



Portage County Board of Commissioners  
Meeting Minutes

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

Kassidy Parbel, Clerk  
330-297-3600

Thursday, June 1, 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 25<sup>th</sup>, 2023 regular meeting minutes and the Wind and Solar public meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## WATER RESOURCES

Present: Director Daniel Blakely

### Discussion:

1. *Water Resources Building Improvements, Architectural Professional Services Selection*  
Director Daniel Blakely started by saying his purpose of being at the meeting was to present the journal entry. Previously, a request was sent out for architects to present their qualifications for a possible remodel on the facility on Infirmary Road, where personnel are working in less-than-ideal conditions due to the current layout and design of the building. Director Blakely would like an architect to come in to brainstorm for future opportunities.

### Journal Entries:

1. PCWR requests to start negotiations with Hasenstab Architects to develop a scope of services and associated design fee with the intent to enter into an architectural design services agreement to complete our project.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

## HUMAN RESOURCES

Present: Director Tami Soltis

### Journal Entries:

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:

1. Accept the resignation of Tim Stephens, JFS Custodial Worker, for Portage County Job & Family Services effective June 2, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

2. Authorize the three-day internal posting of bargaining position, for JFS Custodial Workers, 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**

3. Authorize the hire of Sheena Raab, Canvasser, Portage County Dog Warden. The tentative start date is Wednesday, May 31, 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**

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

a. *Patty Corley ~ Internal Services*

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

### Journal Entries:

1. The Board of Commissioners signed the Satisfaction of Mortgage for D&A Limited Liability Corporation for \$300,000.00 (Instrument No. 201900061) 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:

2. Direct the Auditor's Office to pay/process the May 25, 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		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,141,082.44	(Includes late fees of: \$45.27)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$299,532.33	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$4,480.93	
Journal Vouchers totaling:	\$117,593.07	
Then and Now list totaling:	\$91,316.19	
Debt Service wire list:	\$1,091,247.73	
BWC Wires:	\$0	

3. Process the May 25, 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. Cash Advance Repayment from Fund 8314, SW OEPA Community Litter Grant to Fund 8300, Solid Waste General Administration./Resolution No. 23-0349
2. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund.  
/Resolution No. 23-0350

**JOB AND FAMILY SERVICES**

Present: Sue Brannon, Budget & Finance Administrator

Ms. Brannon mentioned that the resolution she is presenting is for a normal monthly transfer for shared costs for Trumbull County.

**Resolutions:**

1. Transfer from fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund. /Resolution No. 23-0351

**INTERNAL SERVICES**

Present: County Administrator, Michelle Crombie

County Administrator, Michelle Crombie, presented in lieu of Interim Director of Internal Services, Shannon Kautzman's absence. She stated that she didn't have any comments due to the resolutions being a standard set.

**Resolutions:**

1. The Board of Commissioners agrees to enter into a Memorandum of Understanding with Portage County Developmental Disabilities on behalf of Portage County Job & Family Services. /Resolution No. 23-0352
2. The Board of Commissioners agrees to enter into a Memorandum of Understanding with Northeast Ohio Adoption Services (NOAS) and Portage County Job & Family Services. /Resolution No. 23-0353
3. The Board of Commissioners approves plans and specifications and set date for accepting bids for the Stanley Road Bridge Replacement (WIN 153, CH 235), over Mahoning Creek in Windham Township, Portage County. /Resolution No. 23-0354



## **EMERGENCY MANAGEMENT AGENCY**

Present: Director Ryan Shackelford

### **Discussion:**

#### *1. Name Change*

Director Shackelford started by explaining why the current name of the department reads as Homeland Security and Emergency Management. The Federal Emergency Management Agency was enveloped under the Department of Homeland Security. This change was made post 9/11 during the George W. Bush administration. Previously, since 1989 the department was listed as the Portage County Emergency Management Agency until 9/11 when it adapted the Homeland Security part of the title. Director Shackelford feels that the Homeland Security title does not accurately depict what the department does. He used an example of a call received the day before where the caller was inquiring how to register guns to take to Canada.

