved by BOC, present the BOC the proposed building layout.

**JUSTICE CENTER:**

1. Roof replacement - Core samples taken 5/26/22.
2. Access control system for Entrances and Administrative offices \$34,947.19. On hold for BOC approval and funding.

**RECORD CENTER:**

1. Roof replacement - Core samples taken 5/26/22.

**JUVENILE COURT:**

1. Renovations and Modernization - Architect's setting a kick-off meeting on project 6/2/22.

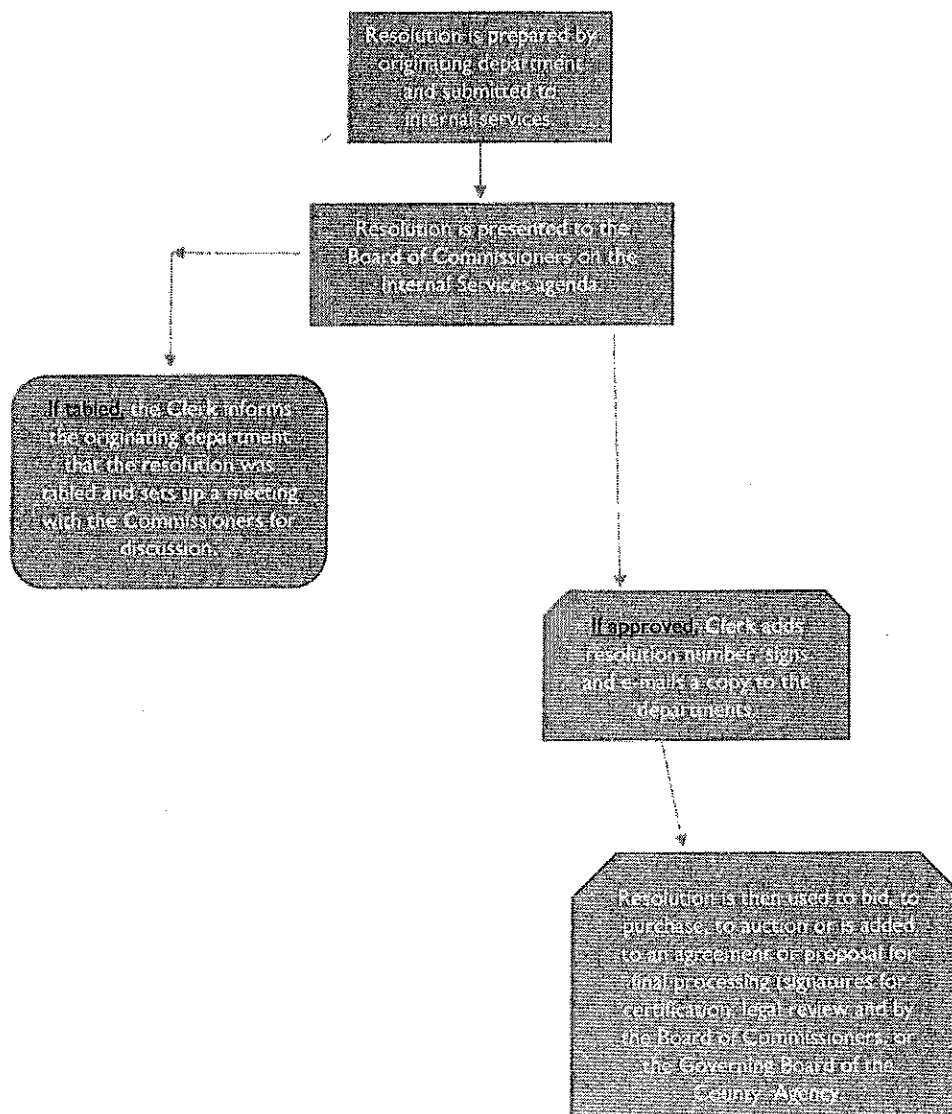
**OLD ENGINEER'S SITE:**

1. BUSTR approved the Tier 1 for the site and the next step toward closure is to complete a Tier 2. - Environmental group's working on closure report.

**HILLS POND DAM:**

1. Meeting with Engineer and Prosecutor was held. Title company working to confirm access rights by the landowners.

- Auditor's Office: The Auditor's Office has also requested quotes for security doors like the Commissioners' front office area. The quotes have not been received as of this morning.
- Board of Elections: The Board of Elections would like carpeting in their training and voting rooms and Director Townend will get quotes for Board review.
- Emergency Operations Center: Director Townend presented a current site view of Station 30 and a concept of the internal area. She is also working with the architectural firm because a construction management team is not required due to the size of the project.
- Hills Pond Dam: The project should be completed within one year.

**Discussion:****1. Contract Flow Chart****RESOLUTION PROCESS FLOWCHART**

Director Townend explained back in January 2022, the Board changed its procedure whereby it wanted the departments to do their own resolutions and bring them in and present them directly to the Board. Well, the process didn't work very well, and it's been brought up that we should go back to the way we used to do it.

Station 30



Looking Southwest



Looking East



Looking Northwest



Looking West

Site is approximately 3 acres with over 500 feet of frontage on State Route 59 which has a center turning lane. The existing building is located on the east side of the property and has available unimproved land on the west side to locate an addition. The south side of the site is bordered by a wooded area and a wildlife area that is a wildlife area. An 8 foot fence surrounds three sides of the existing building. A second fenced enclosure on the west side of the building is currently under construction. A gravel parking area is located on the south side of the building. A well head was noted on the south side behind the building and is connected to the building. Municipal sewer is located at the street. Water service is not currently available. The building has both gas and electric utilities. The site may have a septic system, which may no longer be in service, since the building is connected to the sewer system at the street.

ADDRESS: 2970 STATE ROUTE 59, RAVENNA, OHIO 44266



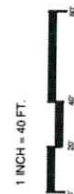
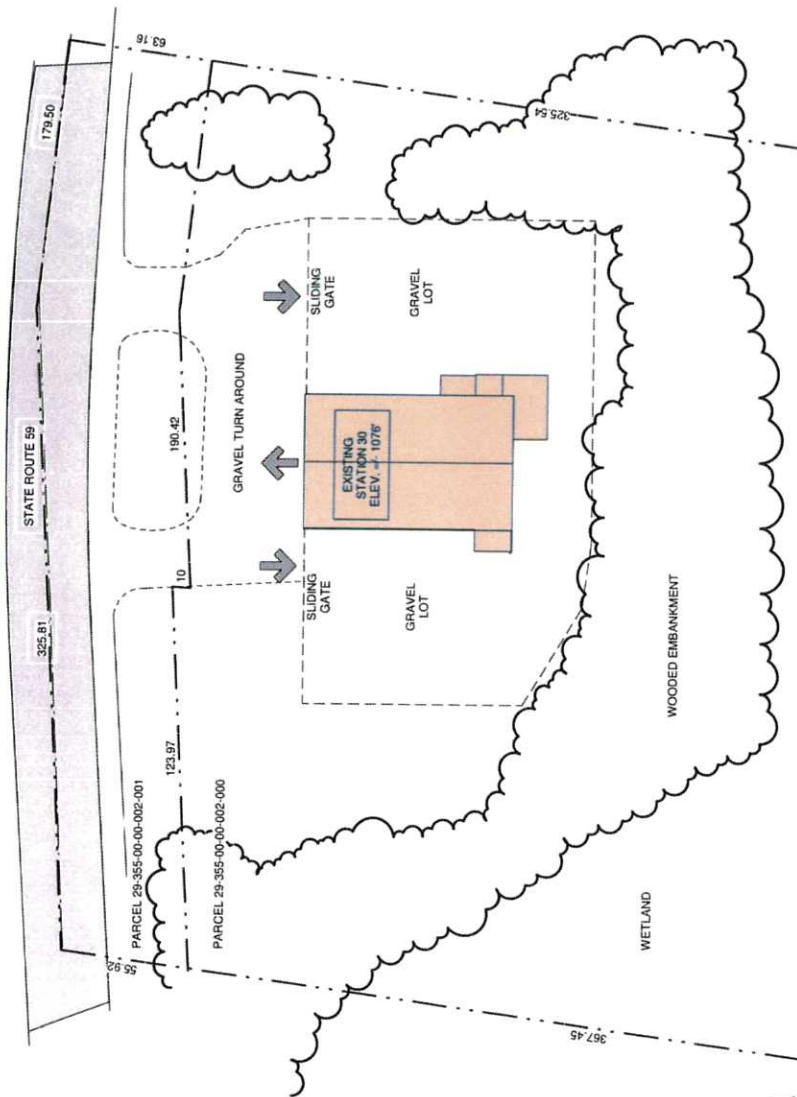
## Site Views

