



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, December 16, 2021

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.  
Please contact the Commissioners' Office for specific details.*

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

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

Also attending throughout the day County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Attorney Chris Meduri, Ed Dean, Diane Smith, and Brian Ames

Recess to Solid Waste Management District: 9:01 AM  
Reconvened: 9:07 AM

## INTERNAL SERVICES

### Resolutions:

1. The Board of Commissioners agrees to enter into an amendment no. 2 with the Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments and Family and Community Services, Inc for the Comprehensive Case Management & Employment Program (CCMEP)./Resolution No. 21-0908
2. The Board of Commissioners agrees to enter into a memorandum of understanding with Children First Parenting/Mediation Program Services with the Portage County Job & Family Services and the Portage County Juvenile Court./ Resolution No. 21-0909
3. The Board of Commissioners agrees to accept contract change order no. 2 and final to the construction agreement with A.P. O'Horo Company for the Silica Sand Road Bridge Replacement Project in Windham Township, Portage County./ Resolution No. 21-0910

4. The Board of Commissioners accepts bids and award contract for Project No. SH-W (20-190), Shalersville Water Treatment Plant Softener Improvements, in the Portage County Regional Sewer District, Shalersville Township./Resolution No. 21-0911
5. The Board of Commissioners agrees to enter into an agreement for Human Resources Information System Software between the Portage County Board of Commissioners on behalf of the Portage County Human Resources Department and Ascentis Inc./Resolution No. 21-0912

## **JOB & FAMILY SERVICES**

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

### **Discussion:**

1. Data Report  
Director Jeffries presented and discussed the Job and Family Services September/October 2021 Data Report for Job and Family Services.
2. Child Protective Services Division
  - o Abuse/Neglect Memorandum of Understanding (MOU)  
The MOU is required annually for all 88 Counties through Ohio Revised Code 2151.42 and required Board signature.
3. Child Protective Services – Presents for Kids Campaign  
10 people came through the toy drive-thru and the department received significant donations towards the campaign. A number of community members took Christmas bulbs or donated cash towards the cause and the children in custody will have a wonderful Christmas and Director Jeffries is very thankful to the community for its' support.
4. Ohio Means JOBS Division
  - o 2021 Working Age Adult Survey  
The working age adult research opportunity is provided by the Centers for Marketing and Opinion Research. Summit and Medina Counties are asking that Portage be a part of research relevant to employees and the State of Ohio will fund the entire research effort. Director Jeffries would like to accept the invitation and the Board agreed to move forward with the request. The survey will happen within the next 30-60 days.
5. Child Support Division
  - o Child Support - Updated MOU Mediation with Family Court  
This is an annual MOU with Family Court and that mediation program brings parents together for the purpose of negotiating child support agreements that benefit the children in Portage County. There was a slight increase in the MOU this year from

\$15,000 to \$20,000 and Director Jeffries would like to support it because the agency does benefit from it.

**Resolutions:**

1. Acceptance of Cash Donations from Organizations, Businesses and Private Donors to Support the Portage County Job and Family Services Presents for Kid Campaign./Resolution No. 21-0913
2. Acceptance of Cash Donations from JFS Employees at Employee Enhancement Committee (EEC) Fall Thomas A Hall Book Sale Event./Resolution No. 21-0914
3. Assigning Authority to the Director of Portage County Job and Family Services to Serve as the Board's Designee, With Authority to Request and Sign InterCounty Adjustment Agreement(s) on Behalf of Portage County./Resolution No. 21-0915
4. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 21-0916
5. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 21-0917

9:21 AM In accordance with the Ohio Rev. Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners moves into executive session to discuss the discipline of a public employee. Also present: Director Kellijo Jeffries and Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:24 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting the executive session, the Board took no action.

9:24 AM In accordance with the Ohio Rev. Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners moves into executive session to discuss compensation of a public employee. Also present: Director Kellijo Jeffries and Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:32 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting the executive session, the Board took no action.

## **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Joe Harris

### **Resolutions:**

1. The Board of Commissioners agrees to approve the Thursday, December 16, bills/ACH payments, wires, journal vouchers and then & now's as applicable, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0918
2. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020./Resolution No. 21-0919
3. The Board of Commissioners agrees to amend the Non-General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020./Resolution No. 21-0920

### **Fund 0001 General**

In comparison with 2021 Final Revised Budget & 2022 Original Budget- the budget overall will see an increase of 4%. In that increase, it also includes:

- \$800,000 for the Solid Waste plan to get them a truck and to pay off the Closed-Loop
- \$40,000 for a vehicle for Weights and Measures
- \$494,000 for the approved IT projects

**Total \$1,334,000 of one-time capital purchases**

- \$1,200,000 budgeted for any potential transfers out as needed.
- \$1,500,000 budgeted for any advances out as needed.

**Total \$2,700,000 budgeted for any unplanned transfers/advances**

All Capital Improvement projects the Board discussed and approved will be appropriated throughout the year as we receive the quotes.

### **Fund 0002 Sales Tax**

The approved purchases of the Sheriff's 5 trucks and upfitting equipment costs is budgeted into Fund 0002, which is the extra Sales Tax Fund that we no longer levy for the total of \$342,500:

- \$198,500 for the 5 trucks
- 144,000 for 12 upfitting equipment.

### **Non-General**

All appropriations are at or below the estimated resources for 2022, none are overbudgeted.

Commissioner Christian-Bennett asked for the amount appropriated to the OSU Extension Office and Director Harris replied \$105,000.