The department has also had several individuals reach out about immigration. Director Shackelford states that the department does have a terrorism response plan in place and there are other things they do to prevent and mitigate acts of terrorism, which ties into emergency management.

Director Shackelford does not want the department to be mistaken for the federal government's Homeland Security. That is why he is suggesting removing the Homeland Security title from the department's name and resorting back to the original title of Portage County Emergency Management.

Commissioner Tinlin commented that he agrees with the decision and that he thought that the name was changed to provide comfort for individuals post 9-11.

County Administrator, Michelle Crombie asked if the title of the department would affect the recently accepted EMPG Homeland Security Grant, and Director Shackelford answered no, absolutely not.

Commissioner Christian-Bennett commented that they have talked previously about the change and that Director Shackelford was going to research it to make sure that the grants were not impacted. She noticed the fact that the department's shirts also say Emergency Management. She asked what the change is going to entail.

Director Shackelford says that the titles are used interchangeably. The Federal Department of Homeland Security does not represent Ohio DHS or a local DHS. As for change: the department will have to change all the acronyms in around 2500 pages of documentation as well as a few of the vehicles still have the Homeland Security Logo. All of the changes can be made using funds from the department's budget. Director Shackelford plans on bringing a resolution forward at the June 8<sup>th</sup> meeting for BOC approval.

**MISCELLANEOUS****Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the May 23, 2023 Certificate of the County Auditor that the Total Appropriations from each fund **DO EXCEED** the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

**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 authorized Commissioner Anthony J. Badalamenti, President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 5 for the OPWC Project No. Newton Falls Bridge 126 Replacement, as presented by the County Engineer's Office.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

**NEIGHBORHOOD DEVELOPMENT SERVICES**

Present: Jennifer Davis, Lending Coordinator

**Discussion:**

1. *Projects recommended for funding.*

Ms. Davis is representing the Steering Committee. The committee is responsible for reviewing the community development applications that could use the CDBG RLF money. Twice a year a review is completed, with right now being noted as the Spring Funding Round. Five (5) projects were submitted with four (4) being recommended for completion. The fifth project is for a revamp of downtown Mantua and is estimated to be around \$600,000 which exceeds the available amount. The amount is not able to be given if there is not an official outcome tied to the \$150,000. The Steering Committee is going to have later meetings with the members and look to see how they can help with all sorts of funding sources, not just the RLF funding.

Ms. Davis says that if the Board approves the Steering Committee's recommendations after the discussion, then official journal entries will be brought forward next week.

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**May 2023 Steering Committee  
Projects Recommended for Funding**

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1. Hot Stove Volunteer Park Project: \$46,481.75

Funds were received through the 2022 CDBG Allocation in the amount of \$125,000 however, due to the rising cost of construction the estimate to complete construction has increased by \$46,481.75. The Ravenna Hot Stove League as part the 2022 CDBG Allocation grant has agreed to contribute \$1,000 to the cost of construction however due their decrease in funds received through sign-up's the Ravenna Hot Stove League may not be able to contribute the whole \$1,000. Based on the estimate received the funding for the project is short \$46,481.75. The Steering Committee recommends funding this application through CDBG RLF, with a 0% due on sale mortgage as the financing mechanism.

This will meet the Area Wide Low to Moderate Income National Objective.

## **2. Coleman Professional Services, Crisis Stabilization Unit: \$60,000.00**

This "Urgent Needs" project is a combination of extensive renovation and new construction activities to expand and improve the usage of the existing Crisis Stabilization Unit and add a secure Drop-Off and 23-Hour Observation Unit to the facility. This building is owned by the Portage County Mental Health & Recovery Board and currently houses an 11-bed Crisis Stabilization Unit (CSU) and behavioral health treatment offices operated by Coleman Health Services.

