



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, November 8, 2022

9:00 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day were County Administrator Michelle Crombie, Barb Tittle, and Mike Tinlin.

1. The Board of Commissioners approves the November 3<sup>rd</sup> regular meeting minutes.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**COUNTY ADMINISTRATOR**

Present: Michelle Crombie

**Department of Budget and Financial Management**

**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 November 3, 2022 bills/ACH payments, wires, journal vouchers, and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,133,011.69	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$243,157.02	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,989.33	
Journal Vouchers totaling:	\$139,385.80	
Then and Now list totaling:	\$163,308.74	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

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

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

#### Resolutions:

1. Transfer from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant/Resolution No. 22-0656

#### HUMAN RESOURCES

Present: Director Tami Soltis and Heather Echelberry

#### Journal Entries:

1. The Board of Commissioners authorized the hire of two (2) additional deputy clerks for the Clerk of Court, with one deputy clerk for the General Division and one deputy clerk for the Domestic Division. The addition of two employees is due to an increased workload.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

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

2. Revise journal entry #5 on October 27, 2022, approving the revised job description for the Facilities Supervisor position in the Portage County Water Resources Department. The revised job description includes a job title change to Asset & Facilities Supervisor and was refactored from pay grade 11 to pay grade 16.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

3. Authorize the hire of Emily Ickes, Social Services Worker 3, replacing Kellan Towns, in the Portage County Department of Job & Family Services. The tentative start date is Tuesday, November 22, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

4. Authorize the hire of Nicole Lloyd, Social Services Worker 3, replacing Samantha Shields, in Portage County Department of Job & Family Services. The tentative start date is Monday, November 21, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

5. Authorize the hire of Hannah Moats, Administrative Assistant, replacing Denise French, in Portage County Solid Waste Management District. The tentative start date is Monday, November 14, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

6. Accept resignation from Thomas Cline, Microfilm Clerk, for Portage County Records Center, effective November 7, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

- Director Soltis noted the Department has decided to hold off posting the position due to the holiday season, but it will be reposted.

**Resolution:**

1. The Board of Commissioners approves the adoption of the Amended Portage County Board of Commissioners' Personnel Policy Manual – Section 31 (Disaster Financial Management Policy)./Resolution No. 22-0657

**MISCELLANEOUS**

**Journal Entries:**

1. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for October 2022 as presented by the Portage County Sheriff's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

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

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

3. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 1 for the OPWC Project No. DGZ12 Tallmadge Road Section M-N Resurfacing, as presented by the County Engineer's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

4. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 3 for the OPWC Project No. DGY4 Small Bridge Replacement, as presented by the County Engineer's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

#### **Resolutions:**

1. The Board of Commissioners acknowledge the acceptance of donations to the Office of the Portage County Dog Warden./Resolution No. 22-0663
2. The Board of Commissioners Approve the County Holiday Observation Schedule for the Year 2023./Resolution No. 22-0664

#### **INTERNAL SERVICES**

Present: Director JoAnn Townend

#### **Resolutions:**

1. The Board of Commissioners approves the specifications and sets the bid date for the Family & Community Services flooring & HVAC Update Project, Kent, Ohio. Resolution No. 22-0658
2. The Board of Commissioners agrees to enter into an agreement amendment No. 2 for Social Media Accounts Software between the Portage County Board of Commissioners and Archive Social Inc./Resolution No. 22-0659
  - This resolution allows us to archive Facebook comments.
3. The Board of Commissioners accepts the proposal and enters into an agreement with GPD Group for engineering/construction management for the Portage County MARCS Communication Towers./Resolution No. 22-0660
4. The Board of Commissioners authorizes the preparation of plans, specifications, and estimate of cost for Project No. BR-2 (22-100), 2022 Sanitary Sewer Maintenance Program (Brimfield), in the Portage County Regional Sewer District, Portage County, Ohio./Resolution No. 22-0661

5. The Board of Commissioners agrees to set the request for proposal date for Strategic Plan Services for the Portage County Job & Family Services Department./Resolution No. 22-0662

Director Townend provided an update on the Records Center roof and noted if the company does not begin the project next week, they will need to hold off until next year. The same situation is happening with the Justice Center roof and the Courthouse parking lot. Commissioner Badalamenti asked how long the projects will take to complete and Director Townend will check and report back.

Commissioner Christian-Bennett asked if Mr. Gibson from Adult Probation contacted her about utilizing the bail bondsman's area for drug testing and Director Townend noted the drug screens can be done at the Riddle Block. Commissioner Christian-Bennett pointed out that security needs to be present when the Riddle Block is open and Director Townend replied we can use the area formerly occupied by Heisa and she will contact Mr. Gibson to advise.

Recessed: 9:25 AM

Reconvened: 10:00 AM

Recessed to the Public Hearing: 10:00 AM

**P.C. REGIONAL PLANNING COMMISSION  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
COMMUNITY DEVELOPMENT PROGRAM GRANT AMENDMENT NO. 2  
PUBLIC HEARING  
THURSDAY, NOVEMBER 8, 2022  
10:00 A.M.**

**Present:** Commissioner Christian-Bennett, Commissioner Badalamenti, County Administrator Michelle Crombie, Clerk Amy Hutchinson, and CDBG Specialist Lisa Reeves

**Absent:** Commissioner Kline

Commissioner Christian-Bennett opened the Public Hearing at 10:00 AM

- I. Purpose of the Hearing – Lisa Reeves, CDBG Specialist
  - The purpose of today's hearing is to seek citizen input and discussion on an amendment to the 2020 CDBG, Community Development Program Grant, (Amendment No. 2).
- II. Swearing of those who are speaking – Commissioner Christian-Bennett
  - No public in attendance for the Public Hearing.

### III. Discussion of the amendment to the 2020 CDBG, Community Development Program Grant – Lisa Reeves

Ms. Reeves explained we ended up spending more money than anticipated and to pay the final invoice for the grant, we needed to move \$5,100 from the Streetsboro Home Repair Activity into the Public Service activity, for the senior systems program for the lawn mowing, leaf cleanup, and snow removal program.

Commissioner Christian-Bennett pointed out the County didn't overspend; we are simply moving funding from one fund to another.

Ms. Reeves stated we need to move \$5,000, which is allowable without doing a formal amendment public hearing, but due to the way the home repair activity is set up in the state system, it would not allow me to physically move that money without doing this amendment. An additional \$100 was added to cover the cost of the public hearing notice. Additionally, we also asked for an extension until the end of November to draw funding so we can pay the vendors.

Commissioner Christian-Bennett recapped that we are decreasing the amount of funds we allocated for the Home Building Repair Fund by \$5,100 and we are increasing the funding in the Public Service and we are staying within the overall amount that was allocated.

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#### **Original Activity**

**Home/Building Repair (Streetsboro Home Repair Program) (Activity 3)** Funds are being used to provide home repairs, including electric, furnace, roofs for eight LMI households located in the City of Streetsboro - **\$62,500 (CDBG)**

#### **Amended Activity**

**Home/Building Repair (Streetsboro Home Repair Program) (Activity 3)**

This activity will be *DECREASED* by \$5,100 to cover the additional costs associated with running the Streetsboro Senior Assistance Program - **\$57,400 (CDBG)**

#### **Original Activity**

**Public Service (Streetsboro Senior Assistance Program) (Activity 4)** – Funds are being used to provide snow removal/yard mowing/leaf removal to benefit elderly/handicapped LMI residents in the City of Streetsboro - **\$65,000 (CDBG)**

#### **Amended Activity**

**Public Service (Streetsboro Senior Assistance Program) (Activity 4)** – the number of households being assisted under the Streetsboro Public Service is higher than anticipated therefore, additional funds are needed to run the program through August 31, 2022. This activity will be *INCREASED BY* \$5,100 - **\$70,100 (CDBG)**

## IV. Public Comment

- None

## V. Motion to Adjourn the Public Hearing at 10:02 AM

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Badalamenti

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

**Motion Carries**

Reconvene the Commissioners' Regular Session: 10:02 AM

**Resolution:**

1. Amend Resolution No. 20-0577, accepting the Ohio Development Services Agency, Office of Community Development for the 2020 CDBG Community Development Grant./Resolution No. 22-0665

**PLEASE ADD TO YOUR AGENDA:****Resolution:**

1. Declare the necessity to lease 18 vehicles for use by the Portage County Sheriff's Department./Resolution No. 22-0666

Recessed: 10:06 AM

Reconvened: 10:15 AM

No public comment in attendance.