4. General Fund Fiscal Year 2022 Annual Appropriation Measure./Resolution No. 21-0921
5. Non-General Funds Fiscal Year 2022 Annual Appropriation Measure./Resolution No. 21-0922
6. Transfer From Fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 21-0923

### **PLEASE ADD TO YOUR AGENDA**

December 16, 2021

### **Journal Entry:**

1. The Board of Commissioners signed the Agreement between the Portage County Clerk of Courts and the Board of Commissioners for the Certificate of Title Administration Fund, agreeing that the excess money in the Certificate of Title Administration Fund for the year 2021 is \$83,957.06 and that such excess shall be paid into the County's General Fund 0001 from Fund 1001, Org 10015019, Object 910000 to Org 00120444, Object 427000 for Safety Upgrade PJ0001, as presented by Jill Fankhauser, Clerk of Courts.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. In accordance with Ohio Revised Code Section 321.261, the Board of Commissioners acknowledged the receipt of the 2021 Detac Report, as received on December 16, 2021, as presented by the Portage County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

### **Resolution:**

1. Transfer from Fund 1001, Certificate of Auto Title to Fund 0001 General Fund on behalf of the Clerk of Courts./21-0932

**MISCELLANEOUS ITEMS**

1. The Board of Commissioners approves the December 7, 2021, special meeting minutes.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Journal Entries:**

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. Hire Dawn Lyndsey as a Social Services Worker II replacing the position previously held by Dawn Lawson for Portage County Job & Family Services. The tentative start date is January 3, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. Accept the retirement notice from Richard Kundracik, Treatment Plant Operator III for Portage County Water Resources Department, effective December 31, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. The Board of Commissioners sign the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 474 Harvest Drive, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$255,165.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will receive \$8,505.50 from the proceeds of the sale.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

### **Motion Carries**

4. The Board of Commissioners sign the Satisfaction of Mortgage for Richard Bliler for \$1,750.00 (Instrument No. 201106211) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

5. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of November 2021, received on December 7, 2021 as presented by the County Auditor and County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

6. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of November 2021 as presented by the County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. 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 2021, as presented by the Portage County Sheriff's Department.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

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 November 2021, as presented by the Portage County Sheriff's Department.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

9. The Board of Commissioners sign the Memorandum of Agreement for Deposit of Public Funds between Portage County and JPMorgan Chase Bank, N.A. for a period of 4 years, starting November 21, 2021 ending November 20, 2025.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

10. The Board of Commissioners sign the Memorandum of Agreement of active, Interim, & Inactive Deposits between Portage County on behalf of the County Treasurer and First Nation Bank for a period of 4 years, starting November 21, 2021 ending November 20, 2025.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **Resolutions:**

1. Adoption of the Amended Portage County Board of Commissioners Personnel Policy Manual./Resolution No. 21-0924
2. Rescind Resolution No. 20-0768: Fix Amounts of Official Bonds for County Elected and Appointed Officials – removing the Deputy Coroner position./Resolution No. 21-0925
3. Acceptance of Donations to the Office of the Portage County Dog Warden./Resolution No. 21-0926
4. Appointment to the Ohio Children's Trust Fund Regional Prevention Council./Resolution No. 21-0927
5. Confirm Appointment to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board./Resolution No. 21-0928
6. Appointments to the Portage County Port Authority Board./Resolution No. 21-0929
7. Amend Resolution No. 21-0835 dated November 4, 2021 to Accept the Ohio Development Services Agency, Office of Community Development Block Grant, Critical Infrastructure Program Funds for the Village of Windham./Resolution No. 21-0930



8. Amend Resolution No. 21-0836 dated November 4, 2021 to accept the Ohio Development Services Agency, Office of Community Development Block Grant, Critical Infrastructure Program Funds for the City of Ravenna./Resolution No. 21-0931

**Discussion:**

1. Commissioners' Shredding Services

Administrator Crombie noted the Commissioners' Office has a need for shredding services for one-time destruction of records per the Retention Policy and the price for Shred-It Company to process and provide a certificate of destruction for a total of 375 boxes is around \$1,900.00. The Board agreed to move forward with the request and Administrator Crombie will ask Director Townend to proceed with a contract with Shred-It to move forward.

**PUBLIC COMMENT**

Present: Brian Ames

Mr. Ames is aware of a dispute between the Franklin Township Trustees and the Board of Commissioners about the contract for recycling services that include leaf collection fees and the District does not provide any service. Mr. Ames doesn't see any statute that authorizes the Board of Commissioners to engage in debt collection. The fees were placed on the taxes as recycling fees and nobody looking at their taxes realizes that leaf collection fees are also included that are not authorized by law, even the recycling fees themselves are suspect because the County has not held the public hearings that are required to levy the fees to the taxes. It's dirty business, the County should not be in that kind of a business. It's going to go before the Supreme Court as to why the County needs to hold those public hearings that are required by law, so the public knows what's going on their taxes. I can find nowhere where leaf collection fees were discussed before the public. Somebody is responsible for complying with the law, it's not me, I shouldn't have to be after you all the time to get you to comply with the law. Now it's up to you to fix it and you need to get the fees off the taxes before someone sues you for it.

Recessed: 9:50 AM

Reconvene: 11:00 AM

The next meeting of the Board will be its Organizational Meeting on January 10, 2021 at 9:00 AM and then it's regular meeting on Thursday, January 13, 2021.

