

Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, May 25, 2023

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
Anthony J. Badalamenti	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day was County Administrator Michelle Crombie.

1. The Board of Commissioners approves the May 18th, 2023 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

BUILDING DEPARTMENT

Present: Director Joe Bodnar, Attorney Chris Meduri, and Internal Services Director Shannon Kautzman

Discussion:

1. *Departmental Updates*

Cloud-based software: We have concluded the implementation of the software and are moving into the customer service side of the contract and we should go live with the portal in September.

Associated hardware purchase: There are a couple of tweaks the IT Department will need to do to help integrate the hardware into the County's network and once that's finalized, we will get the PO opened.

2. *MOU with the City of Ravenna (Please see Internal Services: Resolution #16)*
Internal Services has a resolution on today's agenda (Resolution #16) to execute the Memorandum of Understanding for the Building Department for HVAC, building, and electrical inspections.

HUMAN RESOURCES

Present: Director Tami Soltis

Discussion

1. *Paid Leave of Absence Policy Section 23: Vacation Conversion/Cash Out*

In the Personnel Policy Section 23, the Board adopted a vacation conversation pay-out policy for non-bargaining employees and it's typically done in June.

Last year, we had 16 departments participate, but only two (2) were under the jurisdiction of the Board. We paid out \$155,000 to employees under the Auditor, Treasurer, Prosecutor, Public Defender, County Engineer, some of the Courts, and a few from the Sheriff's Office.

The cash-out policy allows an employee with at least 120 hours of vacation to get paid out for either 40 or 80 hours during the last pay period in July. Since the vacation payout is a full benefit to the employee, the accrual is paid at 100% of their wage. Several bargaining contracts have this provision built in, but the departments are few.

Commissioner Tinlin pointed out that if we have an employee who's retiring and they've built up time that we are going to have to pay out, we need to have a centralized line item for that expense so we're not getting hit with 10 or 15 people leaving at the end of the year, which could be a big hit to the General Fund. Director Soltis noted there are separate line items for each department to allow for expenses like this if a Director knows they have staff retiring or a special payout like this program.

Commissioner Christian-Bennett explained it's a liability and if a department doesn't have the funding, we're paying for it – regardless.

Commissioner Tinlin would like to see this investigated further down the road.

Journal Entries:

- Under Section 23 (Paid Leaves of Absence) in the Portage County Board of Commissioners' Personnel Policy Manual Subsection L (Vacation Conversion Cash Incentive), the Board of Commissioners authorizes full-time, non-bargaining, Portage County employees in active pay status on the last payday in July and still in full-time, active status as a County employee, the ability to convert vacation time for cash payout if they meet the minimum requirements per the policy as presented by the Human Resources Department.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Accept the retirement of Amy Hutchinson, Clerk, for Portage County Board of Commissioners effective May 31, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. Authorize the promotion of Kassidy Parbel to Clerk, for the Portage County Board of Commissioners. The tentative start date is Tuesday, May 30, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. Authorize the hire of Nicole Little, OMJ Case Manager, Portage County Job & Family Service. The tentative start date is Monday, June 5, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Authorize the three-day internal posting of bargaining position, for Social Service 2 Worker, Children Services Division, for the Portage County Job & Family Services, with an external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

6. Authorize the three-day internal posting of a non-bargaining position, for Child & Adult Protective Services Supervisor – Support Services, Children Services Division, for the Portage County Job & Family Services, with an external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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

a. *Sylvia Kulcsar ~ JFS*

b. *Audrey Riley ~ JFS*

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

INTERNAL SERVICES

Present: Interim Director Shannon Kautzman

Discussion:

1. *Project Updates*

Administration Building

Main Hallway 1st floor doors: The contractor will start the week of June 5th and it shouldn't take long to complete the project. It will take 6 weeks to obtain 5 solid wood replacement doors.

EMA/EOC

The architect made several changes to the specifications, so the bid date has been pushed an additional 2 weeks.

The MARCs radio towers will go out to bid on June 21, 2023.

County Engineer's Former Facility

Steps 1 and 2 have been completed and documentation will be sent to BUSTR by the end of May.

Prosecutor's Office Window Façade

The project came in at \$284,133 and during the pre-construction meeting, the north, east, and south walls will need to be fixed, so an additional \$69,000 is needed and will be taken from another project that came in under budget.

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement with the Portage County Recorder and US Imaging, Inc./Resolution No. 23-0325
2. The Board of Commissioners accepts and awards the bid for the Portage County Juvenile Court Building Renovation./Resolution No. 23-0326

3. The Board of Commissioners agrees to enter into an agreement for damage assessment software with Portage County Emergency Management Agency and Futurity IT, Inc./Resolution No. 23-0327
4. The Board of Commissioners approves specifications and sets the bid date for the Tower & Foundation Design for the MARCS Radio Towers for the Office of Homeland Security & Emergency Management./Resolution No. 23-0328
5. The Board of Commissioners agrees to set the time and place for the Annual Meeting of County and Township Authorities as prescribed by the Ohio Revised Code 5543.06./Resolution No. 23-0329
6. The Board of Commissioners accepts the contract change order No. 1 and final to the construction agreement with Karvo Companies, Inc and the Portage County Engineer's Office for the project known as the 2022 – 411 Resurfacing Improvements Project, in various townships in Portage County./Resolution No. 23-0330
7. The Board of Commissioners accepts the proposal of MS Consultants, Inc. and enters into an agreement for providing professional construction administration services for the project known as the Silica Sand Road Bridge Replacement (NEL 162, CH 253), in Portage County./Resolution No. 23-0331
8. The Board of Commissioners accepts contract modification No. 1 to the agreement between the Ohio Department of Transportation and Portage County for the project known as the Mogadore Road Resurfacing Project, in Portage County./Resolution No. 23-0332
9. The Board of Commissioners declares DLZ the most qualified firm as a result of a review and analysis of qualifications and enter into negotiations for providing professional construction administrative services for the project known as the Replacement of Jones Road (PAL 106, TR 136) Bridge, over Kale Creek in Palmyra Township, Portage County./Resolution No. 23-0333
10. The Board of Commissioners accepts and awards the bid of Marucci & Gaffney Excavating Co. for the Jones Road Bridge Replacement (PAL 106, TR 136) over Kale Creek in Palmyra Township, Portage County./Resolution No. 23-0334
11. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and Family & Community Services, Inc. for transitional Recovery House Case Management Services./Resolution No. 23-0335
12. The Board of Commissioners approves the specifications and set the date for the Critical Infrastructure Grant (BX-21-1CJ-1), Maple Grove Road Improvements Project, Ravenna, Ohio./Resolution No. 23-0336