At present, Coleman's crisis services are voluntary and are not designed for more volatile individuals requiring a higher level of security. The purpose of a 23-hour secure observation unit ("hold") is to safely divert adults and children in mental health crisis from overcrowded hospital emergency departments and detention facilities, and provide streamlined access to mental health treatment and placement. The new facility will also include a secure area with private rooms for children and their parents who will stay with them. The older portion of the building that currently houses the CSU will be renovated into a secure police drop-off area and private rooms for stabilization and observation for up to 23-hours. A new addition will house a 10-15 bed CSU to support persons in crisis who do not require a hospitalization level of care, but are assessed to need temporary housing to access treatment including nursing care, counseling and psychiatry while being linked to more permanent housing and outpatient services once stabilized. The COVID-19 Pandemic made urgent the need to offer single rooms with private bathrooms within the CSU. This need is included in the design for the facility. Also included in the project are common dining, living and activity spaces including a courtyard that will provide outside recreation and access to a healing natural environment. Also planned is physical linkage to Coleman's existing 24/7/365 Access Services in the adjacent Sue Hetrick building.

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The Steering Committee recommends funding this application through CDBG RLF, with a 0% due on sale mortgage as the financing mechanism. Also recommended is a contingency of other funding sources fully committed.

This will meet the Limited Clientele National Objective.

### 3. Family & Community Services, Inc. Roof on 705 Oakwood Street: \$200,000.00

Sixteen years ago, Family & Community Services took ownership of the 40,000-square-foot building that is currently its administrative headquarters, located at 705 Oakwood Street in Ravenna. The building, previously owned by the Ohio Department of Transportation, was on the verge of being demolished. As a non-profit, FCS saw the all the potential community benefits if it were to acquire the space and saved the building from demolition, turning the space into a one-stop facility to house a variety of social service programs. Today, this building is known as the ROC, or Resources on Oakwood Campus.

During FCS's first year of ownership, the building underwent a number of construction projects to create a usable space for its staff and the community. Since then, it has housed a variety of non-profits, governmental and private agencies, all of which work to help the elderly, low-income, disabled individuals, and victims of domestic violence in our community. In total, nearly 20 departments are located at the ROC, and those with the most visitors are the Portage County Senior Center, Place of Peace Domestic Violence Visitation Center, Housing & Emergency Support Services, Community Transition Program, Supportive Services for Veteran Families, Consumer Credit Counseling Services, Home Instead, and Portage Park District, as well as Family and Community Services' Administrative Offices including the Finance Department, Human Resources Department, and Marketing/Development Department. The building's Community Room is also used to hold a variety of community meetings, such as Motorcycle Ohio training and Master Gardener's meetings. A majority of the ROC's visitors are senior citizens, disabled individuals, families with young children, veterans, or low-income consumers, with approximately 250-300 individuals visiting the ROC on a daily basis.

Although the office spaces have been transformed since FCS took ownership in 2006, the facility has needed a number of other major repairs, including the building's flat roof, which is over 25 years old and in constant need of being patched and repaired from leaks. Over five years ago, it was recommended that our roof be replaced, however, we have not had the funds to do so. According to the United States Department of Housing and Urban Development, roof leaks are one of the most common ways that moisture gets into buildings. Not only does this deteriorate the building's structure over time, but the condensation can lead to poor ventilation, reducing air quality and ventilation. With so many community members visiting this building each day, we are seeking funding to get the roof replaced as soon as possible to help maintain the building and its use by the surrounding community. The project is estimated to cost \$225,000, with \$200,000 being requested from Portage County RLF and the remainder being funded by FCS.

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The Steering Committee recommends funding this application through CDBG RLF with an amortizing loan as the financing mechanism. Also recommended is a contingency of other funding sources fully committed.

This will meet the Limited Clientele National Objective.