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**RESOLUTION NO. 21-0908**

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**RE:**

**ENTER INTO AN AMENDMENT NO. 2  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY DEPARTMENT OF JOB  
& FAMILY SERVICES, AND THE  
NORTHEAST OHIO CONSORTIUM COUNCIL**

**OF GOVERNMENTS AND FAMILY AND  
COMMUNITY SERVICES, INC. FOR THE  
COMPREHENSIVE CASE MANAGEMENT &  
EMPLOYMENT PROGRAM (CCMEP)**

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract NO. 20170195 (the "Original Contract") on January 12, 2017 by Resolution No. 17-0059 to provide tutoring and study skills training, paid and unpaid work experience, leadership development training, mentoring, counseling & treatment, a financial literacy program and a re-entry program to eligible Portage County residents that will help eligible recipients of Portage County, ages 16 – 24, to overcome barriers to employment and develop skills local employers seek; and
- WHEREAS,** on May 3, 2017, the Area 19 WBD and the NOCCOG Board passed a motion to amend the CONTRACTOR Agreement. Said motion permitted the January 1, 2017 CONTRACTOR Agreement, as amended, to be further amended in writing to change the term of the Agreement from an original term of January 1, 2017 to June 30, 2017 to that of January 1, 2017 to September 30, 2017 with no additional funding; and
- WHEREAS,** on June 7, 2017 the NOCCOG board passed a motion to amend the CONTRACTOR agreement. Said motion permitted the CONTRACTOR Agreement, as amended, to be further amended in writing to allow for subsidized summer employment work experience programming to be provided by the CONTRACTOR for up to thirty-five (35) hours a week from the period of May 1, 2017 through September 30, 2017; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services does hereby enter into an Amendment No. 1 with the Northeast Ohio Consortium Council of Governments and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period January 1, 2017 through September 30, 2017; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Two Hundred Ninety Thousand Three Hundred Seventy-one and 07/100 dollars (\$290,371.07); and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;	Sabrina Christian-Bennett, Yea;	Anthony J. Badalamenti, Yea;
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**RESOLUTION NO. 21-0909 - RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING CHILDREN FIRST PARENTING/MEDIATION PROGRAM SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND THE PORTAGE COUNTY JUVENILE COURT.**

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

**WHEREAS,** the Portage County Department of Job & Family Services desires to utilize the Children First Parenting/Mediation Program Services provided by the Portage County Juvenile Court with the goal of offering eligible biological parents a positive alternative to litigation as well as the necessary tools to facilitate healthy co-parenting strategies that are in the best interest of their child(ren); and

**WHEREAS,** the Memorandum of Understanding will be used to detail the terms of the relationship between Portage County of Job & Family Services and the Portage County Juvenile Court; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of Portage County Job & Family Services and the Portage County Juvenile Court for the period January 1, 2022 through December 31, 2022; and be it further

- RESOLVED,** that the total amount of this Memorandum of Understanding is not to exceed Twenty thousand and 00/100 dollars (\$20,000.00); and be it further
- RESOLVED,** that funding for this MOU will be from fund 1415; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION No. 21-0910      -      RE:    ACCEPT CONTRACT CHANGE ORDER NO. 2 & FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND A.P. O'HORO COMPANY FOR THE SILICA SAND ROAD BRIDGE REPLACEMENT PROJECT IN WINDHAM TOWNSHIP, PORTAGE COUNTY.**

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

- WHEREAS,** Resolution 21-0168 accepted and awarded the bid of A.P. O'Horo Company for furnishing all labor, materials and equipment necessary to complete the Silica Sand Road Bridge Replacement Project in Windham Township, Portage County, and
- WHEREAS,** a contract was entered into with A.P. O'Horo Company in the total amount of \$652,000.00, and
- WHEREAS,** Resolution 21-0553 accepted Contract Change Order No. 1 to said construction contract which increased the contract by \$33,106.03 to **\$685,106.03**, and
- WHEREAS,** the project has been completed and resulted in cost underruns totaling \$14,190.00, now therefor be it

**RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 2 and Final to the construction contract with A.P. O'Horo Company covering the **Silica Sand Road Bridge Replacement Project** in Windham Township, Portage County, and be it further

**RESOLVED,** that this Contract Change Order, in the amount of \$14,190.00, **DECREASES** the contract between A.P. O'Horo Company and Portage County to **\$670,916.03**, and be it further

**RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between A.P. O'Horo Company and Portage County; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0911          -          RE:    ACCEPT BIDS AND AWARD CONTRACT  
FOR PROJECT NO. SH-W (20-190),  
SHALERSVILLE WATER TREATMENT  
PLANT SOFTENER IMPROVEMENTS, IN  
THE PORTAGE COUNTY REGIONAL  
SEWER DISTRICT, SHALERSVILLE  
TOWNSHIP**

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

**WHEREAS,** this Board by Resolution No. 21-0848 adopted November 9, 2021, set the date and time for bidding of Project No. SH-W (20-190), SHALERSVILLE WATER TREATMENT PLANT SOFTENER IMPROVEMENTS, hereinafter referred to as the PROJECT; and

**WHEREAS,** the notice of accepting bids was advertised in the Record Courier Newspaper on November 15 and November 22, 2021; and

**WHEREAS,** four potential bidders purchased plans and specifications for the PROJECT;  
and

**WHEREAS,** this Board received two sealed bids for the contract on December 8, 2021,  
as named below;

Elenis Contracting LLC \$ 663,856.00

Workman Industrial Services, Inc. \$ 687,431.00

**WHEREAS,** based upon the analysis of the bids received (bid tabulation attached), the  
Portage County Water Resources has made a recommendation for award;  
now therefore be it

**RESOLVED,** by the Board of Commissioners of Portage County, Ohio:

Section 1. That this Board does hereby award the contract to the  
responsive bid of Elenis Contracting LLC in the bid amount of  
\$ 663,856.00.

Section 2. That the Water Resources Department is hereby authorized  
and directed to issue the Notice of Award to the contractor  
named in Section 1 in the total amount of \$ 663,856.00.

Section 3. That the funds to cover the cost of the PROJECT will be  
budgeted in the Shalersville Water Treatment Plant Softener  
Improvements, Fund 5400 Org. 540040W6 Object 685000.