Emergency Operations Center Concept Design

PROJECT # Project Number 05-19-2022







## Existing Site

Emergency Operations Center Concept Design

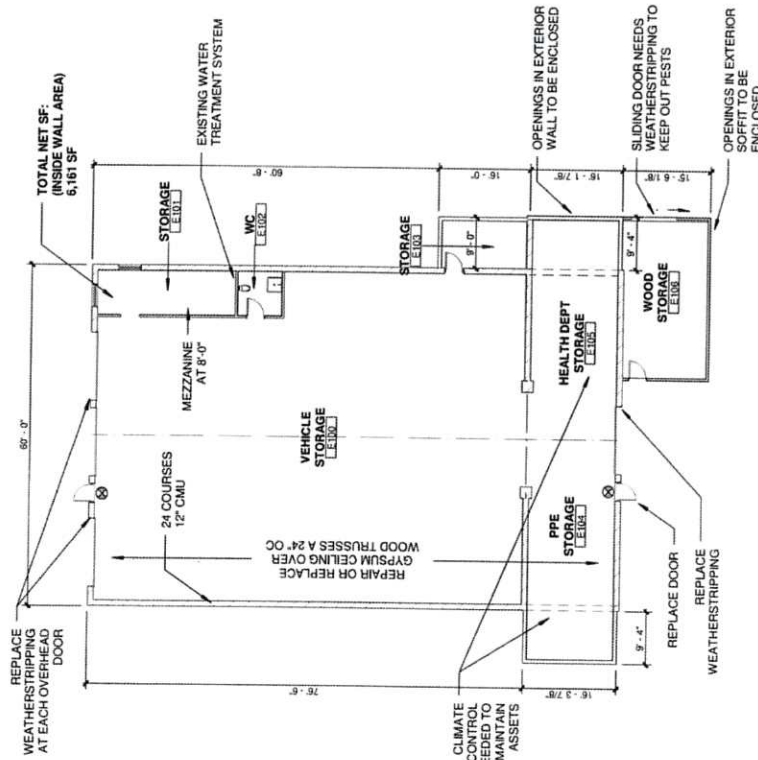
PROJECT # Project Number 05-19-2022



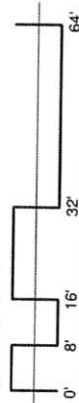


# STATION 30 SCOPE NOTES:

- STRUCTURE:
  - INSPECT TRUSS ATTACHMENT TO BEARING.
  - WALLS - REINFORCE TRUSS ATTACHMENT TO WALLS AS REQUIRED.
  - ADD ATTIC VENTILATION BY REPLACING EAVE SOFFITS WITH PERFORATED PANELS.
  - PROVIDE RIDGE VENT (IF NONE EXISTS).
  - PAINT EXTERIOR AND PANE EXTERIOR ENVELOPE TO BE WEATHER-RESISTANT AND IMPERMEABLE.
  - COVER OPENINGS IN WALLS THAT ALLOW BIRDS INTO WOOD STORAGE.
- INTERIOR RENOVATIONS:
  - REPAIR / PAINT EXISTING GYPSUM BOARD.
  - REPAIR / RECOVER WITH PVC PLANKS.
  - REPAIR / REINFORCE EXISTING DOORS AND HARDWARE, INCLUDE COUNTY CARD ACCESS SYSTEM.
  - REPLACE INTERIOR LIGHTING WITH LED STRIP LIGHTING.
  - ADD SLIP-RESISTANT EPOXY FLOOR FINISH.
  - ADD EXTERIOR WALL MOUNTED SECURITY LIGHTS.
  - ENCLOSE PPE STORAGE AREA AND PROVIDE HVAC CLIMATE CONTROL TO MAINTAIN ASSETS.
  - WEATHERSTRIP OVERHEAD DOORS.
  - PROVIDE CARBON MONOXIDE DETECTION SYSTEM.
  - PROVIDE HEAVY DUTY SHELVE FOR ASSET STORAGE.
  - REPLACE PANELS.
  - PROVIDE RETRACTABLE OVERHEAD ELECTRIC CORD REELS TO CONNECT TO APPARATUS EQUIPMENT.
  - EVALUATE OVERHEAD RADIANT HEATING SYSTEM FOR REPAIR OR REPLACEMENT.
  - PROTECT INTERIOR SPACES WITH OVERHEAD SPRINKLER SYSTEM.



SCALE: 1/16" = 1' - 0"