#### **4. The Haven of Portage County Roof 2645 ST. RT. 59: \$52,000.00**

The Haven of Portage County is an overnight shelter serving homeless men, women, and children in the Portage County area. We work under a holistic healing - healing physically, emotionally, intellectually, and spiritually. In addition to providing a warm bed and breakfast, dinner meals (on occasion lunch) each day, we coordinate medical, detox, and counseling assistance with our community partners to ensure our guests receive the emotional support and healing they need. Further, we work in collaboration with our guests to teach them the life and job skills they need to successfully reintegrate into the community for growth and development, such as obtaining employment and housing. The Haven is available to Aurora individuals who may find themselves on hard times and needing temporary shelter and resources. In addition, individuals who wish to serve the community will have volunteer opportunities.

Since opening our doors on April 19th, 2022, the Haven of Portage County has provided its services to more than 191 adults and 30 children with a normal stay of 30-60 days, the longest 6 months. The Haven of Portage County relies heavily on our dedicated volunteers who, to date, have provided 6,110 hours of service. The Independent Sector reports the value of a volunteer's time to be \$28.54 per hour, thus our volunteers have provided \$174,379.40 worth of services.

During the construction/renovation process, The Haven of Portage County had the roof repaired as best as possible with the funds that were available at the time. Since opening our doors, we have had several windstorms that have created additional damage to the current roof causing it to leak in several places. This last month, we had to put out a dozen buckets to catch the water coming in. We have a beautiful facility that is meeting the needs of the community; however, we are in dire need of a new roof. Securing funds for critical maintenance is a difficult ask of our typical donors, receiving the grant would meet a critical need for the services we provide on a daily basis.

The Steering Committee recommends funding this application through CDBG RLF with an amortizing loan as the financing mechanism.

This will meet the Limited Clientele National Objective.

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#### **May 2023 Steering Committee Project Not Recommended for Funding**

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#### **5. DMRC Parking & Safety Development Mantua: \$600,000.00**

This project will improve parking for downtown businesses and residential tenants of the Main Street buildings. It will provide more parking and better access for downtown festivals and activities. The existing gravel parking will be reshaped and graded with a new retaining wall to improve the slopes of the of the parking areas. More parking along First Street will be provided by this construction of the retaining wall and new paving. Existing overhead electric, phone and cable services will be put underground and two utility poles will be relocated. Drainage, paving curbs and landscaping will be installed along with enclosures for trash dumpsters. Existing

wood decks, patios and steps will be replaced with a continuous walkway and stairs to service the second (street level) businesses

*This request exceeds the amount of funding available (not HOME RLF eligible), therefore the Steering Committee recommends DMRC continue to fundraise and look for other financing sources. The Steering Committee will meet with DMRC to help with this.*

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Throughout the presentation, Commissioner Badalamenti stopped Ms. Davis to verify if the receipt of the \$60,000 for The Crisis Stabilization Unit is contingent upon the receipt of the remaining funds. Ms. Davis verified that was correct. The time frame for this project is this summer; speculation is July.

Commissioner Christian-Bennett mentioned that a tour was recently given of the facility, Crisis Stabilization Unit.

Commissioner Christian-Bennett asked about the interest rate and verified the loan time frame which is typically twenty (20) years.

Ms. Davis finished with stating that she will be bringing the Resolutions forward next week.

Recessed: 9:20 AM

Reconvened: 11:00 AM

## **PUBLIC COMMENT**

Robert Earl Helmling from 4548 Sandy Lake Road, Rootstown came in to address the Board regarding ongoing issues he has experienced with Rootstown Township Trustees and Zoning.

His comment is as follows:

I've been fighting Rootstown Township for six years. And the trustees and zoning are relentless and being bullies on different zoning laws. And they have not let up; they've actually gotten worse. They had a \$135,000 judgment against me in fines for one of my properties. I appealed. The appeal judges awarded in my favor. Since then, they've thrown a bunch more violations against me. And one of the things all three of my properties have, is livestock, and I use it for agriculture. Rootstown is ignoring the agricultural laws. And I don't know if any of you know about agricultural laws. It's plain and simple. Anything used for agricultural purposes is exempt from any zoning rules. Well, they keep throwing violations against me when its agricultural use. Now come June 22, Rootstown is forcibly coming onto all three of my properties for zoning violations.