Section 4. That the Clerk of this Board is hereby directed to certify a  
copy of this Resolution to the County Auditor and the  
Department Of Budget and Financial Management within 15  
days after its passage.

Section 5. It is hereby found and determined that all formal actions of  
this Board concerning and relating 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  
on or after November 28, 1975, 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, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION No. 21-0912**

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**RE: ENTER INTO AN AGREEMENT FOR HUMAN  
RESOURCES INFORMATION SYSTEM  
SOFTWARE BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF THE PORTAGE COUNTY  
HUMAN RESOURCES DEPARTMENT AND  
ASCENTIS INC.**

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

- WHEREAS,** the Portage County Human Resources Department is in need of a Human Resources Information System (HRIS) to streamline the overall business operations offering efficient and effective services to employees and applicants; and
- WHEREAS,** Pursuant to R.C. 307.86(M) and R.C. 307.862 competitive sealed proposals were obtained, and it was determined that Ascentis Inc. was the appropriate provider for the needed business operational and software to streamline human resources functions and processes; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a software subscription agreement to streamline Human Resources business operations between the Board and Ascentis, Inc. the term of January 1, 2022 through December 31, 2024; and be it further
- RESOLVED,** that the total one-time fee will not exceed Fourteen Thousand, Two Hundred Sixty-Three dollars (\$14,263.00) and annual reoccurring software subscription fee under this Agreement shall not exceed Seventy-Eight Thousand, One Hundred dollars (\$78,100.00) 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. 21-0913**

**- RE: ACCEPTANCE OF CASH DONATIONS FROM  
ORGANIZATIONS, BUSINESSES and  
PRIVATE DONORS TO SUPPORT THE  
PORTAGE COUNTY JOB AND FAMILY  
SERVICES PRESENTS FOR KIDS CAMPAIGN**

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

**WHEREAS,** the Portage County Job & Family Services received a total of \$365.00 in cash donations from organizations, businesses and private donors; and

**WHEREAS,** the three donations totaling \$700.00 were received in the months of November and December 2021; now therefore be it

**RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$ 700.00 from the following organization, businesses, or private donors; and be it further

Donor	Contact (Requirement)	Address	Donation
Giving Hearts	Robin and Robert Roth	8229 Clover Ln Garrettsville Oh 44231	\$400
Randolph Home Furnishings	Laurie Wamer	PO Box 278 Randolph Oh 44265	\$200
John and Kathy Mayer		8274 Windham St Garrettsville Oh 44231	\$100

**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.

Voice vote as follows:

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



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**RESOLUTION No. 21-0914**

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**RE: ACCEPTANCE OF CASH DONATIONS FROM JFS  
EMPLOYEES AT EMPLOYEE ENHANCEMENT  
COMMITTEE (EEC) FALL THOMAS A HALL  
BOOK SALE EVENT**

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

**WHEREAS,** the Portage County Job & Family Services received cash donations totaling \$92.87 from Portage JFS employees at Employee Enhancement Committee (EEC) Fall Thomas A Hall Book Sale Event

**WHEREAS,** donations totaling the amount of \$92.87 from Portage JFS employees were received on November 16, 2021; now therefore be it

**RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$92.87 from Portage JFS employees for the Portage JFS Employee Enhancement Committee

**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 as follows:

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

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**RESOLUTION NO. 21-0915**

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**RE: RESOLUTION TO ASSIGN AUTHORITY TO  
THE DIRECTOR OF PORTAGE COUNTY JOB  
AND FAMILY SERVICES TO SERVE AS THE  
BOARD'S DESIGNEE, WITH AUTHORITY TO  
REQUEST AND SIGN INTER-COUNTY  
ADJUSTMENT AGREEMENT(S) ON BEHALF  
OF PORTAGE COUNTY.**

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

be adopted:

- WHEREAS,** it is necessary from time to time to adjust allocated state and federal funds as a result of overages or shortages; and
- WHEREAS,** the Ohio Department of Job and Family Services has promulgated rules, to wit; OAC 5101:9-6-82, which permits the Board of Commissioners to pass a resolution assigning authority to the Director of the PCJFS to serve as their designee, thereby granting the Director the authority to sign the inter-county adjustment agreements on the behalf of the county for a specific period of time; and
- WHEREAS,** the Board of Commissioners deems the Director to be the most appropriate and knowledgeable designee to evaluate, request and execute such inter-county adjustments agreements of Portage County, Ohio; and
- WHEREAS,** the Director will report to the Board of Commissions before an adjustment takes place; now therefore be it
- RESOLVED,** by the Board of Commissioners that the Director of the Portage County Job and Family Services is assigned to serve as the Portage County, Ohio Board of Commissioners' of designee, with the Board of Commissioners granting authority to the Director to sign any inter-county adjustment agreements on behalf of the Portage County for the period of January 1, 2022 to December 31, 2022 and to do all those things necessary to request and administer those agreements; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as follows:

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

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**RESOLUTION NO. 21-0916       -       RE:    TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$25,314.89 for partial November 2021 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$25,314.89

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$25,314.89

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0917      -      RE:      TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

resolution be adopted:

**WHEREAS,** the 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 \$30,578.34 for August adj#2 September adj#1, October 2021 and October & November BRN 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 \$ 3,294.55

Project 3B278 \$ -0-

Project 3A259 \$ -0-

Project 3B259 \$ -0-

Project 3B277 \$ -0-

Project 3D278 \$ 27,283.79

Project 3A225 \$ -0-

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$30,578.34

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0918      -      RE:    BILLS, JOURNAL VOUCHERS, THEN AND  
NOWS, AND WIRE TRANSFERS, AS  
APPLICABLE, APPROVED FOR PAYMENT  
BY THE PORTAGE COUNTY AUDITOR.**