2970 STATE ROUTE 59 RAVENNA 44266

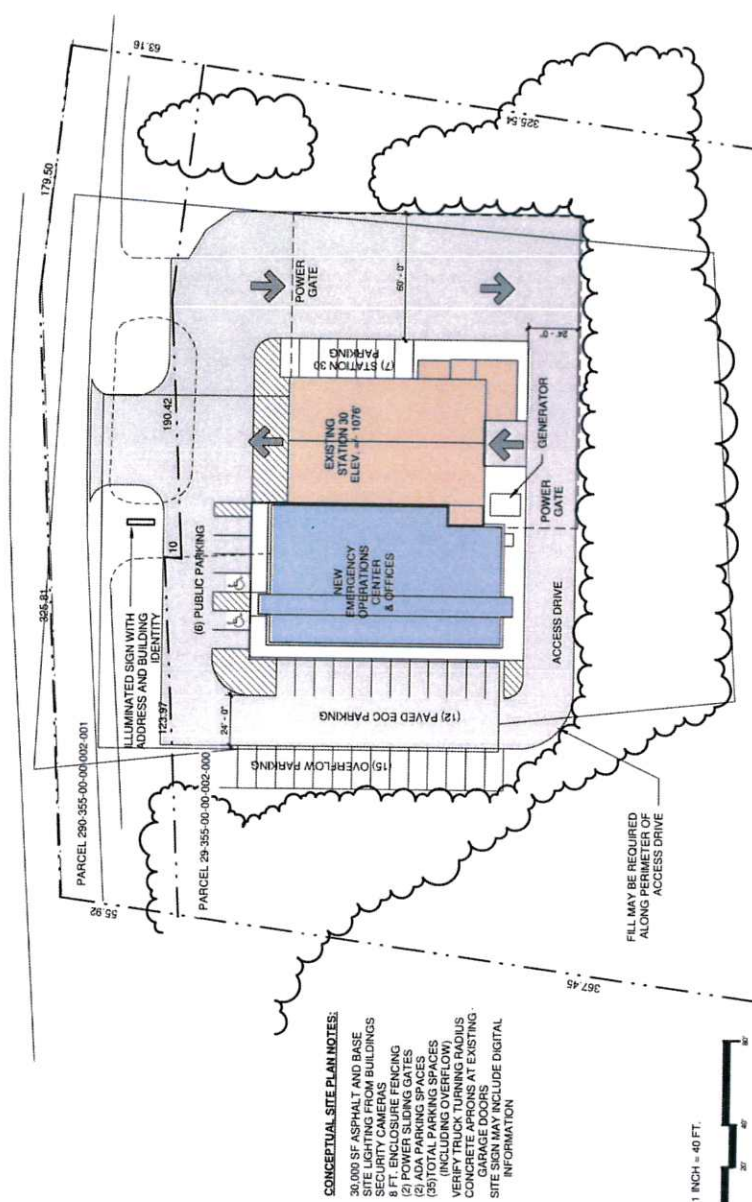


## Existing Station 30 Storage Building

Emergency Operations Center Concept Design

PROJECT # Project Number 05-19-2022





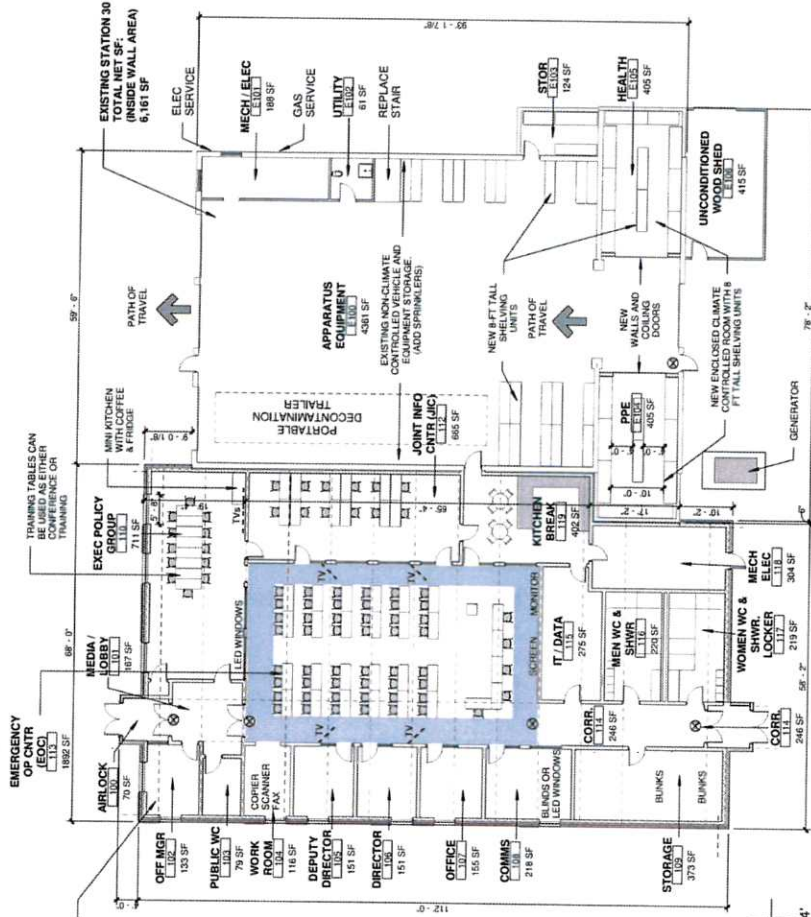
**CONCEPTUAL SITE PLAN NOTES:**  
 30,000 SF ASPHALT AND BASE  
 SITE LIGHTING FROM BUILDINGS  
 SECURITY CAMERAS  
 15' FENCE SURROUNDING FENCING  
 (2) POWER SLIDING GATES  
 (2) ADA PARKING SPACES  
 (35) TOTAL PARKING SPACES  
 (15) INCLUDING OVERFLOW  
 VERIFIED BY PORTAGE COUNTY  
 CONCRETE APRONS AT EXISTING  
 GARAGE DOORS  
 SITE SIGN MAY INCLUDE DIGITAL  
 INFORMATION



# Concept Site Plan

Emergency Operations Center Concept Design  
 PROJECT # Project Number 05-19-2022





# Concept Addition and Renovation

Emergency Operations Center Concept Design

PROJECT # Project Number 05-19-2022



NEW EMERGENCY OPERATIONS CENTER  
TOTAL GROSS SF  
(EXCLUDING WALLS)  
NEW CONSTRUCTION = 7,382 SF

## BUILDING DESIGN NARRATIVE

BUILDING STANDARD: FEMA NATIONAL INCIDENT MANAGEMENT SYSTEM EMERGENCY OPERATIONS CENTER REFERENCE GUIDE, DATED AUGUST 2021

- FOUNDATIONS: REINFORCED CONCRETE TRENCH FOUNDATIONS UNLESS NOTED OTHERWISE
- WIDER SPREAD FOOTINGS
- INSULATED DECORATIVE CONCRETE MASONRY EXTERIOR WALL TO BE REINFORCED TO PROVIDE EXTERIOR WALL STRENGTH
- POURED CONCRETE ON PRECAST CONCRETE ROOF DECK
- INTERIOR WALLS CONCRETE MASONRY OVER CONCRETE SLAB ON GRADE FLOOR
- EXTERIOR WALLS CONCRETE MASONRY OVER STORM SHELTER ENCLOSURE TO HAVE PROTECTED OPENING SHUTTERS

- MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS:
  - MECHANICAL: GAS FRED ROOF TOP HEATING AND COOLING UNIT
  - ADDITIONAL MINI-SPLIT COOLING SYSTEMS TO PROVIDE REDUNDANT COOLING FOR HEAT SENSITIVE SPACES (IT, COMMS, EOC)
  - PLUMBING: 1/2" CPVC PIPING FOR COLD WATER AND DOMESTIC WATER SYSTEM, INCLUDING WATER AND DEMAND WATER HEATING; ACCESSIBLE FIXTURES AND FITTINGS
  - ELECTRICAL: NEW GROUNDED SERVICE (SIZE TBD) WITH 100 AMP MAIN BREAKER, EMP PROTECTION AND GENERATOR BACK UP
  - DIMMABLE LED LIGHTING FIXTURES

- TECHNOLOGY SYSTEMS
  - SOUND SYSTEM FOR EOC AND EOC SUPPORT SPACES
  - FIBER INTERNET SERVICE
  - COPPER LINES FOR BACK UP PHONE SERVICE
  - SECURITY SYSTEM WITH CARD READERS AT ALL DOORS





 **HASENSTAB**  
ARCHITECTS

Before the Board can look at a contract or sign a contract, we need the legal authority to enter into the contract and that's what the resolution does. So, you're going to process the resolution then the contract is going to be routed for Board signature, at which point it comes to me, and I put the two together, and then it goes to the County Auditor to certify the funds, then the Prosecutor's Office for legal review, then to the Board for signature, then I send them out to the departments to send to their contractors.

Administrator Crombie noted we are going to be implementing DocuSign which will then allow the ability to go out and look at that contract.

**Resolutions:**

1. The Board of Commissioners sets the request for proposal date for professional information technology and telecommunication consulting services./Resolution No. 22-0354
  - This is for the Countywide phone system.
2. The Board of Commissioners declares the necessity to lease one (1) vehicle for use by the Portage County Building Department./**HOLD**
  - Commissioner Christian-Bennett noted we should be purchasing this vehicle as opposed to leasing it because it was in service approximately 14 years.
  - Director Townend pointed out that he will need additional funding in his budget to purchase the vehicle.
  - The Board would like Director Townend to reach out to Director Roberts to advise.
3. The Board of Commissioners authorizes the Portage County Solid Waste Management District to enter into an agreement for services to provide drop off collection services to Palmyra Township for a 2-year period./Resolution No. 22-0356
4. The Board of Commissioners approves the memorandum of understanding with the Franklin Township Board of Trustees concerning the collection of township Leaf Recycling Program Services charges./**HOLD**.
5. The Board of Commissioners agrees to enter into an agreement for damage assessment software on behalf of the Portage County Emergency Management Agency and Futurity IT, Inc./Resolution No. 22-0358
6. The Board of Commissioners agrees to enter into an agreement with Retail Strategies, LLC for consulting services./Resolution No. 22-0359
7. The Board of Commissioners agrees to amend Resolution No. 22-0247 awarding the sale of real property owned by Portage County located in Ravenna Township (Motor Pool)./Resolution No. 22-0360
8. The Board of Commissioners authorizes the purchase, through the State Term Schedule (STS) 800925, Index STS515, of one (1) dump body/snow and ice control

truck equipment package from Concord Road Equipment Manufacturing, Inc., for use by the Portage County Engineer./Resolution No. 22-0361

9. The Board of Commissioners accepts the proposal of Greenman-Pedersen, Inc. (GPI) and enter into an agreement for providing professional construction administration and inspection services for the project known as 2022 Subdivision Construction Administration Contract, Portage County./Resolution No. 22-0362
10. The Board of Commissioners accepts the proposal of EMH&T and enter into an agreement for providing professional services for the project known as the Stormwater Management Maintenance and Inspection Program./Resolution No. 22-0363
11. The Board of Commissioners agrees to enter into an amendment no. 1 with the Portage County Recorder and Cott Systems, Inc./Resolution No. 22-0364
12. The Board of Commissioners agrees to enter into an agreement for boarding prisoners with the Portage County Sheriff and the City of Lakewood./**HOLD**
13. The Board of Commissioners agrees to enter into an agreement for boarding prisoners with the Portage County Sheriff and the Village of Chagrin Falls./**HOLD**

#### **PROSECUTOR'S OFFICE AND INTERNAL SERVICES**

Present: Attorney Chris Meduri and Director JoAnn Townend

#### **Discussion:**

1. Iraquios Drive, Brady Lake

Attorney Meduri explained there is an encroachment over the County's property and if the County no longer needs it, we can put it out to bid and sell it. The 3 properties involved are as follows: (1) Parcel 12-038-70-16-107-000 at 2259 Iraquios Drive, Owner: Byerly, John Sr. (deceased) and Sandy (Lot #163); (2) Parcel 12-038-70-16-108-000 at 2255 Iraquios Drive, Owner: Mullens, Linda L (Lot 162); and (3) Parcel 12-038-70-16-004-003, Owner: Portage County Board of Commissioners (Lot 161).

Lot #161 is the County's lot and the house on #162 (Mullins property) overlapped onto County property and she's trying to sell her home.

For the Board to move forward, it needs to adopt a resolution indicating the property is no longer needed for public use and then it can go out to bid.