After being asked what the complaint is, by Commissioner Tinlin; Mr. Helmling responded that:

Originally six years ago, my one neighbor complained. I've worked for myself residential excavation, and I bring materials home off the jobs to repurpose that got me in trouble on the

one property. So, I now have a court injunction against the one property about even being allowed to recycle materials. And you guys all know, it's a state law that the county has to participate in recycling. We all pay for it, whether you do it or not. But I have an injunction against me about being allowed to do that. Trying to find attorneys, I've gone through so many to try and be able to put a stop to this. I have recently a few months ago hired a new attorney from Akron and I'm trying to pursue some other avenues. But I'm about broke, you know, it's taken all my funds. And I wanted to make sure I put my voice out there to everywhere I can, to see if there's something I'm overlooking. And that's why I stopped in today.

Commissioner Badalamenti stated that he doesn't have an answer and that they could check with the prosecutor's office to see if there is anything that has been overlooked.

Mr. Helmling mentioned that from his research, there are Ohio laws against nitpicking. There's a specific law for that. Bullying is another law. There's also good faith conduct. Because a lot of people tell him that he cannot sue the trustees and zoning. Which, is not true from Mr. Helmling's research. But it has proven difficult for Mr. Helmling to find an attorney to get the individuals to stop.

Commissioner Christian-Bennett verified that Mr. Helmling had recently hired a new attorney.

The attorney is Wesley Buchanan and was hired around 3 months ago.

Commissioner Badalamenti stated that they could check with the prosecutor's office.

Mr. Helmling confirmed that the prosecutor's office represents the townships and the Board of Commissioners.

Mr. Helmling stated that the since Rootstown lost the last judgement, they are using funds out of the Rootstown Township taxpayer's money to pay Attorney, Chad Murdoch just to come after him.

Commissioner asked if there was something that was being missed.

Mr. Helmling said that that there was a lot more to the issue and that he could be there all day explaining. He says that he dare not comply to their demands. He states that he does have a lot of items on the property, but Mr. Helmling did attend mediation, and participated in negotiations as to what would be removed. Then it was stated that the property was supposed to be emptied entirely and in the state that it was when Mr. Helmling purchased it. This is when Mr. Helmling stopped cooperating.

## **PROCLAMATION PRESENTATION: PORTAGE COUNTY WRESTLING STATE QUALIFIERS.**

Auditor, Matthew Kelly accepts Proclamations in honor of the three state champions, 17 boy qualifiers, 2 girl qualifiers, 2 girl runner ups and 9 state placers of Portage County for the 2023

**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; Mike Tinlin, Yea; Sabrina Christian-Bennett, Yea;

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**RESOLUTION NO. 23-0350 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1410, PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$29,187.98 for the month of June 2023 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$29,187.98

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 280000 – Transfer In

Project: NONE \$29,187.98

; 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:

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

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**RESOLUTION NO. 23-0351 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool 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 \$330,000.00 for SFY23 3rd Qtr Pynt#2 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$330,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$330,000.00

; 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 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:

Anthony J. Badalamenti, Yea;

Mike Tinlin, Yea;

Sabrina Christian-Bennett, Yea;

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**RESOLUTION NO. 23-0352**

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**RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES AND THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES**

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

**WHEREAS,**

the Portage County Department of Job & Family Services desires to engage in a Memorandum of Understanding with the Portage County Board of Developmental Disabilities that defines a system of intervention services and coordinated procedures to protect individuals with developmental disabilities in Portage County; and

**WHEREAS,**

the Memorandum of Understanding will be used to express a community commitment to respond to reports of abuse, neglect, and exploitation including misappropriation relevant to those individuals with developmental disabilities; 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 Portage County Board of Developmental Disabilities for an ongoing period; 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;                      Mike Tinlin, Yea;                      Sabrina Christian-Bennett, Yea;

\*                      \*                      \*                      \*                      \*

**RESOLUTION NO. 23-0353                      -                      RE:                      ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN NORTHEAST OHIO ADOPTION SERVICES (NOAS) AND THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES.**