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

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

**Bills for Funds 0001-8299:**

**Bill Payment (includes  
late fees in the amount  
of \$61.34)**

**Date:12/16/21 Total \$2,185,385.67**

**ACH payment list totaling:**

**USDA Loan Payoff**

**Date:12/16/21 Total:\$82,507.95**

**Journal Vouchers**

**Date:12/16/21 Total \$193,517.72**

**Then and Nows Certifications**

**Date:12/16/21 Total \$208,955.74**

**Wire Transfers:**

**Medical Mutual Claims**

**Date:12/16/21 Total \$403,286.19**

**Medical Mutual Flex Claims**

**Date:12/16/21 Total \$4,655.40**

**Debt Service wire list totaling:**

**OWDA**

**Date:12/16/21 Total \$117,222.03**

**OPWC**

**Date:12/16/21 Total \$19,740.12**

; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0919**

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

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

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

						Increase	Decrease
0020	Building Regulation Inspection						
00203	Personal Services				\$	5,300	
00204	Contract Services				\$	1,164	
00205	Materials & Supplies						\$ 1,164
					\$	6,464	\$ 1,164
Memo: Increased Seasonal due to increased workload, Transfer to 4's from 5's to cover expenses							
0100	Auditor						
01003	Personal Services				\$	9,001	
					\$	9,001	\$ -
Memo: Sick leave conversion							
0200	Treasurer						
02003	Personal Services				\$	2,500	
					\$	2,500	\$ -
Memo: Sick leave conversion							
0400	Recorder						
04003	Personal Services				\$	1,510	
					\$	1,510	\$ -
Memo: To cover payroll due to wage scale							
0550	Domestic Relations						
05505	Materials & Supplies						\$ 8,600
05506	Capital Outlay				\$	8,600	
					\$	8,600	\$ 8,600
Memo: To balance budget							
0700	Sheriff's Department						
07003	Personal Services				\$	96,276	
					\$	96,276	\$ -
Memo: Retirement/Termination Payoff							

0913	Budget Commission						
09133	Personal Services					\$ 300	
						\$ 300	\$ -
<i>Memo: To cover payroll due to wage scale</i>							
0915	Data Processing Board						
09153	Personal Services					\$ 5,145	
						\$ 5,145	\$ -
<i>Memo: To cover payroll due to wage scale, Sick leave conversion</i>							
0920	Public Defender Commission						
09203	Personal Services					\$ 29,870	
						\$ 29,870	\$ -
<i>Memo: To cover payroll due to wage scale, Sick leave conversion</i>							
Total:						\$ 159,666	\$ 9,764

; and be it further

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

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

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

Roll call as Follows:

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

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RESOLUTION NO. 21-0920

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RE: AMENDMENT TO THE NON-GENERAL  
FUND 2021 ANNUAL APPROPRIATION



**RESOLUTION NO. 20-0803 ADOPTED  
DECEMBER 17, 2020**

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

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

					<u>Increase</u>	<u>Decrease</u>
<b>1001</b>	<b>Certificate of Title Administration</b>					
10019	Misc. Expenses				\$ 83,958	
					\$ 83,958	\$ -
<i>Memo: 2021 Renovation</i>						
<b>1003</b>	<b>Real Estate Assessment</b>					
10033	Personal Services				\$ 2,055	
					\$ 2,055	\$ -
<i>Memo: To cover payroll due to wage scale</i>						
<b>1004</b>	<b>DRETAC - Treasurer</b>					
10043	Personal Services				\$ 2,200	
					\$ 2,200	\$ -
<i>Memo: To cover payroll due to wage scale</i>						
<b>1006</b>	<b>Comp Legal Research Muni Court</b>					
10063	Personal Services				\$ 40	
					\$ 40	\$ -
<i>Memo: To cover payroll due to wage scale</i>						
<b>1026</b>	<b>Kent Muni Ct Project</b>					
10263	Personal Services				\$ 250	
					\$ 250	\$ -
<i>Memo: To cover payroll due to wage scale</i>						
<b>1130</b>	<b>Drug Court Hope Grant</b>					
11303	Personal Services				\$ 23,400	
11304	Contract Services					\$ 23,400
					\$ 23,400	\$ 23,400
<i>Memo: Transfer to cover payroll</i>						

<b>1131</b>	<b>Drug Court Rise Grant</b>				
11313	Personal Services			\$ 24,850	
11314	Contract Services				\$ 24,850
				\$ 24,850	\$ 24,850
<i>Memo: Transfer to cover payroll</i>					
<b>1251</b>	<b>CDBG County Formula</b>				
12514	Contract Services				\$ 324,000
				\$ -	\$ 324,000
<i>Memo: Pull down appropriations</i>					
<b>6100</b>	<b>SCRAM Alcohol Monitoring</b>				
61003	Personal Services			\$ 1,350	
				\$ 1,350	\$ -
<i>Memo: Payroll for balance of the year</i>					
<b>7000</b>	<b>Central Services (Purchasing)</b>				
70003	Personal Services			\$ 45,000	
				\$ 45,000	\$ -
<i>Memo: To cover payroll due to wage scale</i>					
<b>7040</b>	<b>Central Accounting Service</b>				
70403	Personal Services			\$ 6,500	
				\$ 6,500	\$ -
<i>Memo: To cover payroll due to wage scale</i>					
<b>TOTAL MEMO BALANCE ALL AMENDMENTS:</b>				<b>\$ 189,603</b>	<b>\$ 372,250</b>

; and be it further

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

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

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

Roll call as Follows:

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**RESOLVED,** that the 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code

Roll call vote as Follows:

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

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**RESOLUTION NO. 21-0922**

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**RE: NON-GENERAL FUNDS FISCAL YEAR  
2022 ANNUAL APPROPRIATION  
MEASURE**

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

**WHEREAS,** Ohio Revised Code (ORC) 5705.38 (A) stipulates that the taxing authority for the County(the Portage County Board of Commissioners) shall approve annual appropriation (budgets) measures on or about the first day of each year, and

**WHEREAS,** ORC 5705.38 (C) states that "Appropriation measures shall be classified so as to set forth separately the amounts appropriated for each office, department, and division, and, within each, the amount appropriated for personal services.", now therefore be it

**RESOLVED,** that elected officials and department directors having management control over funds, departments, sub departments and other chart of account elements are hereby authorized to draw warrants against appropriations; and be it further

**RESOLVED,** that all requests for Capital Expenditures as defined in Sections 5705.38 and 5705.39 of the Ohio Revised Code shall require the approval of the County Board of Commissioners; and be it further

**RESOLVED,** by the Board of County Commissioners of Portage County, Ohio that to provide for the current expenses and other expenditures of said County, during Fiscal 2021, beginning January 1, 2022 and ending December 31, 2022, the following sums be and the same are hereby set aside and

appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as attached Exhibit "A" ;and be it further

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

**RESOLVED,** that the 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code

Roll call vote as Follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Anthony J. Badalamenti, Yea;  
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**RESOLUTION NO. 21-0923                      -                      RE:      TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$6,167.89 for November 2021 IV-D contract payments local match for Clerk of Courts September 2021, Prosecutor August 2021 and Juvenile Court August 2021 payments as reviewed and recommended by the Department of Job & Family Services:

**FROM:**  
FUND 0001, COUNTY GENERAL FUND  
ORCODE - 00100009  
Debit Expense Account  
Object: 910000- Transfer Out                      \$6,167.89  
**TO:**  
FUND 1414, CHILD SUPPORT ADMINISTRATION

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0925       -       RE:    RESCIND RESOLUTION NO. 20-0768: FIX  
AMOUNT OF OFFICIAL BONDS FOR  
COUNTY ELECTED AND APPOINTED  
OFFICIALS**

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

- WHEREAS,**            it has become necessary to rescind Resolution No. 20-0768 because the position of deputy coroner in the Portage County Coroner's Office is covered by the "employee dishonesty and faithful performance of duty policy" through CORSA; now therefore be it
- RESOLVED,**            that the Board of Commissioners does hereby rescind Resolution No. 20-0768, which fixed the amount of the Official Bond for two Deputy Coroner positions through SeibertKeck Insurance Partners Cincinnati Insurance in the amount of \$5,000; and be it further
- RESOLVED,**            that the 2 positions of deputy coroner in the Portage County Coroner's Office are within the "employee dishonesty and faithful performance of duty policy" coverage provided by CORSA for all appointed officials and employees who are not required by law to give a surety bond; and be it further
- RESOLVED,**            that a certified copy of this resolution be filed with the Portage County Auditor's Office, Coroner's Office, CORSA, SeibertKeck Insurance Partners, 141 E. Main Street, Ravenna, and Sutton Insurance; and be it further
- RESOLVED,**            that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0926**

**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline 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
Anonymous		\$25
Laura Lach	3778 Willowbrook Dr Ravenna Oh 44266	\$25
Steve Sitko	1492 N Polen Dr Mogadore Oh 44260	\$25
Elizabeth Siman	P.O. Box 418 Hiram Oh 44234	\$25
Sherry Gedeon	619 Tallmadge Ave Kent Oh 44240	\$50
Terri Ulrich	1872 Tallmadge Rd Kent Oh 44240	\$15
Judi Loshark	7420 Virginia Rd Atwater Oh 44201	\$25
Randy Collins	3332 Old Forge Rd Kent Oh 44240	\$100
Roberta Ciccone	1344 Pine St Kent Oh 44240	\$25
Shelly Denison	198 Ravenna Ave Ravenna Oh 44266	\$10

Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$100
Christopher Ferry	875 Vine St Kent Oh 44240	\$15
Tricia Ligotti	3693 Strawberry Hill Rootstown Oh 44272	\$100
Lions Club (Anonymous)	Rootstown	\$154
Carol & Douglas McIntosh	11076 Peck Rd Mantua Oh 44255	\$50
Diane Parr	3022 St Rt 59 Lot E-23 Ravenna Oh 44266	\$25
C Brian Icenhour	3370 Eberly Rd Hartville Oh 44632	\$15
John Perry	125 S. Mantua St Kent Oh 44240	\$1,000
Janet Dix	1158 Pin Oak Dr Kent Oh 44240	\$50



Janet Fox	4352 Fairground Rd Atwater Oh 44201	\$15
Linda Salaman	4790 Lake Rockwell Rd Ravenna Oh 44266	\$25
Mindy & Stan Zdanczewski	9621 Wolf Rd Windham Oh 44288	\$5
Roy & Teresa Hughes	527 Mishler Rd Mogadore Oh 44260	\$5
John Zelenak Sr	3009 Shelley Rd Ravenna Oh 44266	\$5
Sheryl Boylan	8535 Weaver Rd Ravenna Oh 44266	\$5
Dixie Steen	777 Eastowne Dr Ravenna Oh 44266	\$15
Carol Westfall	8721 Gotham Rd Garrettsville Oh 44231	\$50
Dave & Lynda McIntyre	3756 Herriff Rd Ravenna Oh 44266	\$50
Eileen Stidd	809 W. Highland Ave Ravenna Oh 44266	\$50
Frank Vasarhely	6306 Roselawn Ave Ravenna Oh 44266	\$100
Ralph Perrine	11357 Kyle Rd Garrettsville Oh 44231	\$1.50

; 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:

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

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**RESOLUTION NO. 21-0927                      -                      RE:      APPOINTMENT TO THE OHIO CHILDREN'S TRUST FUND REGIONAL PREVENTION COUNCIL.**

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

- WHEREAS,** language was included in the state budget bill (HB 64) in 2015 to regionalize the operations of the Children's Trust Fund statewide. Specifically, the bill divides the state into eight regions, identified in statute, for the purpose of applying for, receiving, and implementing Board-approved child abuse and child neglect programming and services. This will eliminate child abuse and child neglect prevention advisory boards and create child abuse and child neglect regional prevention councils for each region; and
- WHEREAS,** Portage County is included with the following counties in one of the eight regions in Ohio: Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Stark, Summit, Trumbull, and Wayne; and
- WHEREAS,** in accordance with ORC 3109.172 (C)(1), the Portage County Board of Commissioners may appoint up to two county prevention specialists to the council representing Portage County; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners appoints the following member to serve as county prevention specialists for the Ohio Children's Trust Fund Regional Prevention Council to a two-year term, beginning December 4, 2021 and expiring December 5, 2023, as confirmed in writing to the Board of Commissioners by Ohio Children's Trust Fund:

Name	Business Address	Contact Information
Melissa Marzec	Family & Community Services 705 Oakwood St., Ste.221 Ravenna, OH 44266	<a href="mailto:mmarzec@fcsohio.org">mmarzec@fcsohio.org</a>

; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0928**

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**RE: CONFIRM APPOINTMENT TO THE  
NORTHEAST OHIO COMMUNITY**

**ALTERNATIVE PROGRAM (NEOCAP)  
FACILITY GOVERNING BOARD**

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

- WHEREAS,** the Northeast Ohio Community Alternative Program (NEOCAP) was established by the Common Pleas Judges of Portage, Geauga, Lake, Ashtabula, and Trumbull counties in 1997 and serves as the Community Based Corrections Facility (CBCF); and
- WHEREAS,** Ohio Revised Code Section 2301.51(E) provides that the CBCF be governed by a Facility Governing Board to which the judicial advisory board of the CBCF shall appoint two-thirds of the members [six (6)] and the boards of county commissioners of the member counties of the CBCF shall appoint the remaining one-third of the members [three (3)]; and
- WHEREAS,** it is within the discretion of and has been mutually determined by the CBCF's member counties that the Facility Governing Board should be comprised of nine members which requires that boards of county commissions of the member counties shall appoint three of the members; and
- RESOLVED,** that the Portage County Board of Commissioners does appoint the following to serve on the Facility Governing Board for a second term commencing November 2021 and expiring November 2026;

<b>Name</b>	<b>Term Expiration Date</b>
Eric Fink 1506 Whitewood Dr. Kent, OH 44240	December 31, 2026

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

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**RESOLUTION NO. 21-0929      -      RE:      APPOINTMENTS TO THE PORTAGE  
COUNTY PORT AUTHORITY BOARD**

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

- WHEREAS,** the Board of Commissioners created the Portage County Port Authority within the County of Portage, in the State of Ohio, pursuant to Sections 4582.21 *through* Section 4582.59 of the Ohio Revised Code by adopting Resolution 02-0372 on April 9, 2002;
- WHEREAS,** John Kovacich is a current member of this Board, and he is requesting re-appointment for his second term; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby make the following appoints to serve on the Board commencing January 1, 2022 and expiring December 31, 2026:

Name	Term Expiration Date
John Kovacich 5818 Laubert Road Atwater, OH 44201	December 31, 2026

; and be it further

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

Roll Call Vote as Follows:

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

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**RESOLUTION NO. 21-0930      -      RE:      AMEND RESOLUTION NO. 21-0835 DATED  
NOVEMBER 4, 2021 TO ACCEPT THE OHIO  
DEVELOPMENT SERVICES AGENCY,**

**OFFICE OF COMMUNITY DEVELOPMENT  
BLOCK GRANT, CRITICAL  
INFRASTRUCTURE PROGRAM FUNDS FOR  
THE VILLAGE OF WINDHAM (BX-21-1CJ-1)**

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

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution 21-0423 on June 10, 2021 to approve the filing of an application for the 2021 CDBG Community Development Block Grant Critical Infrastructure Program funds for the City of Ravenna in the amount of \$452,050; and
- WHEREAS,** the Board of Portage County Commissioners accepted the 2021 CDBG Community Development Block Grant, Critical Infrastructure Program funds in the total amount of Four Hundred Fifty-Two Thousand One Hundred Dollars (\$452,100) via Resolution No. 21-0835 dated November 4, 2021; and
- WHEREAS,** it has become necessary to amend the agreement language to include an Attachment D: Grantee Assurance and Certificates under number 5 in reference to Regulation 24 CFR part 75 that was inadvertently omitted in the original agreement as attached Exhibit "A"; now therefore be it
- RESOLVED,** the Board of Commissioners does hereby amend Resolution No. 21-0835 dated November 4, 2021 to accept the Ohio Development Services Agency, Office of Community Development Block Grant, Critical Infrastructure Program Funds for the Village of Windham (BX-21-1CJ-1) to include language that was omitted reference to Regulation 24 CFR part 75 as described in Exhibit "A" attached to this Resolution; and be it further
- RESOLVED,** that the Board authorized Sabrina Christian-Bennett, President of the Board, to sign the first amendment to the PY 2021 Critical Infrastructure Grant Agreement for the Village of Windham (BX-21-1CJ-1) as presented by Portage County Regional Planning Commission as reviewed by the Grants Administrator with no exceptions noted; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0931          -          RE:    AMEND RESOLUTION NO. 21-0836 DATED  
NOVEMBER 4, 2021 TO ACCEPT THE OHIO  
DEVELOPMENT SERVICES AGENCY,  
OFFICE OF COMMUNITY DEVELOPMENT  
BLOCK GRANT, CRITICAL  
INFRASTRUCTURE PROGRAM FUNDS FOR  
THE CITY OF RAVENNA (BX-21-1CJ-2)**

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

**WHEREAS,**          the Board of Portage County Commissioners adopted Resolution 21-0424 on June 10, 2021 to approve the filing of an application for the 2021 CDBG Community Development Block Grant Critical Infrastructure Program funds for the City of Ravenna in the amount of \$253,600; and

**WHEREAS,**          the Board of Portage County Commissioners accepted the 2021 CDBG Community Development Block Grant, Critical Infrastructure Program funds in the total amount of Two Hundred Fifty-Three Thousand Six Hundred Dollars (\$253,600) via Resolution No. 21-0836 dated November 4, 2021; now therefore be it

**RESOLVED,**          it has become necessary to amend the agreement language to include a revised attachment on Attachment D: Grantee Assurance and Certificates under number 5 to in reference to Regulation 24 CFR part 75 that was inadvertently omitted in the original agreement as attached exhibit "A"; and be it further

**RESOLVED,**          the Board of Commissioners does hereby amend Resolution No. 21-0835 dated November 4, 2021 to accept the Ohio Development Services Agency, Office of Community Development Block Grant, Critical Infrastructure Program Funds for the City of Ravenna (BX-21-1CJ-2) to include language that was omitted reference to Regulation 24 CFR part 75 as described in Exhibit "A" attached to this Resolution; and be it further

**RESOLVED,**          that the Board authorized Sabrina Christian-Bennett, President of the Board, to sign the first amendment to the PY 2021 Critical Infrastructure Grant Agreement for the City of Ravenna (BX-21-1CJ-2) as presented by Portage County Regional Planning Commission as reviewed by the Grants Administrator with no exceptions noted; and be it further



Roll call vote as follows:

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

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### Journal Entries:

1. The Board of Commissioners signed the Agreement between the Portage County Clerk of Courts and the Board of Commissioners for the Certificate of Title Administration Fund, agreeing that the excess money in the Certificate of Title Administration Fund for the year 2021 is \$83,957.06 and that such excess shall be paid into the County's General Fund 0001 from Fund 1001, Org 10015019, Object 910000 to Org 00120444, Object 427000 for Safety Upgrade PJ0001, as presented by Jill Fankhauser, Clerk of Courts.

**Motion:**              **Commissioner Badalamenti**

**Seconded:**        **Commissioner Kline**

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

**Motion Carries**

2. In accordance with Ohio Revised Code Section 321.261, the Board of Commissioners acknowledged the receipt of the 2021 Detac Report, as received on December 16, 2021, as presented by the Portage County Treasurer.

**Motion:**              **Commissioner Badalamenti**

**Seconded:**        **Commissioner Kline**

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

**Motion Carries**

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

3. Hire Dawn Lyndsey as a Social Services Worker II replacing the position previously held by Dawn Lawson for Portage County Job & Family Services. The tentative start date is January 3, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:**              **Commissioner Badalamenti**

**Seconded:**        **Commissioner Kline**

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

**Motion Carries**

4. Accept the retirement notice from Richard Kundracik, Treatment Plant Operator III



for Portage County Water Resources Department, effective December 31, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

5. The Board of Commissioners sign the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 474 Harvest Drive, Ravenna, Ohio 44266, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$255,165.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will receive \$8,505.50 from the proceeds of the sale.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

6. The Board of Commissioners sign the Satisfaction of Mortgage for Richard Bliler for \$1,750.00 (Instrument No. 201106211) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of November 2021, received on December 7, 2021 as presented by the County Auditor and County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

8. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of November 2021 as presented by the County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

9. 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 2021, as presented by the Portage County Sheriff's Department.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

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

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

11. The Board of Commissioners sign the Memorandum of Agreement for Deposit of Public Funds between Portage County and JPMorgan Chase Bank, N.A. for a period of 4 years, starting November 21, 2021 ending November 20, 2025.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

12. The Board of Commissioners sign the Memorandum of Agreement of active, Interim, & Inactive Deposits between Portage County on behalf of the County Treasurer and First Nation Bank for a period of 4 years, starting November 21, 2021 ending November 20, 2025.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

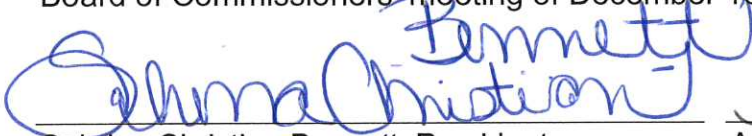
**Motion Carries**

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of December 16, 2021, at 11:01 AM.

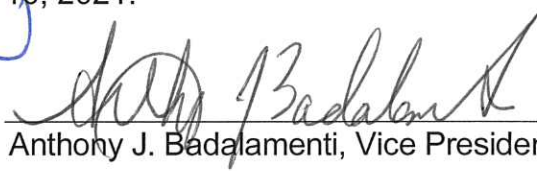
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;

**Motion Carries**

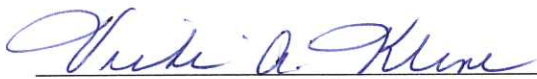
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of December 16, 2021.



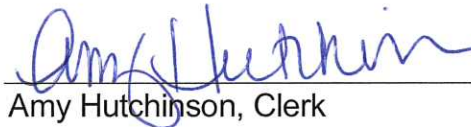
Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk