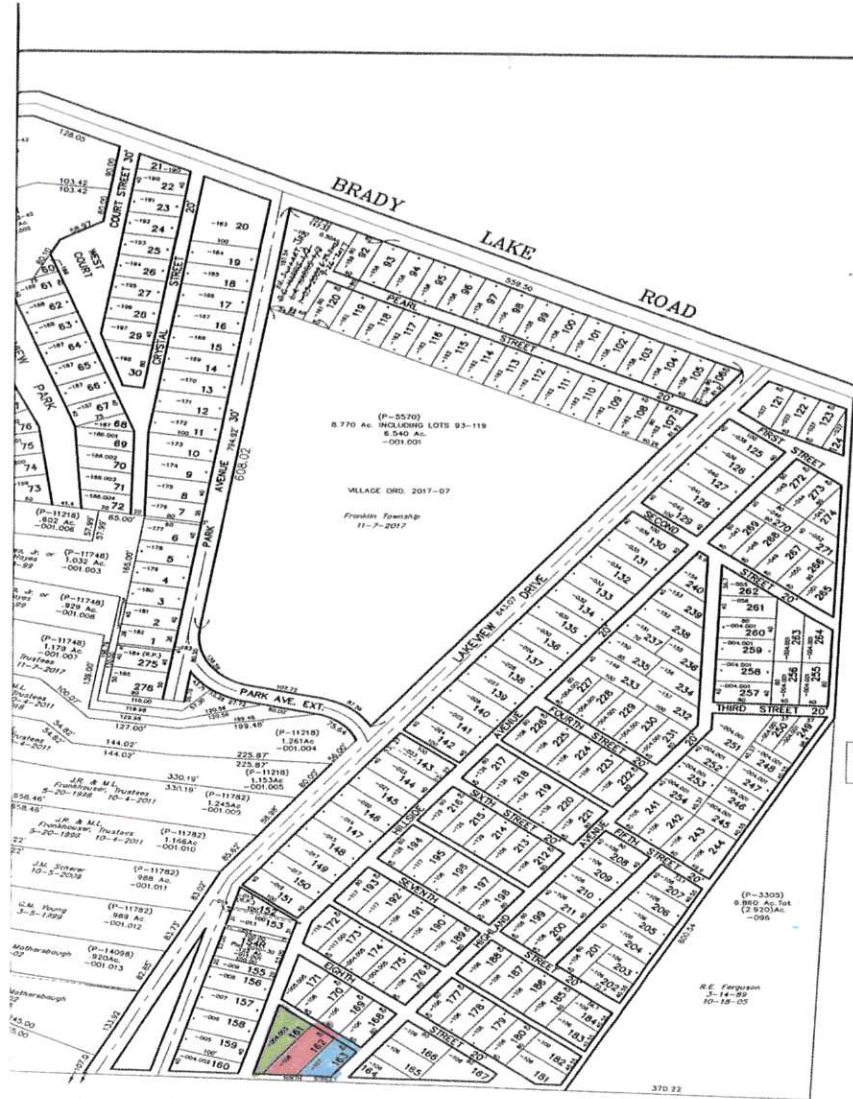
The Board agreed it needs to find out if the house is still located on Lot #163 (Mullins property) and Director Townend will prepare a resolution to declare the County's lot – (Hillside) in Brady Lake (Kent) as obsolete so she can begin the bidding process.

Administrator Crombie will stop and take pictures tonight of the area in question.





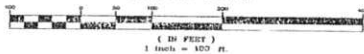
38G



BRADY LAKE PARK ALLOTMENT  
PLAT BOOK 4 PAGE 5 & 6

SEE MAP PAGE 35-A

GRAPHIC SCALE



FORMERLY PART OF BRADY LAKE VILLAGE  
( Resolution No. 17-0073, Recorded File No. 201712605, July 28, 2017 )  
SEE PARCEL FOR LAST SIX NUM.

12-038-70-16-0000000  
OWN & STATE TAX RECORDS

38C





## **PUBLIC COMMENT**

Present: Moe Smith

Mr. Smith met with the Board to discuss his grant request for ARPA funding - Six Moves to Check Mate. Mr. Smith is requesting \$200,000 for the program and Administrator Crombie referred Mr. Smith to the County's Grant Administrator Allison Diehl.

Recessed: 10:53 AM

## **PUBLIC HEARING TO ALTER A PORTION OF DIAGONAL ROAD, SHALERSVILLE TOWNSHIP, PORTAGE COUNTY**

Held in the Commissioners' Office

449 S. Meridian St.

Ravenna, Ohio 44266

June 9, 2022

11:05 AM

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Present: Commissioner Christian-Bennett, Commissioner Badalamenti, Commissioner Kline, County Administrator Michelle Crombie, Clerk Amy Hutchinson, , Attorney David Garnier, County Engineer Mickey Marozzi, Grants Administrator Allison Diehl, Department of Budget and Financial Management Director Joe Harris, Mike Tinlin, Barb Tittle, Larry Kotkowski, Ben Kotkowski, Tom Agresta Jr. Ron Kotkowski, and Dominion Representative Shelley Banas

### **I. OPENING**

Good morning, on behalf of the Board of Commissioners, I am Commissioner Tony Badalamenti, Vice President of the Board and I will convene the Thursday, June 9, 2022, Public Hearing to order at 11:05 AM in the Commissioners' Boardroom, 449 South Meridian Street, Ravenna.

Today, we will hear testimony on a petition to alter a portion of Diagonal Road, Shalersville Township, Portage County.

Ohio Revised Code §5553.23 specifies that if a person through whose land a public road has been established, which is under the jurisdiction of the Board of County Commissioners, desires to turn, change or relocate such road or any part thereof through any part of the person's land, the person may file a petition with the Board of County Commissioners.

On the 11<sup>th</sup> day of March 2022, the Portage County Board of Commissioners received a petition from Lakeside Sand and Gravel Inc., to alter a portion of Diagonal Road, CH-155, located in Shalersville Township, Portage County, State of Ohio.

The petition, as submitted, did not contain all the required information to proceed, so it was resubmitted on the 7<sup>th</sup> day of April 2022, by Benjamin Kotkowski, the Vice President, and Larry Kotkowski, the President of Lakeside Sand and Gravel.

The revised petition requests the Board of Commissioners alter a portion of Diagonal Road, CH-155, through lands owned by the petitioner, and located in Shalersville Township, Portage County, State of Ohio.

## **II. PURPOSE OF THE HEARING**

The purpose of today's Public Hearing is to hear testimony for or against the petition to alter a portion of Diagonal Road.

## **III. PUBLIC NOTICE**

Notice of this public hearing was published in the Record-Courier newspaper on May 15, 2022 and posted on the County's website and Official Bulletin Boards located on the 1<sup>st</sup> and 7<sup>th</sup> floors on May 6, 2022.

## **IV. SWEARING IN**

To members of staff and those who would like to speak during the Public Hearing, please raise your right hand to be sworn in.

- Do you solemnly swear that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth, if so, please respond **I do**.

## **V. COUNTY ENGINEER'S REPORT – County Engineer Mickey Marozzi and Chief Deputy County Engineer Larry Jenkins**

My name is Mickey Marozzi and I'm the Portage County Engineer and I've been the County's Engineer for quite a few years now and I would like to make a few comments about the proposed petition.

We submitted a letter to the Board of Commissioners detailing our response to the petition and attached to the letter is a copy of our comments relating to review of detailed plans that were submitted in support of the petition.

I have with me today, Larry Jenkins, who is my Chief Deputy County Engineer, and Larry was charged with the responsibility of reviewing this project. I'm going to have Larry make the presentation and he's going to talk a little bit about an explanation of what the project is exactly and then he's going to give you a summary about our comments and our opinion of what we think.

Good morning, everyone. Like Mickey said, I'm Larry Jenkins with the County Engineer's Office. I have a PowerPoint presentation, it's really short and it gives us an overview of what the project location is, what's proposed, and then some conditions that we have in support of the project.

So this is the petition area to alter the portion of Diagonal Road, as mentioned and read by Commissioner Badalamenti. By the Ohio Revised Code, the County Engineers is required to make the presentation and report to the Board in the hearing to show support or no support for the project.

To start off with County Engineer's Office supports the project. The Kotkowski's at Lakeside Sand and Gravel are proposing as a 12' x 6' box culvert. The box culvert is normally used to convey water across the roadway. It's their intent to raise that box culvert, install it a little higher than what it normally would be, so that they can install a conveyor system so it can serve one side of their existing facility and existing operations serve the other side, where they'll have new operations.

This area is located on the section of Diagonal Road from SR303 to Frost Road, highlighted the element there and the Ohio Turnpike.

The applicant submitted a full set of construction drawings, you can see they're not approved quite yet, but we have met with the designer, we've met with the applicant, and we've given them a set of review comments that the office feels comfortable and confident they can make all the changes. Upon all the changes being made, the County Engineer's Office will support the petition itself.

The next thing is a close up of the area and the top section is the length of the road that's going to be impacted by this box culvert installation. This is the plan view it's about 500 feet of road. The road itself is not going to be changed horizontally, but it is going to be raised three feet vertically. That three foot is shown down here and that three foot of rise allows us a smoother transition for the traveling public.