13. The Board of Commissioners declares obsolete and authorizes the sale of a vehicle by public auction./Resolution No. 23-0337
14. The Board of Commissioners agrees to enter into an agreement for security officer services with St. Moritz Security Services, Inc. for the security of the Portage County Administration Building, 449 S. Meridian St., and the Annex Building, 266 S. Chestnut St., Ravenna./Resolution No. 23-0338
15. The Board of Commissioners agrees to enter into an agreement for security officer services with St. Moritz Security Services, Inc. for the security of the Riddle Block Building, 209 S. Chestnut St., and OhioMeansJobs, 253 S. Chestnut St., Ravenna./Resolution No. 23-0339
16. The Board of Commissioners approves and authorizes the execution of a Memorandum of Understanding with the City of Ravenna for the County Building Department to perform HVAC, building, and electrical inspections within the corporate boundaries of the City of Ravenna./Resolution No. 23-0340

Attorney Meduri presented the final agreement signed by the City of Ravenna and it was signed during the session to expedite the process and the original document was returned to Attorney Meduri with a copy to Interim Director Shannon Kautzman.

JOB AND FAMILY SERVICES

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

Discussion:

1. Open Agenda

a. JFS March / April Data Report

The first page might be a little bit confusing in that the number of children from March to April in subsidized care was reduced, but the funds used increased. Rebecca and I process through it and the numbers are accurate so we're concluding it could be due to spring break.

Page 2 in the Public Assistance Division, we saw a reduction in calls coming into our customer service queue from 3,590 in March to 2,698, and also the clients that are seen in the lobby reduced from 770 to 659 in a month. We are still working on the overtime project through the grant provided by the Department of Medicaid and we believe that we're reducing the volume of work and delinquencies, hence, people are not calling as much.

As far as work experience, I didn't highlight anything in Ohio Means Jobs except that our Benefit Bridge caseload continues to increase. We're at 26 cases now and that's the pilot program funded by the state and we're ecstatic about that.

In Child and Adult Protective Services, children in custody at the end of April were about 173 and as of today, there are 178.

Our Adult Protective Services cases reduced a bit and we're happy that Judge Smith established the Guardianship Board. We had five Adult Protective Services cases pending guardianship assignment so the fact that they're going to be able to expedite it and get some public guardians for our people is profoundly good for the community.

At the end of April, we had 189 employees, and as of today, we have 192 with a target of 215.

b. Example of Quarter 1 Customer Service Survey Result

We had 99 citizens respond to our surveys in the first quarter and the feedback is stellar as we're averaging on a scale from 1 to 10, 9s and 10s in customer service, along with great comments from the community.

We have a slightly different survey in Child and Adult Protective Services due to the nature of the work we do, but even in that space, we're averaging between 8s and 10s, as far as the ratings are concerned.

The surveys are available to families and providers and our program specialists review what comes in every week. Commissioner Christian-Bennett would like to see the surveys to see the feedback.

c. New Senior Monthly Meeting – Gaps in Services

We don't have any active providers in Portage County for home health aides to work with our Adult Protective Services Group. We established a support group with community providers, and we invited people to the table to talk about the gaps in services. We also obtained a list from the former Area Agency on Aging, where we are cold calling home health providers around Portage and asking if they be willing to work with us either via fee for service, MOU, or contract and we received 16 providers that said yes.

We have some adult protective services funding, but most are covered under insurance anyways. Mandy's team at OMJ is also going to look at some creative programming to train home health aides and use that as an internship opportunity with adult protective services.

Another gap we're seeing is transportation. We have a contract for senior services and some of our elderly are not able to get into the service arena due to transportation. We're also looking at volunteer programs or even utilizing our drivers so we can get our seniors to the programs they need. Commissioner Badalamenti would like to see statistics regularly to see if it works.

2. *Ohio Means Jobs*

a. **New Doors and Security Upgrades**

Back when Ryan Shackleford was doing our training for Emergency Management, he did several walkthroughs of our building and although we have security at Ohio Means Jobs, we do not have key fob doors or safe spaces and both were recommended.

Grant dollars are available and a grant application was drafted by Craig Sernik, who's the Director of Area 19. We received two (2) quotes for door installation, which cost about \$29,000 and IPS is needed for the key fobs for about \$19,000; the total package should be under \$50,000.

The Board agreed to move forward with the application for the grant.

b. **Back to School Voucher**

We're offering back-to-school vouchers for kiddos and the amount has increased to \$125 per family.

c. **Re-entry Fair Update**

The re-entry fair was last week and 32 people pre-registered, but 81 individuals showed up. Channel 5 News highlighted the event and this was the first event ever.

d. **Back to School Health and Wellness Fair**

We're having our annual Back to School Health and Wellness Fair, which is an outdoor event that we have every year and we offer supplies for back to school.

3. *Child and Adult Protective Services*

a. **Welcome Kaylyn Kane**

Kaylyn Kane is our new Administrator of Child and Adult Protective Services. Kaylyn is doing a stellar job and she's been with us for years. I'm proud to have her as a part of our administrative team and confident in what we're going to do moving forward.

b. **New Child and Adult Protective Services Values**

Ms. Kane indicated our management team met with Mike Kenny from Public Children's Services Association (PCSA) and spent a lot of time discussing why we're here, what our values look like, and where we want to go.

We highlighted four (4) values, including relationships, trust, village, and support. In Children's Services and Adult Protective Services, we love the village concept that it takes a village to raise a child, but it supports the entire family, as well.

- Relationships – we believe it's possible to honor the relationships and keep the kids safe, so if we can keep these kiddos with family, let's do it.
- Trust – we believe families develop trust when we are honest and inclusive in the decision-making process, so we involve families in the process and collaborate with them and we are transparent with them every step of the way.
- Village – we believe in slowing down and gathering the village, not only having service providers around the table but also their natural supports.
- Support – we believe in supporting each other, each other's growth, self-awareness, and self-care. This is not only for our families, but also for our staff making sure that we're okay, slowing down, and taking the time that we need to help rebuild these families.

c. MOU with Portage DD and Northeast Ohio Adoption Services

The Memorandum of Understanding will be coming through the Internal Services Department and one of the MOUs is being provided by the Portage County Developmental Disabilities Office (DD) for child abuse and neglect. The DD outreaches to partners to ensure we're accountable for reporting and supporting, so it's their MOU they're asking us to sign.

Northeast Ohio Adoption Services is a long-standing agency that we've had a nonfinancial relationship with and under their umbrella, they have the Wendy's Wonderful Kids program, the Dave Thomas Foundation, and they help locate adoptive families for kids.

d. Portage Summit on Kids Update

The Portage Summit on Kids is next Wednesday at NEOMED and we are ecstatic. We have 108 individuals registered so far and the keynote speakers are myself, Judge Smith, and Representative Pavliga. Judge Smith invited us to the Ohio Supreme Court conference and Kaylyn, myself, and David Brode went with the legal team and from that, fostered this idea. The keynote speaker from there is coming from California to be in Portage for us next week.

e. Foster Parent Proclamation

May is Foster Parent Appreciation Month and we're going to acknowledge some of our foster parents at the event.

The Board presented Director Jeffries with a proclamation recognizing Foster Parent Appreciation Month and Ms. Jeffries pointed out that the Board is on the agenda next Wednesday and she requested the Board read the proclamation during the event.

f. Foster Parent Per Diem Proposed Increase

In Portage County, we have our own licensed foster parents, but there are not enough homes to meet all the needs, so we use kinship families whenever we can. I did an analysis of the per diem rate we're paying our foster parents and what the

outlying counties are paying (Stark, Trumbull, Tuscarawas, Mahoning, and Columbiana) and Portage and Trumbull are the highest paying Counties at this time.

When our budget comes out in July to increase our rates, our minimal rate for zero to 5 years old is \$28.47/day and the maximum for those 13 to 18 is \$ 38.79 and I'd like to minimally increase the rates.

We've also talked as a management team in Child Protective Services about increasing the rate to include a special rate for foster families willing to take kiddos that are involved in the juvenile correction setting, those with developmental disabilities, and or psychiatric needs. We are currently paying private providers upwards of \$100-\$400 a day to take our kids, but if we can increase the rate to our In-County providers and give them the supports they need, they might be more apt to open their homes and it's better for kids to be with families.

We propose to add \$25 a day to any foster parents that would take a kiddo in one of those categories. We have an upcoming table talk with our foster families and we would like your support.

Commissioner Badalamenti asked about the \$400 a day cost and Director Jeffries noted that rate is typically a facility cost and sometimes it's even more than that. We looked at foster rates in the private networks, specialized rates range between \$88 a day to \$210 a day. We can't compete with that, but if we move to \$65 a day, it's headed in the right direction.

The Board agreed to support the request.

Resolutions:

1. Transfer from fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 23-0341
 - This resolution is for the regular shared costs transfer for the month of April for Child Support.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Discussion:

1. Adult Probation wage increases

After completing an apples-to-apples analysis of the savings Mr. Gibson referenced in his meeting last week, Director Petty stated the increased cost to the Probation Officers' salaries would be about \$83,000 a year total and the savings from the retiring employee is about \$73,000. There is a \$10,000 shortfall, but when you factor in the Municipal Court's one-time contribution from Fund 1129 of \$67,000 that will cover the shortage for a little while.

Director Petty noted the Probation Officers' wages are a little lower than market value and it's my recommendation to move forward with the wage increase.

Journal Entries:

1. The Board of Commissioners signed the Satisfaction of Mortgage for Ronald G. Gritten Jr. and Maxine Gritten for \$14,100.00 (Instrument No. 200218368) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

2. The Board of Commissioners signed the Satisfaction of Mortgage for Richard G. Laskowski and Elizabeth Hofstetter for \$14,000.00 (Instrument No. 200725940) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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

3. Direct the Auditor's Office to pay/process the May 18, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,315,589.45	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$90,932.45	
Medical Mutual Claims of	\$281,360.68	
Medical Mutual Flex Admin of	\$1,137.75	
Medical Mutual Flex Claims of	\$5,143.21	
Journal Vouchers totaling:	\$15,130.29	
Then and Now list totaling:	\$235,021.75	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

4. Process the May 18, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Resolutions:

1. Create Fund 4263, Tallmadge Rd Section O-P Resurfacing./Resolution No. 23-0342
2. Transfer from Fund 1001, Certificate of Title Administration to Fund 0001, General Fund./Resolution No. 23-0343
3. Transfer from Fund 1129, Muni Court Alcohol Monitoring to Fund 0001, General Fund./Resolution No. 23-0344