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**RESOLUTION NO. 22-0656**

- **RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1166, EMPG HOMELAND  
SECURITY GRANT**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the additional local match for the 2021/2022 EMA (0A042) grant is \$37,376, an additional General fund share is needed to final the 2021/2022 grant (0A042) up to September 2022 in the amount of 76,275.71; now therefore be it;

**RESOLVED,** that the following Transfer be made,



**FROM:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 – Transfer Out

\$ 113,651.71

**TO:**

FUND 1166 EMPG HOMELAND SECURITY GRANT

ORGCODE – 11669302

Credit Revenue Account

Object: 280000

Project: 0A042

\$ 113,651.71

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

**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, Absent; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0657 - RE: ADOPTION OF THE AMENDED PORTAGE COUNTY BOARD OF COMMISSIONERS' PERSONNEL POLICY MANUAL – SECTION 31 (DISASTER FINANCIAL MANAGEMENT POLICY).**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

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

**WHEREAS,** a new section was added, Section 31 – Disaster Financial Management Policy, for the introduction to establish uniform and streamlined financial management procedures post emergency or disaster. The new policy is

meant to create a Disaster Financial Management Team (DFMT) to organize a multidisciplinary team to plan for budget forecasting, proper procurement, cash flow management, debt monitoring, payroll, risk avoidance, disaster expense reimbursement, emergency protective measures, debris management and tracking and reports of costs and disaster recovery funding streams.; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby adopt said Section 31 – Disaster Financial Management Policy within the Personnel Policy Manual as effective November 8, 2022. The updated policy shall be disseminated to all employees under the jurisdiction of the Board of Commissioners; and be it further

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

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

Roll Call Vote as Follows:

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

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**RESOLUTION NO 22-0658**

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**RE: APPROVE SPECIFICATIONS AND SET THE  
BID DATE FOR THE FAMILY & COMMUNITY  
SERVICES FLOORING & HVAC UPDATE  
PROJECT, KENT, OHIO**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that the bid specifications for receiving bids for the labor and materials to provide the materials, services, permits and inspections to complete the project for all trades required for the replacement of the hard surface flooring and HVAC Updates at the Family & Community Services Supportive Housing and Transitional Housing located at:

Permanent Supportive Housing

1019 – 1037 Graham Rd., Kent City  
1548 – 1550 Benjamin Ct., Kent City  
1536 – 1538 Benjamin Ct., Kent City

Transitional Housing

161 – 163 Currie Hall Pkwy., Kent City  
1540 – 1542 Benjamin Ct., Kent City

be approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services in the lobby of the Office of Internal Services located at the back of the Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m. on November 30, 2022 and will be publicly opened and read to the public; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on November 12, 2022 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll Call Vote as Follows:

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

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**RESOLUTION NO. 22-0659**

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**RE: ENTER INTO AN AGREEMENT  
AMENDMENT NO. 2 FOR SOCIAL MEDIA  
ACCOUNTS SOFTWARE BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND ARCHIVE SOCIAL,  
INC.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** Portage County has a need to capture and archive records of online social media communications and internet websites for public records law & general records retention and freedom of information act requests; and

**WHEREAS,** ArchiveSocial, Inc. has developed and licenses proprietary online software that assists governments in capturing and archiving records of online social media communications and internet websites; and

**WHEREAS,** Portage County would like to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to

enter into a social media accounts software agreement amendment 2 between the Board and ArchiveSocial Inc. PO Box 3330, Durham NC 27702 for a term of one year beginning on November 20, 2022 through November 19, 2023; and be it further

**RESOLVED,** that the total software fee under this Agreement shall not exceed Five thousand, nine hundred eighty-eight and 00/100 dollars (\$5,988.00) 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, Absent; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0660 - RE: ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND GPD GROUP FOR ENGINEERING/ CONSTRUCTION MANAGEMENT FOR THE PORTAGE COUNTY MARCS COMMUNICATION TOWERS.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** proposals were requested sent to eight (8) firms and one (1) plan holder; and

**WHEREAS,** proposals were received from three (3) firms on August 3, 2022 for consideration; and

**WHEREAS,** the Board of Commissioners has chosen GPD Group, 520 S. Main St., Suite 25331, Akron OH 44311 for the professional engineering and construction services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby accept the proposal and will enter into an agreement between the Board of Commissioners and GPD Group, 520 S. Main St., Suite 25331, Akron, OH 44311 for professional engineering and construction services for the

Portage County MARCS communication towers project per their proposal dated 8/3/2022; and be it further

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

Roll Call Vote as Follows:

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

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**RESOLUTION NO. 22-0661 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. BR-2 (22-100), 2022 SANITARY SEWER MAINTENANCE PROGRAM (BRIMFIELD), IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, PORTAGE COUNTY, OHIO.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,** the Portage County Water Resources Department requests authorization to prepare plans, specifications and estimate of cost for the Project No. BR-2 (22-100), "2022 Sanitary Sewer Maintenance Program (Brimfield)" referred to as the "PROJECT"; and

**WHEREAS,** the PROJECT is necessary because of the volume of Inflow and Infiltration (I&I) found in the Portage County Sanitary Sewers causing sanitary sewer overflows, increasing operating costs and decreasing capacity for new customers; and

**WHEREAS,** the PROJECT will identify specific areas of highest flows and design a Program to mitigate I&I to reduce operating costs, occurrences of sanitary sewer overflows and restore capacity in the sanitary sewer collection systems; and

**WHEREAS,** the PROJECT is essential to maintaining and operating a reliable

wastewater collection system; and

- WHEREAS,** the PROJECT has been approved for a \$500,000 grant sourced from the American Rescue Plan Act (ARPA)40 as directed and approved from the Board of Commissioners; and be it further
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:
- RESOLVED,** that said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.
- RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department of Budget and Financial Management within 15 days after its passage.
- RESOLVED,** that it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

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

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**RESOLUTION NO. 22-0662 - RE: SET THE REQUEST FOR PROPOSAL DATE FOR STRATEGIC PLAN SERVICES FOR THE PORTAGE COUNTY JOB & FAMILY SERVICES DEPARTMENT.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- RESOLVED,** that the request for proposal specifications, for strategic plan 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, South Chestnut Street Entrance, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. on December 14, 2022; and be it further
- RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on November 16, 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, Absent; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0663 - RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	Donation Amount
Jeremy Bryant	7990 Bricker Road NW Massillon, OH 44646	\$3
Mary Moor	7962 Cooley Road Ravenna, OH 44266	\$3
Petfinder Foundation	4729 E. Sunrise Drive #119 Tucson, AZ 85718	\$9
Dave & Laura Nethken	7404 Peck Road Ravenna, OH 44266	\$20
Megan Brown	1534 Martha Avenue Lakemore, OH 44250	\$15

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; 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:

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**RESOLVED,** that the following holiday schedule be and hereby is adopted for the 2023 calendar year:

; and be it further

Roll Call Vote as Follows:



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RESOLUTION NO. 22-0665

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- RE: ACCEPT THE 2020 OHIO  
DEVELOPMENT SERVICES  
AGENCY, OFFICE OF COMMUNITY  
DEVELOPMENT PROGRAM  
AMENDED SCOPE OF WORK FOR  
B-F-20.  
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It was moved by Sabrina Christian-Bennett, seconded by Anthony J. Badalamenti that the following resolution be adopted:

**WHEREAS,** on September 17, 2020, the Board of Commissioners adopted Resolution 20-0577, to accept the 2020 CDBG Community Development Allocation Program funds in the total amount of Six Hundred Thirty Thousand Dollars (\$630,000); and

**WHEREAS,** One Hundred Fifty Thousand Dollars (\$150,000) was allocated towards three (3) City of Streetsboro projects, plus administration; and

**WHEREAS,** concerning the Streetsboro projects, Forty Five Thousand Dollars (\$45,000) was allocated towards a Senior Assistance Program which allows eligible Low to Moderate Income seniors and/or disabled persons to receive assistance for lawn mowing, leaf clean up and snow plowing; and

**WHEREAS,** the Senior Assistance Program was amended from Forty-Five Thousand Dollars (\$45,000) to Sixty Five Thousand (\$65,000) and the Board Commissioners adopted Resolution No. 22-0455 to accept the amendment; and

**WHEREAS,** it has become necessary to increase the amount allocated for the senior assistance program from Sixty-Five Thousand Dollars (\$65,000) to Seventy-Thousand One Hundred Dollars (\$70,100); and

**WHEREAS,** the Streetsboro Home Repair Program, which is also a Streetsboro project, has additional funding available that can be allocated from that program towards the Senior Assistance Program in the amount of Five Thousand One Hundred Dollars (\$5,100); now therefore be it

**RESOLVED,** that the Board of Commissioners authorizes the reallocation of Five Thousand One Hundred Dollars (\$5,100) from the Streetsboro Home Repair Program to the Senior Assistance Program in compliance with all State and Federal Regulations and guidelines and to extend the completion date to December 31, 2022; and be it further

**RESOLVED,** that the Board of Commissioners authorizes Commissioner Sabrina

Christian-Bennett, President of the Board, or designee, to sign all necessary documents; and be it further

**RESOLVED,** that Resolution No. 20-0577, dated September 17, 2020, will remain in its entirety as the total 2020 CDBG Community Development Allocation Program funds in the amount of \$630,000 remains intact; 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 Vote as Follows:

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

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**RESOLUTION NO. 22-0666 - RE: DECLARE THE NECESSITY TO LEASE (18) VEHICLES FOR USE BY THE PORTAGE COUNTY SHERIFF'S DEPARTMENT.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to lease eighteen (18) 2023 Chevrolet Tahoe Police vehicles for use by the Portage County Sheriff's Department; and

**WHEREAS,** the lease of the vehicles will be with Enterprise Fleet Management; and

**WHEREAS,** the lease cost for 16 (16) per each vehicle per month is One thousand, two hundred seventeen and 70/100 (\$1,217.70) and for two (2) outfitted for K9 per each vehicle per month is One thousand, two hundred fifteen and 49/100 (\$1,215.49) for a term of 48 months, and

**WHEREAS,** the lease cost will be expensed from the general fund and includes Hall Public Safety upfitting on each; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners declares it necessary to lease eighteen (18) 2023 Chevrolet Tahoe Police vehicles for use by the Portage County Sheriff's Department; and therefore be it

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

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

Roll Call Vote as Follows:

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

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**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 November 3, 2022 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,133,011.69	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$243,157.02	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,989.33	
Journal Vouchers totaling:	\$139,385.80	
Then and Now list totaling:	\$163,308.74	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

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

**Motion:** Commissioner Badalamenti

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

3. The Board of Commissioners authorize the hire of two (2) additional deputy clerks for the Clerk of Court, with one deputy clerk for the General Division and one deputy clerk for the Domestic Division. The addition of two employees is due to increased workload.

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

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

4. Revise journal entry #5 on October 27, 2022 approving the revised job description for the Facilities Supervisor position in the Portage County Water Resources Department. The revised job description includes a job title change to Asset & Facilities Supervisor and was refactored from pay grade 11 to pay grade 16.

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

5. Authorize the hire of Emily Ickes, Social Services Worker 3, replacing Kellan Towns, in Portage County Department of Job & Family Services. Tentative start date is Tuesday, November 22, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

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

6. Authorize the hire of Nicole Lloyd, Social Services Worker 3, replacing Samantha Shields, in Portage County Department of Job & Family Services. Tentative start date is Monday, November 21, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Christian-Bennett

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

7. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged the receipt the Portage County Sheriff's Transporting Report for October 2022 as presented by the Portage County Sheriff's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

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

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

9. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 1 for the OPWC Project No. DGZ12 Tallmadge Road Section M-N Resurfacing, as presented by the County Engineer's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

10. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 3 for the OPWC Project No. DGY4 Small Bridge Replacement, as presented by the County Engineer's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

11. Authorize the hire of Hannah Moats, Administrative Assistant, replacing Denise French, in Portage County Solid Waste Management District. Tentative start date is

Monday, November 14, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

12. Accept resignation from Thomas Cline, Microfilm Clerk, for Portage County Records Center, effective November 7, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

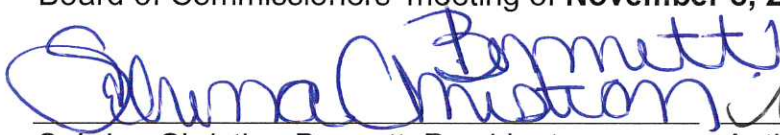
**Motion Carries**

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti that the Board adjourns the Meeting of **November 8, 2022, at 10:15 AM.**

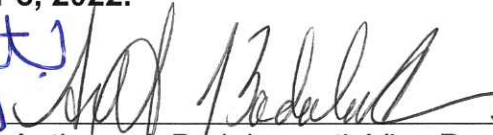
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, Absent;

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **November 8, 2022.**



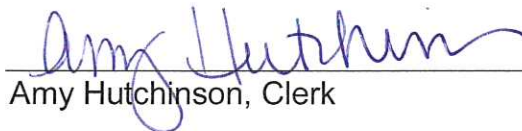
Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President

----- ABSENT -----

Vicki A. Kline, Board Member



Amy Hutchinson, Clerk