Ultimately, there is some benefit to the traveling public after this is complete. There will be some delays and a 30-day closure, but when it's completed, it will not impact the traveling public. It'll actually be an improvement to the roadway, and this is the reason we support that.

But a little closer detail to see where that is. It's right next to just north of the Hattie Larlham Center. I've shown here in the blue, maybe to 200 feet north and 200 feet south, is the impact of Diagonal Road and that's where the conveyor crossing is. You can see their operations are existing operations right over here. So, they surround the Hattie Larlham facility pretty much to the north to the east. I believe my understanding and you know, if I'm saying something incorrect Lakeside will fix that up for me. I think they have a new operation over on this side and they want to install a conveyor system from one side of Diagonal Road to the other, so they can get to this area for all their operations, and mine sand and gravel. That will provide a future reduction to off-road trucking to bring all of that material from one side to their existing facility on the other. So that's another benefit to the whole entire project happening. You

hopefully won't see an increase in off-road trucks, taking the material from one side of the road to the other, so that's a benefit.

Another page of their plan shows the closure that's going to take place during construction. One of the things that we put in there, and this is an add by us, is the inconvenience of the traveling public and we are minimizing that time duration for the closure to be 30 days. So that is a requirement that they're going to have to follow up on.

In closing, the petition to alter is the installation of that crossing and it has the support of the County Engineer.

The second part of our letter that we submitted to the Board has our review comments from April. We are incorporating or recommending all of those review comments, everything that's within there. If all those comments are addressed, we're able to provide support to this project but cannot provide or recommend approval until the plan itself is approved and all items of our comments are approved.

The last statement from the County Engineer's Office is once that's approved, we have no concerns or objections to the proposed alteration and ultimately will recommend approval to the Board.

## **VI. PUBLIC COMMENT**

We will now hear from the members of the public who are in favor of the proposed alterations. There will be a time limit of 3 minutes for each person wanting to provide public comment.

### **Hattie Larlham:**

Commissioner Badalamenti summarized a letter from Mr. Colecchi, who is the CEO of Hattie Larlham. Right across the street, Hattie Larlham will be affected by the alteration and the biggest potential impact of Hattie Larlham results in the water supply. There are 124 residents in the Center of Diagonal Road, so uninterrupted water supply is important to meet the needs of our residents. The Eclipse Companies has proposed a solution that will provide continuous water supply and they have also guaranteed to complete the work that is needed on the water main between the hours of 12 AM and 5 AM. Please be advised Hattie Larlham has no objectives for this proposed project. I would also note that the Kotkowski family and Lakeside have been great neighbors to Hattie Larlham for many years. We appreciate their effort to minimize the visual impact of the new conveyer system for the surrounding neighborhoods. With that, Mr. Colecchi provides full approval.

### **Ben Kotkowski:**

Mr. Kotkowski explained we started this project thinking it was going to be a lot simpler project. We're talking about putting a conveyor under the road and we have alternatives to doing that - one alternative is a lot of trucks taking gravel from the west side of Diagonal to our processing plant on the other side of Diagonal and we really want to avoid that.

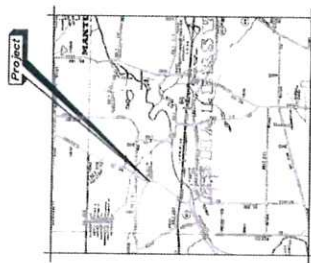
The conveyor is a simple and cheap alternative to that.



# Petition to Alter a Portion of Diagonal Road



BEACH MARK  
TOP OF HYDRANT  
E. SIDE OF DIAGONAL RD.  
APPROX. 1,750' SOUTH OF FROST RD.  
ELEV. 1121.70

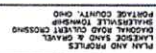


**PROJECT INTENT:**  
LARGE SAND AND GRAVEL INTENDS TO ENTER INTO AN AGREEMENT WITH SHALENSVILLE TOWNSHIP AND/OR PORTAGE COUNTY TO INSTALL A CURVE ACROSS DIAGONAL ROAD SO THEY CAN INSTALL A CONVEYOR SYSTEM AND TRANSPORT VARIOUS AGGREGATE MATERIAL BELOW THE ROAD TO AVOID AN AT GRADE CROSSING