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners received the May 10, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for April 2023, in accordance with Ohio Revised Code Section 325.07.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Resolutions:

1. The Board of Commissioners approves the reappointment of Scott Mikula to the Portage Metropolitan Housing Authority (PMHA) Board of Trustees representing the Board of Commissioners./Resolution No. 23-0345
2. The Board of Commissioners enters into a Septic Assistance Program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission, and Hirst Construction for a septic system replacement./Resolution No. 23-0346
3. The Board of Commissioners rescinds resolution No. 23-0296 and further declares it necessary to levy a renewal tax in excess of the ten-mill limitation for the necessary requirements of the Portage County Board of Developmental Disabilities for tax years 2024 through 2033 pursuant to ORC 5705.22./Resolution No. 23-0347

Recessed: 9:53 AM

Reconvened: 11:00 AM

The Board agreed there is no need for its monthly Tuesday meeting next week and the Clerk will prepare the necessary advertisement to cancel the meeting.

Resolution:

1. Amend Resolution No. 23-0003, adopted on January 9, 2023: Appoint Amy Hutchinson as Clerk of the Board of Portage County Commissioners for the Year 2023.
 - o This amended resolution appoints Kassidy Parbel as Clerk for the Portage County Board of Commissioners, replacing Amy Hutchinson, effective May 25, 2023./Resolution No. 23-0348

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RESOLUTION NO. 23-0325

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**RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY COMMISSIONERS,
PORTAGE COUNTY RECORDER AND US
IMAGING, INC.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the County is in need of document conversion and other micrographic services; and

WHEREAS, the County generates approximately twelve (12) rolls per year, containing approximately 7,000 images in each roll and the County has also generated an additional twelve (12) duplicate rolls containing approximately 7,000 images on each roll; and

- WHEREAS,** US Imaging Inc, can provide document conversion services and other micrographic services; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby agrees to engage US Imaging Inc. 400 S Franklin Street Saginaw, MI 48607 to provide said services for the term of one year commencing on April 1, 2023 through April 1, 2024; and be it further
- RESOLVED,** that the total compensation during the term of this Agreement shall be Three thousand, five hundred and 00/100 dollars (\$3,500); 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0326 - RE: ACCEPT AND AWARD THE BID FOR THE
PORTAGE COUNTY JUVENILE COURT
BUILDING RENOVATION.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** three (3) bids for were received, tabulated and recorded on May 10th, 2023; and
- WHEREAS,** upon review of the bids received, it is the recommendation of Kleinfelder, Inc. and Portage County Interim Director of Internal Service that the Portage County Board of Commissioners accept the bid received from Northstar Contracting Inc. be accepted; now therefore be it
- RESOLVED,** that the Board of County Commissioners agree to enter into a contract with Northstar Contracting Inc., 11730 Harvard Ave., Cleveland, OH 44105 in the amount not to exceed Nine Hundred Eighty-Five Thousand Dollars (\$985,000.00); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0327 - RE: ENTER INTO AN AGREEMENT FOR
DAMAGE ASSESSMENT SOFTWARE
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY EMERGENCY
MANAGEMENT AGENCY AND FUTURITY IT,
INC.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Portage County Emergency Management Agency has a need for damage assessment software to streamline our damage assessment process for our local governments and the Emergency Management Agency, increase situational awareness in the Emergency Operations Center and seek higher reimbursement from FEMA should we have a catastrophic disaster; and

WHEREAS, Futurity It, Inc., provides the needed damage assessment software to streamline the financial recovery process; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a damage assessment software agreement to streamline the financial recovery process between the Board and Futurity IT, Inc., 201 Spear St., Suite 1100, San Francisco CA 94105 for the term of July 1, 2023, through December 31, 2023; and be it further;

RESOLVED, that the total software subscription fee under this Agreement shall not exceed two thousand three hundred sixty-eight dollars and 97/100 (\$2,368.97) 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0328 - RE: APPROVE SPECIFICATIONS AND SET THE
BID DATE FOR THE TOWER &
FOUNDATION DESIGN FOR THE MARCS
RADIO TOWERS FOR THE BOARD OF
COMMISSIONERS ON BEHALF OF THE
OFFICE OF HOMELAND SECURITY &
EMERGENCY MANAGEMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the bid specifications for receiving bids for tower & foundation design for the MARCS Radio Towers for the Board of Commissioners on behalf of the Office of Homeland Security & Emergency Management, be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Interim Director of the Portage County Office of Internal Services, Portage County Administration Building (Chestnut Entrance), 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., E.S.T. on June 21st, 2023 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on May 30th, 2023 and a copy thereof be posted on the County's website and 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0329

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RE: SET TIME AND PLACE FOR THE ANNUAL MEETING OF COUNTY AND TOWNSHIP AUTHORITIES AS PRESCRIBED BY OHIO REVISED CODE 5543.06.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Ohio Revised Code 5543.06 requires that the County Engineer annually call a meeting, within the County, of all the Township and County authorities having directly to do with the construction and repair of roads and bridges within the County, and

WHEREAS, Larry D. Jenkins Jr., Portage County Engineer, recommends that said meeting be held on **Saturday, May 20, 2023** at the **Portage County Engineer Central Facility** in Ravenna, Ohio, beginning at **6:00 P.M.**; now therefore be it

RESOLVED, that the annual meeting of County and Township authorities, as prescribed by Ohio Revised Code 5543.06, be held on **Saturday, May 20, 2023** at the **Portage County Engineer Central Facility** in Ravenna, Ohio, beginning at **6:00 P.M.**; 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0330

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RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND KARVO COMPANIES, INC. FOR THE PROJECT KNOWN AS THE 2022-441 RESURFACING IMPROVEMENTS