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

- WHEREAS,**                      the Portage County Department of Job & Family Services desires to utilize the services of Wendy's Wonderful Kids Program as administered by Northeast Ohio Adoption Services to provide support in locating adoptive homes for children in foster care; and
- WHEREAS,**                      the Memorandum of Understanding will be used to detail the terms of the relationship between Portage County of Job & Family Services and Northeast Ohio Adoption Services; 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 Northeast Ohio Adoption Services for the period of July 1, 2023 through June 30, 2024; and be it further
- RESOLVED,**                      that the costs of these services are covered by the Dave Thomas Foundation; 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;                      Mike Tinlin, Yea;                      Sabrina Christian-Bennett, Yea;

\*  
RESOLUTION NO. 23-0354

\*  
RE: APPROVE PLANS AND SPECIFICATIONS  
AND SET DATE FOR ACCEPTING BIDS  
FOR THE STANLEY ROAD BRIDGE  
REPLACEMENT (WIN 153, CH 235), OVER  
MAHONING CREEK IN WINDHAM  
TOWNSHIP, PORTAGE COUNTY.  
\*

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

**WHEREAS,** the Portage County Engineer has determined it necessary to replace the **Stanley Road Bridge (WIN 153, CH 235)**, over Mahoning Creek in Windham Township, and

**WHEREAS,** plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

**RESOLVED,** that plans and specifications, as submitted, are approved for furnishing all labor, materials, and equipment necessary for the replacement of the **Stanley Road Bridge**, over Mahoning Creek in Windham Township, and be it further

**RESOLVED,** that sealed bids will be accepted by the Portage County Director of Internal Services' new location entrance off Chestnut Street, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M.**, Local Time, **July 26th, 2023**; and be it further

**RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **June 2, June 9** and **June 16, 2023** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners 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;

Mike Tinlin, Yea;

Sabrina Christian-Bennett, Yea;

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**Journal Entries:**

1. PCWR requests to start negotiations with Hasenstab Architects to develop a scope of services and associated design fee with the intent to enter into an architectural design services agreement to complete our project.

**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 resignation of Tim Stephens, JFS Custodial Worker, for Portage County Job & Family Services effective June 2, 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 three-day internal posting of bargaining position, for JFS Custodial Workers, 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**

4. Authorize the hire of Sheena Raab, Canvasser, Portage County Dog Warden. The tentative start date is Wednesday, May 31, 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. Approve anniversary/probationary step increase for the following non-bargaining employees:

*a. Patty Corley ~ Internal Services*

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

6. The Board of Commissioners signed the Satisfaction of Mortgage for D&A Limited Liability Corporation for \$300,000.00 (Instrument No. 201900061) 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:

7. Direct the Auditor's Office to pay/process the May 25, 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		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,141,082.44	(Includes late fees of: \$45.27)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$299,532.33	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$4,480.93	
Journal Vouchers totaling:	\$117,593.07	
Then and Now list totaling:	\$91,316.19	
Debt Service wire list:	\$1,091,247.73	
BWC Wires:	\$0	

8. Process the May 25, 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**

9. The Board of Commissioners acknowledged receipt of the May 23, 2023 Certificate of the County Auditor that the Total Appropriations from each fund **DO EXCEED** the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

10. The Board of Commissioners authorized Commissioner Anthony J. Badalamenti, President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 5 for the OPWC Project No. Newton Falls Bridge 126 Replacement, as presented by the County Engineer's Office.

**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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**Motion:** by Commissioner Tinlin, seconded by Commissioner Christian-Bennett that the Board adjourns the Meeting of **June 1, 2023 at 11:08 AM.**

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

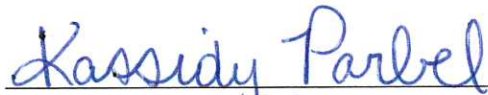
**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **June 1, 2023.**

  
Anthony J. Badalamenti, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Tinlin, Board Member

  
Cassidy Parbel, Clerk