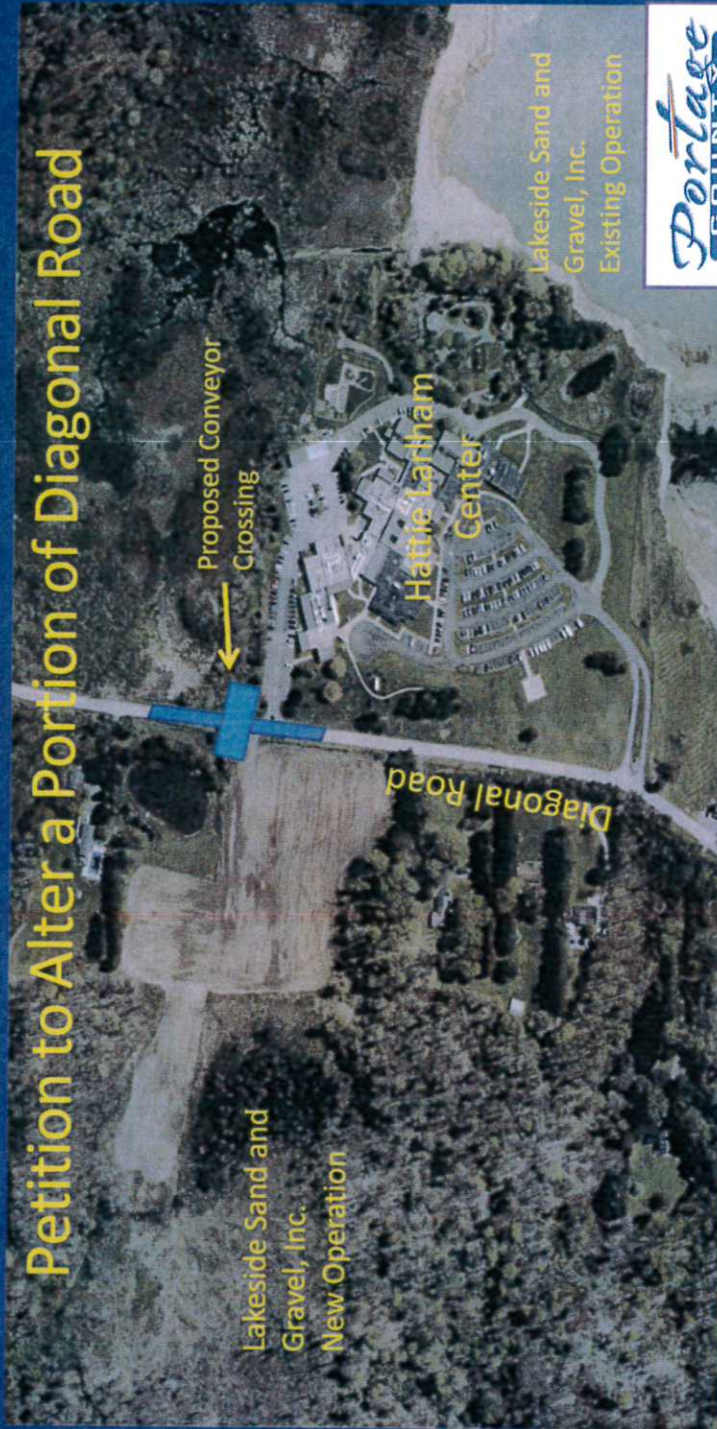
Portage  
COUNTY  
ENGINEER

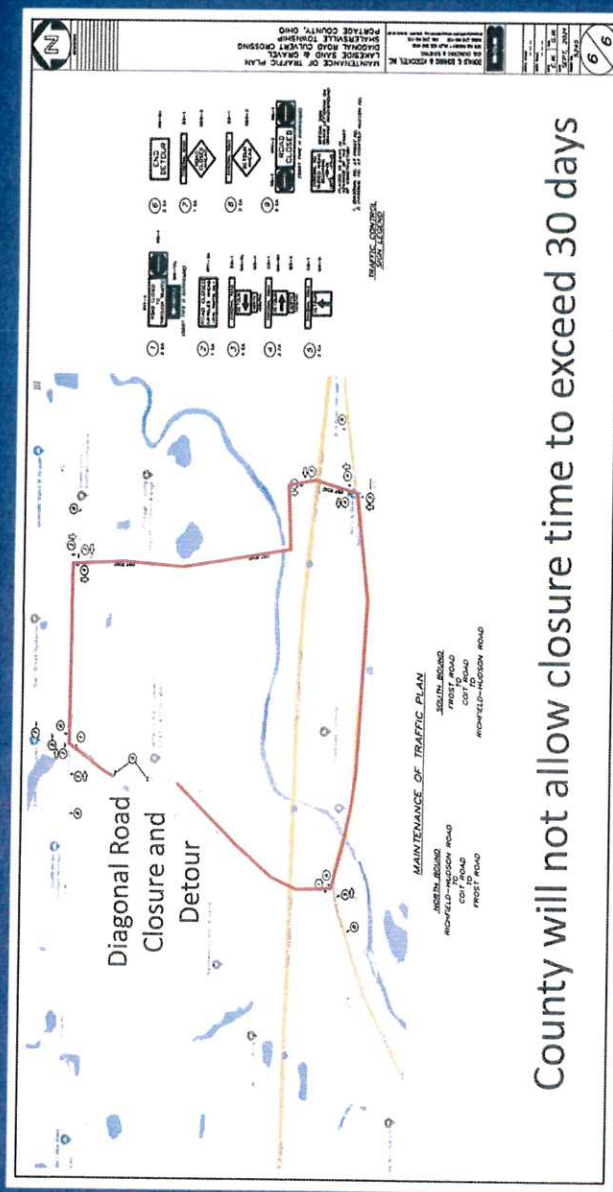






# Petition to Alter a Portion of Diagonal Road





County will not allow closure time to exceed 30 days





## Petition to Alter a Portion of Diagonal Road

- The alteration to Diagonal Road with the installation of the new crossing and conveyor system has the support of the County Engineer.
- Comments were provided to the applicant and upon the acceptable completion of all written comments, the County Engineer will be able to approve their construction plans.
- Once these plans are approved, we will have no concerns or objections to the proposed alteration and would recommend approval to the Board.



**VIII. ADJOURN THE PUBLIC HEARING AT 11:22 AM****Motion:** Sabrina Christian-Bennett**Second:** Vicki A. Kline**All in favor:** Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;**Motion Carries**

Reconvene the Commissioners' meeting: 11:22 AM

**IX. ACTION ITEM**

Is there a motion to grant or deny the change as prayed for in the petition to alter a portion of Diagonal Road, or to order a change of the route of such road as will be for the best interest of the public?

1. Motion to grant the petition to alter a portion of Diagonal Road, CH-155, located in Shalersville Township, Portage County and to order the proposed change in the manner required by the Portage County Engineer as provided in his report./Resolution No. 22-0368

On behalf of the Board of Commissioners, I would like to thank everyone for attending.

\* \* \* \* \*

11:26 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session preparing for bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also Present: Human Resources Director Janet Kovick, Job and Family Services Director Kellijo Jeffries, Sue Brannon, Budget & Finance Administrator Job and Family Services, County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

11:53 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 move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

\* \* \* \* \*

**RESOLUTION NO. 22-0348      -      RE:    TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff 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 \$61,383.35 for March Adj#2, April Adj#1, and May 2022 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258 \$ 35,837.18

Project 3B278 \$ 5,273.28

Project 3A259 \$ 9,416.34

Project 3B259 \$ 4,569.31

Project 3B277 \$ 2,252.24

Project 3D278 \$ 3,881.54

Project 3A225 \$ 153.46

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$ 61,383.35

; 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. 22-0349      -      RE:    ACCEPT GRANT AWARD IN THE AMOUNT OF \$174,423 FROM THE OHIO ENVIRONMENTAL PROTECTION AGENCY 2022 COMMUNITY AND LITTER GRANT PROGRAM ON BEHALF OF THE PORTAGE COUNTY SOLID WASTE DISTRICT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,**      the Portage County Solid Waste District applied for funding from the Ohio Environmental Protection Agency (EPA), as approved through Resolution No. 22-0075 on January 27, 2022; and
- WHEREAS,**      the Portage County Solid Waste District was selected for funding by the Ohio EPA, and has been awarded \$174,423.00; therefore be it
- RESOLVED,**      that the Portage County Board of Commissioners accepts the grant award in the amount of \$174,423 from the Ohio EPA on behalf of the Portage County Solid Waste District; and be it further
- RESOLVED,**      that the Board of Commissioners authorizes the President or Vice President of the Board to sign all documents pertaining to this grant; and be it further
- RESOLVED,**      that a copy of this resolution be filed with the Grant Administrator, the Portage County Auditor, the Portage County Solid Waste District, and the Department of Budget & Financial Management; and be it further
- RESOLVED,**      that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 22-0350**

-

**RE: AUTHORIZE THE APPLICATION TO THE OFFICE OF CRIMINAL JUSTICE SERVICES PROGRAM, VIOLENCE AGAINST WOMEN GRANT (VAWA), IN THE AMOUNT OF \$60,000 WITH REQUIRED LOCAL MATCH OF \$20,000 FOR DOMESTIC VIOLENCE INTERVENTION PROJECT NUMBER 2022-WF-VA2-00076 FOR THE 2023 GRANT YEAR.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** the Board of Commissioners supports Family and Community Services and their efforts to combat domestic violence; and
- WHEREAS,** the Office of Criminal Justice Services offers the VAWA grant to help such agencies in preventing domestic violence; and
- WHEREAS,** Family and Community Services, Inc. wishes to apply for \$60,000 with a required General Fund cash match of \$20,000 for a Total Budget \$80,000 to offset personnel and consultant/contract costs; now therefore be it
- RESOLVED,** that the Board of Commissioners authorizes the United States Department of Justice Office of Criminal Justice Services (OCJS) Violence Against Women Act (VAWA) for the Domestic Violence Intervention Project grant application on behalf of Family and Community Services, acknowledging the Prosecutor's Office as the implementing agency for the grant; and be it further
- RESOLVED,** that the Board of Commissioners notes that the grant is effective January 1, 2023 through December 31, 2023 with an Office of Criminal Justice Services total grant award amount of \$60,000 with a required General Fund cash match of \$20,000 for a Total Budget \$80,000; and be it further
- RESOLVED,** the Board of Commissioners authorizes the President of the Board and/or Family and Community Services, Inc. to sign the application documents; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget and Financial Management, and the Grant Administrator; 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 votes as follows:

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

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**RESOLUTION NO. 22-0351      -      RE:    TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$9,650.47 for May 2022 IV-D contract payments local match for Domestic Court March 2022 and Prosecutor January - February 2022 payments as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out	\$ 9,650.47
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**TO:**

**FUND 1414, CHILD SUPPORT ADMINISTRATION**

ORGCODE - 14140512

### Credit Revenue Account

Object: 280000 – Transfer In

Project NONE	\$ 9,650.47
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: 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. 22-0352                      -                      RE: CREATE FUND 4260, JONES ROAD BRIDGE**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the Jones Road Bridge project, and

**WHEREAS,** the County Auditor has assigned Fund Number 4260 to the Jones Road Bridge project; now therefore be it

**RESOLVED,** that Fund 4260, Jones Road Bridge be created, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Engineer, and the Department of Budget and Financial Management, and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0353****-****RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1102, MARINE PATROL  
GRANT**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** The current Marine Patrol grant requires a local match in the amount of \$7,146.06 ; now therefore be it;

**RESOLVED,** that the following transfer of funds be made:

**FROM:**FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$7,146.06

**TO:**FUND 1102 MARINE PATROL GRANT

ORGCODE – 11027002

Credit Revenue Account

Object: 280000 – Transfer In \$7,146.06

; 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, Portage County Sheriff's Office, and 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. 22-0354      -      RE:    SET THE REQUEST FOR PROPOSAL DATE  
FOR PROFESSIONAL INFORMATION  
TECHNOLOGY AND  
TELECOMMUNICATION CONSULTING  
SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- RESOLVED,**      that the request for proposal specifications, for Professional Information Technology and Telecommunication Consulting services be and hereby are approved; and be it further
- RESOLVED,**      that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. on July 6, 2022; and be it further
- RESOLVED,**      that the notice of receiving proposals shall be published in the Record Courier on June 14, 2022 and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further
- RESOLVED,**      that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0355      -      RE:**  
Number not used. Resolution was held for additional information.

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**RESOLUTION NO. 22-0356      -      RE:    AUTHORIZE THE PORTAGE COUNTY  
SOLID WASTE MANAGEMENT DISTRICT  
TO ENTER INTO AN AGREEMENT FOR  
SERVICES TO PROVIDE DROP OFF  
COLLECTION SERVICE TO PALMYRA  
TOWNSHIP FOR A 2-YEAR PERIOD**

It was moved by Sabrina Christian-Bennett, 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 submitted a proposal for drop off recycling collection services to Palmyra Township, which has been accepted by the Palmyra Township Council, now therefore be
- RESOLVED,** that the Board of County Commissioners of the Portage County Solid Waste Management District authorizes the Portage County Solid Waste Management District to enter into an agreement to provide drop off recycling collection services for \$600.00 per container per year, to Palmyra Township for services retroactive to January 1, 2022, and to continue through December 31, 2024, and
- RESOLVED,** that the Board of County Commissioners of the Portage County Solid Waste Management District 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.
- 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. 22-0357      -      RE:**  
Number not used. Resolution was held for additional information.