**PROJECT, IN VARIOUS TOWNSHIPS IN
PORTAGE COUNTY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** Resolution 22-0209 accepted and awarded the bid of Karvo Companies, Inc. for furnishing all labor, materials, and equipment necessary to complete the project known as the **2022 441 Resurfacing Project**, of various Portage County roads, and
- WHEREAS,** a contract was entered into with Karvo Companies, Inc. in the total amount of \$2,428,175.24, and
- WHEREAS,** modifications to the project specifications resulted in a cost decrease, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Karvo Companies, Inc. covering the **2022 441 Resurfacing Improvements Project**, of various Portage County roads, and be it further
- RESOLVED,** that this Contract Change Order decreases the contract between Karvo Companies, Inc. and Portage County by \$183,548.80 to **\$2,244,626.44**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between Ronyak Paving, Inc., 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:

Anthony J. Badalamenti, Yea;	Sabrina Christian-Bennett, Yea;	Mike Tinlin, Yea;
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**RESOLUTION NO. 23-0331 - RE: ACCEPT PROPOSAL OF MS
CONSULTANTS, INC. AND ENTER INTO
AGREEMENT FOR PROVIDING**

**PORTAGE COUNTY FOR THE PROJECT
KNOWN AS THE MOGADORE ROAD
RESURFACING PROJECT, IN PORTAGE
COUNTY**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** Resolution No. 23-0207, adopted by the Portage County Board of Commissioners on March 23, 2023, authorized the Portage County Engineer, as LPA, to give consent to the Director of Transportation to complete the project known as the Mogadore Road Resurfacing Project which consists of the resurfacing of Mogadore Road from Mogadore East Corporation limit to Martin Road in Portage County; and
- WHEREAS,** additional costs have been required for the project; and
- WHEREAS,** the estimate submitted by The Ohio Department of Transportation, for the additional services required for project completion is \$5,916.59; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept Contract Modification No. 1 and authorizes contract modification with The Ohio Department of Transportation, 1980 West Brough Street, 4th Floor, Columbus, Ohio 43223 and Portage County for the project known as the **Mogadore Road Resurfacing Project**, Portage County; and be it further
- RESOLVED,** that this modification increases the contract amount from \$11,758.00 to **\$17,674.59**; and be it further
- RESOLVED,** that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0333

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**RE: DECLARE DLZ MOST QUALIFIED FIRM AS
A RESULT OF REVIEW AND ANALYSIS OF
QUALIFICATIONS AND ENTER INTO**

**NEGOTIATIONS FOR PROVIDING
PROFESSIONAL CONSTRUCTION
ADMINISTRATION SERVICES FOR THE
PROJECT KNOWN AS THE REPLACEMENT
OF JONES RD (PAL 106, TR 136) BRIDGE,
OVER KALE CREEK IN PALMYRA
TOWNSHIP, PORTAGE COUNTY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** Resolution 23-0163 authorized the announcement of the request for proposals for professional construction administration services for the project known as the Replacement of Jones Rd (PAL 106, TR 136) Bridge over Kale Creek in Palmyra Township, Portage County, and
- WHEREAS,** the announcement requesting proposals for said project was published in the Record Courier on March 10, 2023 and on the Ohio Department of Transportation (ODOT) website on March 13, 2023, and
- WHEREAS,** proposals were received from six (6) engineering firms for providing professional construction administration services for the project known as the Replacement of Jones Rd (PAL 106, TR 136) Bridge, and
- WHEREAS,** the qualifications were reviewed and rated according to the consultant selection process as used by the Ohio Department of Transportation, and
- WHEREAS,** after review and rating, the firm of **DLZ** was rated highest; now therefore be it
- RESOLVED,** that the Portage County Engineer recommends that the qualifications of **DLZ**, 1 Canal Square Plaza, Suite 1300, Akron, Ohio 44308 be accepted, and be it further
- RESOLVED,** that the Portage County Commissioners authorize the Portage County Engineer to enter into contract negotiations with **DLZ** for providing professional construction administration services for the project known as the Replacement of Jones Rd (PAL 106, TR 136) Bridge in accordance with ORC 153.69, Sub. Sec. 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0334 - RE: ACCEPT AND AWARD THE BID OF
MARUCCI & GAFFNEY EXCAVATING CO.
FOR THE JONES ROAD BRIDGE
REPLACEMENT (PAL 106, TR 136) OVER
KALE CREEK IN PALMYRA TOWNSHIP,
PORTAGE COUNTY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** notice of Receiving Bids for the **Jones Road Bridge Replacement** was published in the Record Courier on March 31, April 7 and April 14, 2023; and
- WHEREAS,** two (2) sealed bids were received, tabulated and recorded on May 17, 2023, for furnishing all labor, materials and equipment necessary to complete the project known as the **Jones Road Bridge Replacement**; and
- WHEREAS,** after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Marucci & Gaffney Excavating Co.** be accepted as the lowest and best bid received; now therefore be it
- RESOLVED,** that the bid of **Marucci & Gaffney Excavating Co., 18 Hogue Street, Youngstown, Ohio 44502**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **Jones Road Bridge Replacement** in Palmyra Township, Portage County, and be it further
- RESOLVED,** that a contract be entered into with **Marucci & Gaffney Excavating Co.** in the total amount of **\$751,250.00**, 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0335

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**RE: ENTER INTO AN AGREEMENT BETWEEN
THE BOARD OF COMMISSIONERS ON
BEHALF OF PORTAGE COUNTY JOB &
FAMILY SERVICES AND FAMILY &
COMMUNITY SERVICES, INC. FOR
TRANSITIONAL RECOVERY HOUSE CASE
MANAGEMENT SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Portage County Job & Family Services is in need of Transitional Recovery House Case Management Services to benefit individuals who have or recently have had involvement with the PCJFS Children Services Division; and

WHEREAS, Family & Community Services, Inc. is willing and able to provide these services; and

WHEREAS, the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2023 through June 30, 2024; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Sixty thousand one hundred forty-two and 74/100 dollars (\$60,142.74); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Service 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0336

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**RE: APPROVE SPECIFICATIONS AND SET
DATE FOR THE CRITICAL
INFRASTRUCTURE GRANT (BX-21-1CJ-1)
MAPLE GROVE ROAD IMPROVEMENTS
PROJECT, RAVENNA, OHIO**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the bid specifications, as submitted for receiving bids for the labor and materials to replacement of approximately 1600 lineal feet of water line and fire hydrants along Maple Grove Road completing a neighborhood loop from North Main Street to East Center Street in the Village of Windham, Ohio be approved.

RESOLVED, that sealed bids, therefore, will be accepted by the Interim 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 2:00 p.m., June 14, 2023 and will be publicly opened and read aloud; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on May 28, 2023 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0337

RE: DECLARE OBSOLETE AND AUTHORIZE
THE SALE OF A VEHICLE BY PUBLIC
AUCTION.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Portage County Auditor's Office has a vehicle that is obsolete and unfit for the use for which it was initially acquired; now therefore be it

RESOLVED, that the Board of Portage County Commissioners has determined that the item described below is obsolete and unfit for the use for which it was initially acquired, and be it further

RESOLVED, that said vehicle will be sold via a **LIVE BID ONLINE AUCTION** at Edinburg Auction Sales, www.edinburgauction.com, as prescribed by Section 307.12 of the Ohio Revised Code, for cash to the highest bidder; and be it further,

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Auditor, the offices of the Portage County Commissioners and in the office of Portage County Internal Services. Further Notice of Public Auction shall be published in the Record Courier on Friday, May 26, 2023.

Date of Auction: Wednesday, June 14th, 2023

Time of Auction: 6:30 P.M., E.S.T.

Location: Edinburg Auction Sales
4029 St. Rt. 14, Rootstown OH 44272

Live Bidding to Take Place at: www.edinburgauction.com

Interested parties are encouraged to contact Edinburg Auction Sales, Inc. prior to the date of the auction for more information on viewing or participating in the live bidding on these items. The equipment can also be viewed online at www.edinburgauction.com

Item being sold is as follows:

2008 Ford F-250 Vin 1FDNF20558EE30841

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor and the Portage County Director of Internal Services; 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0338

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RE: AGREEMENT FOR SECURITY OFFICER SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND ST. MORITZ SECURITY SERVICES, INC. FOR SECURITY OF PORTAGE COUNTY ADMINISTRATION BUILDING, 449 SOUTH MERIDIAN STREET, AND ANNEX BUILDING, 466 S. CHESTNUT ST., RAVENNA.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners has a need for security services at the Portage County Administration Building, 449 S. Meridian St., and Annex Building, 466 S. Chestnut St., Ravenna; and

WHEREAS, one full-time armed security officer and one full-time un-armed security officer per shift Monday through Friday at the Portage County Administration Building and one armed officer for Auto Title on Saturday's will be required; and

WHEREAS, St. Moritz Security Services, Inc. is qualified to perform the services requested; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to enter into an agreement by and between the Board of Commissioners and St. Moritz Security Services, Inc., 4600 Clairton Blvd., Pittsburgh, 15236, July 1, 2023 through January 31, 2024; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0339

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RE: AGREEMENT FOR SECURITY OFFICER SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND ST. MORITZ SECURITY SERVICES, INC. FOR SECURITY OF RIDDLE BLOCK BUILDING, 209 S. CHESTNUT STREET, RAVENNA, AND OHIOMEANSJOBS, 253 S. CHESTNUT ST., RAVENNA.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners has a need for security services at the Riddle Block Building, 209 S. Chestnut St., Ravenna and OhioMeansJobs, 253 S. Chestnut St., Ravenna; and

WHEREAS, one full-time armed security officer and one full-time un-armed security officer per shift Monday through Friday at the Riddle Block Building and one armed officer for OhioMeansJobs Monday through Friday will be required; and

WHEREAS, St. Moritz Security Services, Inc. is qualified to perform the services requested; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to enter into an agreement by and between the Board of Commissioners and St. Moritz Security Services, Inc., 4600 Clairton Blvd., Pittsburgh, 15236, July 3, 2023 through January 31, 2024; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0340 - RE: APPROVING AND AUTHORIZING THE
EXECUTION OF A MEMORANDUM OF
UNDERSTANDING WITH THE CITY OF
RAVENNA FOR THE COUNTY BUILDING
DEPARTMENT TO PERFORM HVAC,
BUILDING AND ELECTRICAL INSPECTIONS
ON BEHALF OF THE CITY WITHIN THE
CORPORATE BOUNDARIES OF THE CITY
OF RAVENNA**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** Section 307.15 of the Ohio Revised Code grants the authority to the Board of County Commissioners and the legislative authority of a municipality to enter into an agreement whereby the legislative authority of a municipality authorizes the Board of County Commissioners to undertake to perform a power, function or service that the legislative authority may do on behalf of the municipality; and
- WHEREAS,** Council for the City of Ravenna has authorized its Mayor, pursuant to Ravenna City Ordinance ---- to execute a memorandum of understanding with the Board of County Commissioners and the Portage County Building Department whereby the Portage County Building Department will perform HVAC, building and electrical inspections on behalf of the City within the corporate boundaries of the City of Ravenna, Ohio; and
- RESOLVED,** pursuant to ORC 307.15, the Portage County Board of Commissioners hereby approves and authorizes the execution of the Memorandum of Understanding with the City of Ravenna for the Portage County Building Department to perform HVAC, building and electrical inspections in accordance with the Ohio Building Codes as applicable pursuant to Chapter 3781 of the Ohio Revised Code and Chapter 3791 of the Ohio Revised Code for the City of Ravenna and its legislative authority within the corporate boundaries of the City of Ravenna, Ohio.
- RESOLVED,** 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.

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the following transfer of funds be made in the amount of \$35,449.20 for April 2023 costs as reviewed and recommended by the Department of Job & Family Services:

: 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 NO. 23-0343 - RE: TRANSFER FROM FUND 1001,
CERTIFICATE OF TITLE ADMINISTRATION**

TO FUND 0001, GENERAL FUND

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** O.R.C. 325.33 provides for the creation of a Certificate of Title Administration Fund wherein shall be deposited all fees retained by the Clerk of Courts under O.R.C. Chapters 1548 and 4505, and
- WHEREAS,** O.R.C. 325.33 further provides that all costs incurred by the Clerk of Courts in processing titles under 1548 and 4505 shall be paid out of said fund, and that excess funds may be paid into the County General Fund, the amount of excess to be agreed upon by the Clerk and the members of the Board of County Commissioners, and
- WHEREAS,** it is agreed that the excess money in the Certificate of Title Administration Fund for the year 2023 is thirteen thousand dollars (\$13,000.00) and that such excess shall be paid into the County General Fund 0001 from Fund 1001 for the Kiosk System and the Annual Software Support Agreement; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$13,000.00

FROM:

FUND 1001, CERTIFICATE OF TITLE ADMINISTRATION

ORGCODE- 10015019

Debit Expense Account

Object: 910000 – Transfers Out \$13,000.00

TO:

FUND 0001, GENERAL FUND

ORGCODE – 00100002

Credit Revenue Account

Object: 280000 – Transfer In \$13,000.00

; and be it further

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

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0344 - RE: TRANSFER FROM FUND 1129, MUNI
COURT ALCOHOL MONITORING TO FUND
0001, GENERAL FUND**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** the Portage County Municipal Court had previously established a "Driver Alcohol Pretrial Release Program" and the Portage County Probation Department is involved in implementing said program; and
- WHEREAS,** pursuant to O.R.C. 1901.26(B)(1)(a)(b) the Portage County Municipal Court has previously adopted an additional fee to be charged upon certain cases for the driver alcohol pretrial release program and has established a special project fund for such a purpose, which is designated as Fund 1129, Muni Court Alcohol Monitoring; and
- WHEREAS,** the Portage County Municipal Court has previously determined that if there is a surplus of funds in this special projects fund concerning the driver alcohol pretrial release program the Court may declare a surplus and expend those funds for other appropriate expenses, which the Court has now determined exists and has declared such surplus and now seeks to expend a certain portion of the surplus funds in Fund 1129 for purposes related to the efficient and beneficial operation of the Court, including the probation department, which provides necessary services to the Court; now therefore be it
- RESOLVED,** that the following transfer of funds be made in the amount of \$67,134.00

FROM:

FUND 1129, MUNI COURT ALCOHOL MONITORING
ORGCODE- 11295209

Debit Expense Account

Object: 910000 – Transfers Out

\$67,134.00

\$67,134.00

0119

; 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:

Anthony J. Badalamenti, Yea;	Sabrina Christian-Bennett, Yea;	Mike Tinlin, Yea;
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RESOLUTION NO. 23-0346 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND HIRST CONSTRUCTION FOR A SEPTIC SYSTEM REPLACEMENT.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

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

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Barnes, Richard & Janet, 8512 Henderson Road, Diamond, Ohio qualifies for replacement under this program, and

WHEREAS, Clonch & Sons Excavating, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$13,310.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Clonch & Sons Excavating in the amount of \$13,310.00 to perform the agreed upon services; and be it further

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

RESOLVED, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission, and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0347 - RE: A RESOLUTION RESCINDING RESOLUTION NO. 23-0296 AND FURTHER DECLARING IT NECESSARY TO LEVY A RENEWAL TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR THE NECESSARY REQUIREMENTS OF THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES FOR TAX YEARS 2024 THROUGH 2033 PURSUANT TO ORC 5705.222

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Upon the request of the Portage County Board of Developmental Disabilities asking this Board to proceed with a Resolution of Necessity for a renewal term of ten years rather than its previous request for a continuous levy, the Portage County Board of Commissioners hereby sets aside and rescinds its Resolution No. 23-0296 that was adopted on April 27, 2023, and will proceed with this Resolution concerning a renewal levy of **ten (10) years**; and

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Portage County Board of Developmental Disabilities, Ohio (the "DD Board"), a board subject to the jurisdiction of the Portage County Board of Commissioners; and

WHEREAS, the Board is currently levying a 2.00 mill levy for a period of five years for the purpose of providing for the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes (the "Existing 2018 Levy"), which Existing 2018 Levy is a levy outside the ten-mill limitation and was approved by the voters of the County on November 6, 2018, and first placed on the tax list and duplicate in 2019 for collection beginning in 2020; and

WHEREAS, the Board is currently levying a 0.90 mill operating levy for a period of ten years for the purpose of providing funds for community mental retardation and developmental disabilities programs and services including Happy Day School, Portage Industries, Inc., residential programs and services, and for the acquisition, construction, renovation, financing, maintenance, and operation of the mental retardation and developmental disabilities facilities administered by the Portage County Board of Developmental Disabilities (the "Existing 2013 Levy," and together with the Existing 2018 Levy, the "Existing Levies"), which Existing 2013 Levy is a levy outside the ten-mill limitation and was approved by the voters of the County on November 5, 2013, and first placed on the tax list and duplicate in 2014 for collection beginning in 2015; and

WHEREAS, the DD Board passed a resolution, dated May 17, 2023, requesting the Board to seek voter approval to renew all of the Existing Levies for the purpose of providing for the operation of community programs and services authorized by county boards of developmental disabilities and for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes; and

WHEREAS, a resolution declaring the necessity of levying a renewal tax (the "Renewal Levy") outside the ten-mill limitation must be passed and certified to the County Auditor of Portage County, Ohio (the "County Auditor") in order to permit the Board to consider the levy of such a tax, and must request the County Auditor certify to the Board the current total taxable value of the County, the estimated property tax revenue that will be produced by such renewal tax based on such total taxable value, and the amount of the renewal tax expressed in dollars for each \$100,000 of the county auditor's appraised value;

NOW, THEREFORE, BE IT RESOLVED

by the Board of County Commissioners of Portage County, Ohio, two-thirds of all the members elected thereto concurring, that this Board rescinds and sets aside its previously adopted Resolution No. 23-0296, and hereby

adopts the following concerning the Portage County Board of Developmental Disabilities' request to this Board:

Section 1. It is necessary to renew all of the Existing Levies as the Renewal Levy, which is a tax in excess of the ten-mill limitation for the DD Board, for the purpose of providing for the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes.

Section 2. The question of the Renewal Levy shall be submitted to the electors of the entire territory of the County at the election to be held therein on November 7, 2023. All of the territory of the DD Board is in Portage County, Ohio.

Section 3. Such Renewal Levy shall be at an annual rate not exceeding 2.90 mills for each \$1 of taxable value, which amounts to \$_____ for each \$100,000 of the county auditor's appraised value (to be determined by the county auditor) and to be upon the entire territory of the County, for a period of ten years.

Section 4. Such renewal tax levy shall be placed upon the tax list and duplicate for the 2024 tax year (commencing in 2024, first due in calendar year 2025), and for a ten (10) year term, through 2033, if a majority of the electors voting thereon vote in favor thereof.

Section 5. The Clerk of this Board is hereby authorized and directed to certify a copy of this resolution to the County Auditor. This Board hereby requests the County Auditor certify to this Board the current total taxable value of the County, the estimated property tax revenue that will be produced by the Renewal Levy based on such taxable value, and the amount of the Renewal Levy expressed in dollars for each \$100,000 of the county auditor's appraised value.

BE IT FURTHER RESOLVED,

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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0348

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RE: AMEND RESOLUTION NO. 23-0003

**ADOPTED ON JANUARY 9, 2023: APPOINT
AMY HUTCHINSON AS CLERK OF THE
BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2023.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** on January 9, 2023, the Board of Commissioners adopted Resolution No. 23-0003 appointing Amy Hutchinson as Clerk of the Board for the year 2023 or until the next organizational meeting of the Board; and
- WHEREAS,** there is a need to replace the appointment with Amy Hutchinson's Retirement and appoint Kassidy Parbel; now therefore be it
- RESOLVED,** that the Board of Commissioners does hereby amend Resolution 23-0003 adopted January 9, 2023 and appoints Kassidy Parbel as Clerk for the Board for 2023 and until the next organizational meeting of the Board; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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Journal Entries:

1. The Board of Commissioners agree to authorize Under Section 23 (Paid Leaves of Absence) in the Portage County Board of Commissioners' Personnel Policy Manual, subsection L (Vacation Conversion Cash Incentive) which allows for full-time, non-bargaining, Portage County employees in active pay status on the last payday in July and still in full-time, active status as a County employee the ability to convert vacation time for cash payout if they meet the minimum requirements per the policy.

Motion: **Commissioner Christian-Bennett**

Seconded: **Commissioner Tinlin**

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

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Accept the retirement of Amy Hutchinson, Clerk, for Portage County Board of Commissioners effective May 31, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. Authorize the promotion of Kassidy Parbel to Clerk, for Portage County Board of Commissioners. The tentative start date is Tuesday, May 30, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. Authorize the hire of Nicole Little, OMJ Case Manager, Portage County Job & Family Service. The tentative start date is Monday, June 5, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Authorize the three-day internal posting of bargaining position, for Social Service 2 Worker, Children Services Division, for the Portage County Job & Family Services, with an external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

6. Authorize the three-day internal posting of non-bargaining position, for Child & Adult Protective Services Supervisor – Support Services, Children Services Division, for the Portage County Job & Family Services, with an external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

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

c. *Sylvia Kulcsar ~ JFS*

d. *Audrey Riley ~ JFS*

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

8. The Board of Commissioners signed the Satisfaction of Mortgage for Ronald G. Gritten Jr. and Maxine Gritten for \$14,100.00 (Instrument No. 200218368) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

9. The Board of Commissioners signed the Satisfaction of Mortgage for Richard G. Laskowski and Elizabeth Hofstetter for \$14,000.00 (Instrument No. 200725940) as requested by Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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

10. Direct the Auditor's Office to pay/process the May 18, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,315,589.45	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$90,932.45	
Medical Mutual Claims of	\$281,360.68	
Medical Mutual Flex Admin of	\$1,137.75	
Medical Mutual Flex Claims of	\$5,143.21	
Journal Vouchers totaling:	\$15,130.29	
Then and Now list totaling:	\$235,021.75	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

11. Process the May 18, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

12. The Board of Commissioners received the May 10, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for April 2023, in accordance with Ohio Revised Code Section 325.07.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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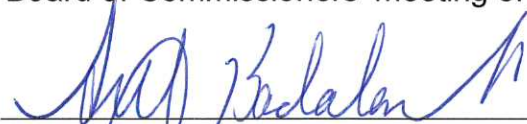
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Motion: by Commissioner Badalamenti, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **May 25, 2023, at 11:02 AM.**

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

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **May 25, 2023.**



Anthony J. Badalamenti, President

Sabrina Christian-Bennett, Vice President

Mike Tinlin, Board Member

Amy Hutchinson, Clerk