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**RESOLUTION NO. 22-0358      -      RE:      ENTER INTO AN AGREEMENT FOR  
DAMAGE ASSESSMENT SOFTWARE  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY EMERGENCY  
MANAGEMENT AGENCY AND FUTURITY IT,  
INC.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** the Portage County Emergency Management Agency has a need for damage assessment software to streamline our damage assessment process for our local governments and the Emergency Management Agency, increase situational awareness in the Emergency Operations Center and seek higher reimbursement from FEMA should we have a catastrophic disaster; and
- WHEREAS,** Futurity It, Inc., provides the needed damage assessment software to streamline the financial recovery process; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a damage assessment software agreement to streamline the financial recovery process between the Board and Futurity IT, Inc., 201 Spear St., Suite 1100, San Francisco CA 94105 for the term of June 19, 2022 through June 18, 2023; and be it further
- RESOLVED,** that the total software subscription fee under this Agreement shall not exceed Four thousand, eight hundred eighty-two and 50/100 dollars (\$4,882.50) 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. 22-0359          -          RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND RETAIL  
STRATEGIES, LLC FOR CONSULTING  
SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners has the need for



professional consulting services in retail recruitment; and

**WHEREAS,** Retail Strategies, LLC has the ability to provide such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Retail Strategies, LLC, 2200 Magnolia Ave., South, Suite 100, Birmingham AL 35205; and be it further

**RESOLVED,** that the total cost of the consulting services shall be One hundred ninety-five thousand and 00/100 dollars (\$195,000.00); 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. 22-0360      -      RE:      AMEND RESOLUTION 22-0247 AWARDING  
THE SALE OF REAL PROPERTY OWNED  
BY PORTAGE COUNTY LOCATED IN  
RAVENNA TOWNSHIP.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** the Board of Commissioners adopted Resolution 22-0247 on April 14, 2022 awarding the sale of real estate owned by Portage County; and

**WHEREAS,** the first section of the resolution reads that the parcel in Ravenna Township, known as 3480 St. Rt. 59, consists of approximately .765 acres was declared obsolete and for sale to the highest bidder; now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to amend the resolution to reflect the change in the amount of acreage and be it further

**RESOLVED,** that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

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**WHEREAS,** Parcel 29-307-00-00-011-000 and 012-000 in Ravenna Township comprised of approximately .87 acres was declared obsolete and for sale to the highest bidder; and

**WHEREAS,** one sealed bid was received, tabulated and recorded on April 6, 2022, and

**WHEREAS,** upon review of the bid received, it is the recommendation of the Portage County Director of Internal Services that the following bid be accepted as the best and only bid received and the real estate be sold to;

Cory Radabaugh  
420 Lincoln  
Ravenna OH 44266  
\$200,005.00

; now therefore be it

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 22-0361 - RE: A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE STATE TERM SCHEDULE (STS) 800925, INDEX NO. STS515, OF ONE (1) DUMP BODY/ SNOW AND ICE CONTROL TRUCK EQUIPMENT PACKAGE – FROM CONCORD ROAD EQUIPMENT MANUFACTURING, INC., FOR USE BY THE PORTAGE COUNTY ENGINEER.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** Resolution 21-0320 authorized the purchase through the Ohio Department of Transportation's state contract of one 2022 Freightliner M2 106 Single Axle Cab & Chassis from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star for use by the Portage County Engineer; and
- WHEREAS,** the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the State Term Schedule (STS) 800925, Index No. STS515, one (1) **Dump Body/ Snow and Ice Control Truck Equipment Package** to be installed on the above vehicle, and
- WHEREAS,** Concord Road Equipment Manufacturing, Inc. is the contractor authorized by the State of Ohio to offer said **Dump Body/ Snow and Ice Control Truck Equipment Package** at the State Contract price of \$86,733.14; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **Dump Body/ Snow and Ice Control Truck Equipment Package** from Concord Road Equipment Manufacturing, Inc., 348 Chester Street, Painesville, Ohio 44077 for a total cost of \$86,733.14; and be it further
- RESOLVED,** that the Clerk of this Board be and is hereby directed to file a certified copy of this Resolution with 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 NO. 22-0362

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RE: **ACCEPT PROPOSAL OF GREENMAN-PEDERSEN, INC. (GPI) AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE PROJECT KNOWN AS 2022 SUBDIVISION CONSTRUCTION**

**ADMINISTRATION CONTRACT, PORTAGE  
COUNTY**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** Resolution 22-0179 authorized the announcement of the request for proposals for professional construction administration and inspection services for the project known as **2022 Subdivision Construction Administration Contract**; and
- WHEREAS,** the Portage County Board of Commissioners authorized the Portage County Engineer, by Resolution No. 22-0238, to enter into contract negotiations between the Portage County Commissioners and Greenman-Pedersen Inc. (GPI) to provide professional construction administration and inspection services for said project; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of Greenman-Pedersen, Inc. (GPI) and authorizes the Portage County Engineer to enter into an engineering agreement for providing professional construction administration and inspection services for the project known as **2022 Subdivision Construction Administration Contract**; and be it further
- RESOLVED,** that said professional services will be performed by Greenman-Pedersen Inc., 4125 Highlander Parkway, Suite 50, Richfield, Ohio 44286 at a cost of \$91,965; and be it further
- RESOLVED,** that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0363                      -                      RE:    ACCEPT PROPOSAL OF *EMH&T* AND  
ENTER INTO AGREEMENT FOR  
PROVIDING PROFESSIONAL SERVICES  
FOR THE PROJECT KNOWN AS THE  
STORMWATER MANAGEMENT**

# **MAINTENANCE AND INSPECTION PROGRAM.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform professional services for the **Stormwater Management Maintenance and Inspection Program** (the "PROJECT"); and
- WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 20-0710, authorized the Portage County Engineer to accept current statement of qualifications from engineering consulting firms seeking to provide professional services during the years of 2021 and 2022; and
- WHEREAS,** the Portage County Engineer selected EMH&T ("CONSULTANT") from the list of consultants who have a statement of qualification on file for 2021 and 2022, to submit a proposal to provide professional services for the "PROJECT"; and
- WHEREAS,** the Portage County Engineer, upon review of the proposal from "CONSULTANT," recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of "CONSULTANT" and authorizes the Portage County Engineer to enter into an agreement for providing professional services for the "PROJECT"; and be it further
- RESOLVED,** that a contract be entered into with EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 at a not to exceed cost of \$38,150.00, and be it further
- RESOLVED,** that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0367      -      RE:    ENTER INTO AN AGREEMENT WITHIN THE  
RURAL ENTERPRISE ZONE OF  
SHALERSVILLE TOWNSHIP, OHIO WITH  
SFG GEIS SHALERSVILLE, LLC TAX  
ABATEMENT AGREEMENT FOR REAL  
PROPERTY ONLY**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,**            a Rural Enterprise Zone within the corporate boundaries of Shalersville Township was certified by the Ohio Department of Development on June 11, 1992; and
- WHEREAS,**            in accordance with Section 5709.63(C) of the Ohio Revised Code, the Portage County Board of Commissioners appointed the Chairman of the Township Trustees as Administrator of the Enterprise Zone; and
- WHEREAS,**            in accordance with Section 5709.61 to 5709.63 of the Ohio Revised Code, Shalersville Township and the County of Portage must approve all agreements with enterprises wishing to establish, occupy, and renovate or expand businesses within the Zone; and
- WHEREAS,**            Shalersville Township is in receipt of an agreement which contains all information required under Rule 122:4-3-02 of the Administrative Code from SFG Geis Shalersville, LLC with its main offices at 10020 Aurora Hudson Road, Streetsboro, Ohio 44241, and
- WHEREAS,**            the agreement between Shalersville Township, Portage County and SFG Geis Shalersville, LLC is upon the expressed conditions herein and in the event of any substantial default by any party in the performance of those conditions, this agreement shall terminate, at the option of either party, upon thirty days written notice from the non-defaulting party without correction; now therefore be it
- RESOLVED,**            that the Portage County Board of Commissioners does hereby approve the Enterprise Zone Agreement as agreed to by and between the parties herein included; now therefore be it further
- RESOLVED,**            that the Board of Portage County Commissioners finds and determines that all formal actions of the Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a

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

Roll call votes as follows:

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

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**RESOLUTION NO. 22-0368          -          RE:    APPROVE THE PETITION TO ALTER A  
PORTION OF DIAGONAL ROAD, CH-155,  
LOCATED IN SHALERSVILLE TOWNSHIP,  
PORTAGE COUNTY AND TO ORDER THE  
PROPOSED CHANGE IN THE MANNER  
REQUIRED BY THE PORTAGE COUNTY  
ENGINEER AS PROVIDED IN HIS REPORT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,**          on the 11<sup>th</sup> day of March 2022, the Portage County Board of Commissioners received a petition from Lakeside Sand and Gravel, Inc., by Benjamin Kotkowski, its Vice President of Operations, petitioning the Board of Commissioners to alter a portion of Diagonal Road, CH-155, located in Shalersville Township, Portage County, State of Ohio; and

**WHEREAS,**          the petition as submitted did not contain all the information necessary to move forward; and

**WHEREAS,**          on the 7<sup>th</sup> day of April, 2022, the Portage County Board of Commissioners received a supplementary petition from Lakeside Sand and Gravel, Inc., by Benjamin Kotkowski, its Vice President of Operations, and Larry Kotkowski, its President, submitted under Ohio Revised Code § 5553.23, petitioning the Board of Commissioners to *alter a portion of Diagonal Road, CH-155*, through lands owned by the petitioner, and located in Shalersville Township, Portage County, State of Ohio; and

**WHEREAS,**          on April 28, 2022, the Board of Commissioners adopted Resolution No. 22-0291 to set the date/time for the public hearing for Thursday, June 9, 2022 at 11:05 AM in the Portage County Administration Building, 7th Floor Commissioners' Boardroom, 449 South Meridian Street, Ravenna, Ohio 44266, to hear testimony for or against the petition to alter a portion of Diagonal Road and to determine whether said improvements will cause serious injury or disadvantage to the public; and

- WHEREAS,** the Board of Commissioners caused notice of such hearing to be provided in the manner required by the Ohio Revised Code; now therefore be it
- RESOLVED,** that the Board of Commissioners, having received a petition for the alteration of the public road known as Diagonal Road through a part of the lands of the petitioner and under the jurisdiction of the County, having received the report of the Portage County Engineer, and having heard the evidence, is satisfied that the proposed change in the manner required by the Portage County Engineer as provided in his report, such manner being in the best interest of the public, will not cause serious injury or disadvantage to the public, and the petitioner is hereby authorized to change the road in the manner required by the Portage County Engineer as provided in his report; and be it further
- RESOLVED,** that the Board of Commissioners authorizes to execute the required Bond of Petitioner to Secure Payment of Costs and Expenses of Road Improvement and the Roadway Improvement, Use, Repair and Maintenance Agreement; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Portage County Engineer, Director of Natural Resources, Portage County Recorder, Portage County Tax Map, Portage County Auditor, Portage County Board of Elections, Portage County Building Department, Portage County Water Resources, Portage County Prosecutor's Office, Shalersville Township Trustees, the petitioner, and abutting property owners; 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. 22-0369                      -                      RE:      APPOINTMENT OF MARK ATWOOD, TIM PAUL, AND ROBERT KRISTER TO THE PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY BOARD OF TRUSTEES**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** Ohio Revised Code Chapter 308 authorizes the creation of a Regional Airport Authority. The Portage County Regional Airport Authority Board of Trustees has been established for the purpose of acquiring, establishing, constructing, operating, and promoting the use of the Portage County Regional Airport; and

**WHEREAS,** there are three (3) vacancies on the Board of Trustees due to term expirations; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following members to a three (3) year term commencing on July 1, 2022 and ending June 30, 2025:

Mark Atwood <a href="mailto:Atwoodm3141@gmail.com">Atwoodm3141@gmail.com</a>	Tim Paul <a href="mailto:Timpaul55@hotmail.com">Timpaul55@hotmail.com</a>	Robert Krister <a href="mailto:rkrister@neo.rr.com">rkrister@neo.rr.com</a>
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**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. 22-0370          -          RE: APPOINTMENT OF ALBERT BARBER TO  
THE PORTAGE COUNTY MENTAL HEALTH  
AND RECOVERY BOARD**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** Ohio Revised Code 340.02 indicates the members of the Mental Health and Recovery Board of Portage County will be residents of the district and shall be interested in mental health programs and facilities or in alcohol or drug addiction programs; and

**WHEREAS,** each year each board member shall attend at least one in-service training session provided or approved by the department of mental health or the department of alcohol and drug addiction; and



**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following member to a four (4) year term beginning July 1, 2022 and ending June 30, 2026:

Albert Barber 7531 Diagonal Road Kent, Ohio 44240
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; 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. 22-0371      -      RE:      AUTHORIZING FILING AN APPLICATION WITH THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2022 CDBG COMMUNITY DEVELOPMENT ALLOCATION FUNDS**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** Portage County is permitted to apply for 2022 CDBG Community Development Allocation funds in the amount of \$630,000; AND NOW THEREFORE BE IT

**RESOLVED,** The Board of Portage County Commissioners authorize the filing of the 2022 CDBG Community Development Allocation Grant in the amount of \$630,000 to be administered by the Portage County Regional Planning Commission; AND BE IT FURTHER

**RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designates the President of the Portage County Board of

Commissioners as Chief Elected Official to sign all necessary documents in connection with this grant; AND BE IT FURTHER

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

Roll call votes as follows:

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

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### 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. Authorize the internal/external posting of the non-bargaining position, Microfilm Clerk – Part-Time, vacated by Steven Smith, for the Portage County Microfilm Department.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

2. Authorize the promotion of Shannon Kautzman from Facilities Manager to Deputy Director of Internal Services effective 7/1/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

3. Approve the revisions to the Utility Billing Service Representative job description for Portage County Department of Budget & Finance.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

4. Authorize the wage increase for Andrew Gibson, Project Engineer, for Portage County Water Resources effective May 30, 2022, due to the refactoring of the position.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
5. Authorize the promotion of Amy Kirt, Office Assistant, to Personnel & Fiscal Specialist, for Portage County Water Resources, effective 5/30/2022.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
6. Authorize the promotion of Deb Horn, Office Assistant, to Personnel & Fiscal Specialist, for Portage County Water Resources, effective 5/30/2022.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
7. Authorize the seven-day internal posting of a bargaining position, SCADA Technician, new position, for Portage County Water Resources, with external posting if no internal appointment is made.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
8. Authorize the personnel status change of Larry Dudek, Part-Time Laborer to Full-Time Laborer, for Solid Waste Management District effective 6/2/2022.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Kline**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
9. Authorize the hire of Jane Allman, as a Social Services Worker III – Group Home, replacing Nikki Williams, in Portage County Department of Job & Family Services. Tentative start date is June 21, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.  
**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

10. Accept the resignation of Anthony Burwell, Social Services Worker III, with Portage County Job & Family Services, effective June 17, 2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

11. Authorize the three-day internal posting of a bargaining position, Social Services Worker III, vacated by Anthony Burwell, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

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

a) Mike DeCarro – EMA Logistics Specialist – Effective 5/30/2022;

b) Patricia Corley – Procurement Manager – Effective 6/10/2022.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

13. Direct the Auditor's Office to pay/process the June 2, 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 Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$646,595.86	(Includes late fees of: \$3.92)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$173,626.60	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$7,160.37	
Journal Vouchers totaling:	\$37,307.83	
Then and Now list totaling:	\$66,188.50	
Debt Service wire list:	\$0	

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

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

15. The Board of Commissioners signed the Satisfaction of Mortgage for Brent & Catherine Schultz for \$20,053.00 (Instrument No. 9908986) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

16. The Board of Commissioners received the May 31, 2022 Amended Certificate of Estimated Resources for the year beginning January 1, 2022 as submitted by the Portage County Budget Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

17. The Board of Commissioners acknowledged receipt of the June 2, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the



Official Certificate of Estimated Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

18. The Board of Commissioners approved the May 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 Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

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

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

20. The Board of Commissioners authorized Vice President Anthony J. Badalamenti to sign the Environmental Review Documentation and Certification Form and the Community Development Spot Slum/Blight Certification Form for the 2022 CDBG Allocation Grant as presented by the Regional Planning Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **June 9, 2022, at 11:55 AM.**

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

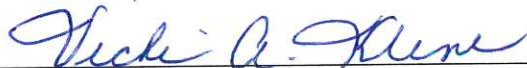
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **June 9, 2022.**



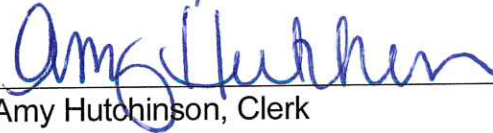
Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk