



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 22, 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, Assistant Prosecutor Chris Meduri, and Barbara Tittle.

1. The Board of Commissioners approves the June 15<sup>th</sup> 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**

#### JOB AND FAMILY SERVICES

Present: Sue Brannon

#### PRESENTATION OF PROCLAMATION ELDER ABUSE AWARENESS

Presented to Sue Brannon

#### Resolution:

1. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 23-0383

#### DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

#### Discussion:

1. *DBFM Quarterly Update*

Director Jackie Petty started with a quarterly update from DBFM: We're working on the 2024 tax budget and we're in the final review stage. All the departments entered their proposals at the end of May and DBFM has been putting together that data for the past few weeks. The County Tax Budget should be posted by the end of this week for public review. Also, the legal

notice should appear in the Record Courier on Monday advertising the public hearing that is scheduled for July 6<sup>th</sup>. If everything goes as planned, it should be adopted by July 13<sup>th</sup> or July 25<sup>th</sup>. The department plans on focusing on appropriations after that.

On the grant side of the house, we brought the Grants Coordinator position under DBFM and are currently working on finding a good candidate. There haven't been a lot of candidates yet, only two (2). So, until a new Grant Coordinator is hired, the department is keeping up with the grant applications, the acceptance of awards and the logistics of setting the grants up. The next ARPA report will be submitted by the end of July. The majority of the food pantries have submitted all their paperwork, received their contracts and they're purchasing their food. Most of them are going to be submitting for reimbursement soon. There are a few that haven't submitted their paperwork yet, but the consultant is going to circle back with them this week, just to see what's going on and if they're still in need of money. Commissioners Badalamenti and Tinlin wanted to confirm that everything was going okay and asked how many food pantries, total were involved. Director Petty answered, twelve (12).

Director Petty continued as for the fleet management; Gerry Lower is doing an excellent job with taking on a fleet analysis. She's also taken on the titles and the plates. She was already doing the gas cards. All things vehicle related are now under our purview. To alleviate any confusion, an update will be sent to all the departments to let them know that DBFM is now the point of contact for vehicles. We met with Enterprise last week to do an annual review. It was good and I think we're developing a strong relationship with Jenny at Enterprise. We work closely with her and she's really wanting to help us optimize that program. We are doing a lot of reviews with her, and I think in the near future, we're going to expand the meetings so Jenny can meet with each department coordinators, and we can all get on the same page concerning the goal with the program and how it can be better. Commissioner Christian-Bennett agreed that it would be good to help the departments utilize the program.

Commissioner Badalamenti clarified that before, all correspondence had been handled strictly out of our office and now communications will either go to a department head or one of the directors of the departments. Will they be able to speak directly with Enterprise?

Director Petty said that DBFM will be dealing with Enterprise directly but at least there will be a coordinator in the department. Jenny at Enterprise feels that there has been confusion in some of the departments for accessing the system. She has not seen many departments logging in to check to see what conditions their vehicles are in and what the mileage is. She wants them to be aware if they are not and to utilize it.

Commissioner Christian-Bennett agrees that it is a good idea to have a refresher course, since the program has been in place for two or three years now. She also agrees that there should only be one or two people that deal directly with Enterprise. There is going to be an opportunity for the responsible parties of the fleet, and those that do the requests for each individual; either elected official or department, to have a chance to sit down with a member of DBFM and Enterprise to go over some of the highlights of the program that have fallen by the wayside or may have been lost in transition.

Director Petty states when we were looking in the system, it was noticed that the last time an assigned person had logged in, was a year or two ago and in some instances was a different person that is no longer in that position. She feels that if they can get everybody back up and running and familiarize them with the system then it would be beneficial. Commissioner Christian-Bennett agrees that it would help with requests coming to DBFM or bring an understanding of why other requests may not be achievable.

Director Petty continued with the departmental updates with an update on utilities. With utilities, we're preparing for assessments in September but we're going to be going over the data in July and August. Since this is my first time encountering that, I will be taking my time.

## *2. Sheriff Fleet Vehicle Donation and Trade-In Review*

Director Petty started with her second discussion topic with background from the June 15<sup>th</sup> Board of Commissioners meeting. The request was brought up to donate a vehicle to the Noble County Sheriff's Department. Director Petty was going to communicate with Enterprise as to what that would do to the lease costs. She presented a brief analysis of the numbers and the different options. While the analysis was being performed, another request came up, to keep two (2) Chevy Tahoe's, that were a part of the same trade-in with Enterprise. The idea of keeping them would be exclusively for high-speed training within the department. With the trade-in deal with Enterprise, the Sheriff's Department already traded a Kia Sportage, meant for the deal, to another dealer and they wanted to keep a Ford Interceptor. To make up that difference, we were considering trading in a 2020 Chevy Tahoe, making it a wash. So, the first scenario is that, plus donating the Ford Explorer to Noble County, the result of that is pretty much negligible. As far as the impact costs on the lease amounts, they really wouldn't change significantly. Commissioner Christian-Bennett asked it was known how much or approximately? Around \$40.00 states Director Petty. Commissioner Badalamenti noted that it might be slightly different. Director Petty states that was negligible. That is with the donation of the Ford Explorer. She continued that scenario two, is the same as scenario one; but without the donation; so, money would be saved. The Commissioner's agreed that the savings was insignificant.

The third scenario, is the Kia Sportage trade in, keeping the Ford Interceptor, trading the Chevy Tahoe, and then donating the Ford Explorer. But then also keeping the two (2) Chevy Tahoe's that were slated to be traded. The two (2) Chevy Tahoe's were significant value in the original lease/trade deal. The trade in value goes from between \$44,000-\$48,000 down to \$8,000. Across the term of 48 months, the cost would be about \$55,000. If we kept those out of this trade-in, that would result in keeping the savings for the Chevy Tahoe's that are now being brought on board. The additional monthly cost is about \$1,100 to \$1,200 added on to the lease cost. Commissioner Badalamenti asked if it was in the budget? Director Petty stated if you look at it monthly, their current budget could afford it for this year, but I don't think it's the most cost-effective option for the program.

Commissioner Badalamenti continued this is probably one of the only things I've consistently been involved with for the last two and a half years. The way it was sold to us is, that each year, because we had decent cars we would be trading in, the county would eventually start



saving money by taking these cars out of circulation, while they were still in good shape, so we can get some residual. I'm having a hard time with that thought process and the change of that thought process. Because I wasn't the one that came up with that idea or anybody on the board. So, the understanding is, the first year that we're going to see this difference we are making a change to that and it bothers me. Director Petty stated, I don't know that I can really quantify what would have been saved. You can show the additional cost, but what would have been saved if we kept everything as it was?

Commissioner Christian-Bennett directed a question toward Commissioner Tinlin. What is from keeping them from utilizing the vehicles that they drive on an everyday basis, because he has been given around seventy (70) cars since the Sheriff took office. I mean, I understand the Chevy Tahoe's, because that's what they drive on a regular basis. But what is keeping them from training in the cars they drive daily?

Commissioner Tinlin gave his opinion, I'm going to use a term wear and tear. I've had classes out at Nelson raceway. When the vehicles are exposed to those extreme conditions the breaks on the car and tires heat up so you would have to park them for a few minutes. Commissioner Badalamenti asked: How many days does a set of brakes and tires last with that kind of training? Commissioner Tinlin answered that you would go through a set in about a week. Not so much the tires but definitely the brakes, because of the high performance the vehicles are exposed to. Commissioner Christian-Bennett mentioned OPOTA where their cars are used, as well as the OSP where they train down in Mid-Ohio and make use of their cars.

Commissioner Tinlin states his response to that is you've got X number of deputies two (2) hours on the road one way. When they are here, in the event that there is an issue that requires a response; they have the ability to respond from Nelson. And that's normally what they do. An example of purchasing bullets for the deputies to train with. He says that it is all a cost factor. If the decision is made to put it off and work it into the budget for next year, he is okay with that, but he feels that a resource should be provided for the department to practice and train. In the event we have a misfortunate incident, it can be shown that they have been trained, and that is what they do, they train on everything.

Commissioner Badalamenti asked Commissioner Tinlin to expand on a previous conversation they had regarding events, where troopers or emergency personnel are coming from different directions and almost run into one another trying to come in to help somebody. Commissioner Tinlin responded from his past experience saying I used to teach Emergency Operation. I have videotapes with vehicles responding, where a firetruck is coming, ambulances are coming from one way, police cars coming from another direction. They don't know what's happening and they have to be able to react to that. I have a video from an incident in Hudson where one of my police cars almost T-boned a firetruck. There are different scenarios, and that's the type of thing that they are going to work on. You can't train for every incident. But you can train for a lot of them, I feel it's important. We tried to get it through this last deal. If it doesn't work, we'll just keep trying. What we want to do is to be able to say we're training, we're constantly training. From what I see, the training at the Sheriff's Office is second to none, and that's my opinion.

Commissioner Badalamenti stated that they have made great changes in the last two and half years. Commissioner Christian-Bennett states that the issue is not whether or not they want them to have training; it's an issue of losing \$55,000 or if we want them to do what most of the other departments do and go to the training where they provide the cars, with the wear and tear the training cars versus our cars. As far as going to training and being able to respond, every week I sign numerous travel forms for the Sheriff's Deputies to go to Columbus and all over the state and outside of the state for training, that's not as much of a concern for me, because if they're training, they're off the clock. Mid-Ohio is not that far for us to train, and I would rather have the savings. But I agree they have to have training. Speaking to several of the other police officials throughout the County, they say that's one of the things that they need more training on, the high-speed pursuits. But they don't really want us in high-speed pursuits because it never turns out well. In the other scenarios you have people racing with little communication and so I think we're all on board that we want training in these scenarios. I think it's a good idea on the Sheriff's behalf to pursue training, because when you're monitoring state highways, and the turnpike, that's where a lot of that ends up. Let alone if they get one that goes through Aurora or Streetsboro, that's a little more challenging because of the traffic. I think the current issue here is whether we want to take our savings, that we should be seeing by keeping these two trade-ins, versus just having them go to training; where they can actually utilize someone else's car and contribute to the wear and tear on it.

Commissioner Tinlin responded that he agrees with Commissioner Christian-Bennett to a point. He explained that when officers go to training, it's about detection or fingerprints, and when you're talking to other departments, they have 10 or 15 Officers. But when you're talking about a department that is the size of our Sheriff's Office, you can't send 10 guys down to Mid-Ohio due to rotation, shift schedules and the shifts being unable to work together. I want to see it happen where we can send more but it doesn't have to happen right now. Let's push it on and see what we can do.

Now, let me just talk about the donated vehicle. Buckeye State Sheriffs Association is probably one of the largest organizations of Law Enforcement around with the 88 Counties in the State of Ohio. I can go in my office right now, pick up the phone and call any Sheriff of any of those 88 Counties and tell them we need this, our Sheriff's Office needs this and they get it done, that's how they operate. We've received things from other Sheriff's in the State. It's important to fellow Law Enforcement, it's important to fellow Sheriff's Offices. I just think it's a necessity that we should move forward with.

Commissioner Badalamenti agrees and states that Portage County has been on the other side of this, and this is the first time in a long time that Portage County is able to give rather than receive. Commissioner Christian-Bennett adds that she recalls when Summit County donated the MARCS Radios to Portage County that have recently been donated to another department. For the record, Commissioner Christian-Bennett wanted to make aware that she was speaking to a department with 300 deputies. For the record she doesn't want assumptions to be made that it was a small department with only 10 or 15 deputies that she was communicating with. Commissioner Badalamenti states that he feels the process is that the donation goes through and the other may be held off for a year; get the training and work it into next year's budget. Commissioner Tinlin states that every department trains differently.

Director Petty asks the Commissioners if they would like her to explore more options with Enterprise, for the possibility of a vehicle or two for this training. If there is a way to do it other than through leasing. Commissioner Christian-Bennett commented that the first year the program was used the County saved around \$200,000 because of the mileage amounts put on the cars. They are not worth trading in after two or three years. That's why the decision was made to lease every two to three years, as well as for the safety of the Deputies. She says that Director Petty can look into it, but she doesn't know how it would work. Maybe a similar budget is done for detective and undercover cars. Director Petty said that they could explore different ways to buy or obtain a vehicle. The resolution for the donation is brought forward and the resolution is passed. Listed as Resolution #23-0394

### Journal Entries:

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

1. Direct the Auditor's Office to pay/process the June 15, 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	\$3,965,292.25	(Includes late fees of: \$0)
ACH/Neil Group of	\$157.54	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$88,389.98	
Medical Mutual Claims of	\$314,194.92	
Medical Mutual Flex Admin of	\$1,137.75	
Medical Mutual Flex Claims of	\$4,085.57	
Journal Vouchers totaling:	\$1,616.39	
Then and Now list totaling:	\$2,759,891.40	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the June 15, 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. Declare obsolete and authorize the Donation of Portage County Sheriff's Office property to Noble County Commissioners./Resolution No. 23-0394
2. Declare Obsolete and Authorize the Trade-In of Four (4) Vehicles from the Portage County Sheriff's Department. /Resolution No. 23-0384

### **INTERNAL SERVICES**

Present: Interim Director Shannon Kautzman

#### **Discussion:**

##### *1. Project Updates*

Interim Director Shannon Kautzman started with an update on the generator for the administration building. The generator has finally been ordered but it is going to be a year before it is available.

The Building Department is requesting to close in their lobby. This would be similar to what happened on the 7<sup>th</sup> floor. The quote received came in at \$16,521. It is in the budget under maintenance expenses, and Interim Director Kautzman is mentioning it to the Board, to see if it is something that they would like her to pursue, or what their opinions are on the request. Commissioner Christian-Bennett asked what the urgency was, is it something that they prefer to be done as soon as possible? Commissioner Badalamenti commented that out of all the departments the Building Department is the most exposed to the public, and it was also mentioned that they deal with cash as well. Interim Director Kautzman is moving forward.

The Annex Building update consists of having a bid date of July 26<sup>th</sup>. It is a little different due to the occupancy permits that needed to be obtained.

The Engineer's past site, a letter has been submitted and it is requested that one more test be performed before they can move forward. Commissioner Christian-Bennett asked why this process has taken so long. Interim Director Kautzman stated that she can only answer for when she started being involved and she is not familiar with the beginning of the project. Hopefully, this is it the last thing to need and the sign off will be from BUSTR after they receive the documentation from Emerald Environmental.

The Prosecutor's Office update consists of pulling one (1) of the granite panels off and it is difficult. Due to the application process that was used i.e. spray foam. There is a contingency in the contract and the panels are adding time that wasn't originally accounted for. The

windows were only sealed from the inside, not the outside and were leaking. This has also added work but is being repaired.

The Ravenna Courthouse parking lot should be finished at the end of July or the beginning of August contingent on the weather.

The Probate Court has an award recommendation for Apex Construction, with an additional furniture expense but the budget will not be exceeded. There is a cost analysis for the carpet replacement in other Judge's areas. The request was made last year to be completed this year. This will be deducted from the maintenance cost expense.

**Resolutions:**

1. The Board of Commissioners approves the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of Project No. SH-2 (23-010), Bolingbrook WWTP Sludge Tank Replacement, in the Portage County Regional Sewer District, Shalersville Township./Resolution No. 23-0385
2. The Board of Commissioners approves the plans, specifications, and estimate of cost and setting the date and time for acceptance of bids for the construction of Project No. MV-0 (23-130), Mantua WWTP Clarifier Covers, for the Portage County Water Resources Department./ Resolution No. 23-0386
3. The Board of Commissioners accepts and awards the bid for the Portage County Emergency Operations Center – Additions and Renovations./ Resolution No. 23-0387
4. The Board of Commissioners accepts and awards the bid for the Portage County Probate Court Renovation./Resolution No. 23-0388
5. The Board of Commissioners agrees to enter into an agreement with Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division./ Resolution No. 23-0389
6. The Board of Commissioners agrees to enter into an agreement with the Portage County Child Support Enforcement Agency and Portage County Clerk of Courts-Domestic Division./ Resolution No. 23-0390
7. The Board of Commissioners agrees to enter into a renewed agreement via a Memorandum of Understanding with Job & Family Services, County Commissioners' Association of Ohio Service Corporation (CCAOSC), West Publishing Company, and the Ohio CSEA Directors' Association for Clear Location Services./Resolution No. 23-0391
8. The Board of Commissioners agrees to award and enter into contract with Matt Winters Excavation, LLC for the CDBG (BX-21-1CJ-1) Maple Grove Waterline and Sidewalk Replacement Project, Windham Village./ Resolution No. 23-0392



## HUMAN RESOURCES

Present: Director Tami Soltis

Director Soltis wanted to mention that the pay raise that was approved at the June 15<sup>th</sup> meeting for Heather Echelberry and Susan Lynn was due to refactoring their jobs.

### 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. Authorize the hire of Theresa Hood, JFS Custodial Worker, Portage County Job & Family Services. The tentative start date is Monday, June 26, 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**

2. Revised the previous Journal Entry from June 15, 2023, to state authorize a pay raise based upon refactoring of jobs for Heather Echelberry and Susan Lynn.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

*a. Kayleigh Shaeffer ~ Records Center*

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

## EXECUTIVE SESSION

9:41 AM In accordance with the Ohio Revised Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending court action. Also Present: Assistant Prosecutor, Chris Meduri, County Administrator, Michelle Crombie, and Director of Human Resources, Tami Soltis. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

10:03 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Anthony J. Badalamenti, Yea; Mike Tinlin, Yea; Sabrina Christian-Bennett, Yea;

After exiting executive session, the Board took no action.

#### **RECESS at 10:03 AM**

#### **RECONVENE at 10:09 AM**

#### **EXECUTIVE SESSION**

10:09 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the employment or dismissal, of a public employee. Also present: County Administrator, Michelle Crombie and Director of Human Resources, Tami Soltis. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

10:16 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Anthony J. Badalamenti, Yea, Mike Tinlin, Yea; Sabrina Christian-Bennett, Yea; After exiting executive session, the Board took no action.

#### **COUNTY ADMINISTRATOR**

Present: Michelle Crombie

#### **DISCUSSION:**

County Administrator, Michelle Crombie wanted to give a quick update on the Airport Manager Position and the job description. It is an all-inclusive position. The description mentions strategic planning and assisting with the advisory board, as well as many other duties. The pay grade is a pay grade 20 which means it would fall between \$79,951 through \$119,898. On higher level positions the pay range is generally posted. Administrator Crombie suggests going ahead with the posting without putting an end date and listing it as open until filled.

Commissioner Christian-Bennett mentioned that the position needed to be re-factored. Administrator Crombie stated that it had been factored at a lower level; grade 18. There is a new factoring guideline and the position factored higher, it is no longer based upon education. Commissioner Christian-Bennett stated that she has received information that it may be 3-4 months to hire someone for this position.

#### **Journal Entries**

1. The Board of Commissioners approves the new Airport Manager job description for the Portage County Airport.

**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 agrees to authorize the external posting of the full-time Airport Manager for the Portage County Airport.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

County Administrator, Crombie added another update. Assistant Prosecutor Meduri is moving along with the conveyance fee and the title search. The conveyance agreement should be complete by the end of next week. The resolution was passed regarding a January date. This date was only a placeholder. It was asked as to whether the Commissioners requested that the date change? Commissioner Badalamenti would like to plan to be completed with the process by the end of September, going into the new year with it already resolved. Commissioner Christian-Bennett stated that a purchase contract needs to be in place for the FBO. That is totally separate from the airport property. The individual is getting frustrated.

That should be a part of the conveyance agreement, according to Chris Meduri, states Administrator Crombie. Once they are in place, then the processes can start the FBO. The urgency in getting the documents in order was mentioned and Administrator Crombie said that she would follow up with Chris Meduri.

## **MISCELLANEOUS**

### **Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of May 2023 as presented by the County Treasurer and County Auditor.

**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 acknowledged receipt of the Portage County RLF Balance Sheet dated May 31, 2023 as presented by Neighborhood Development Services.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

3. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transportation of Prisoners Report for May 2023 as presented by the Portage County Sheriff's Office.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

4. The Board of Commissioners acknowledged the receipt of the June 15, 2023 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the Primary Election on Tuesday, August 8, 2023 as follows:

Monday, July 10: <u>(voter registration deadline)</u>	4:30 p.m. – 9:00 p.m.
Tuesday, July 11 – Friday, July 14:	4:30 p.m. – 5:00 p.m.
Monday, July 17 – Friday, July 21:	4:30 p.m. – 5:00 p.m.
Monday, July 24 – Friday, July 28:	4:30 p.m. – 5:00 p.m.
Monday, July 31:	7:30 a.m. – 7:30 p.m.
Tuesday, August 1:	7:30 a.m. – 8:30 p.m.
Wednesday, August 2 – Friday, August 4:	7:30 a.m. – 7:30 p.m.
Saturday, August 5:	8:00 a.m. – 4:00 p.m.
Sunday, August 6:	1:00 p.m. – 5:00 p.m.
Tuesday, August 8:	6:30 a.m. – 8:00 am; and 4:30 p.m. – Until election complete

In addition, the Board of Elections will be open beyond regular business hours to conduct Election Official Training on the following dates and times:

Thursday, July 6:	5:00 p.m. – training is complete (8:30 p.m.)
Saturday, July 8:	8:30 a.m. – training is complete (12:30 p.m.)
Thursday, July 13:	5:00 p.m. – training is complete (8:30 p.m.)
Saturday, July 15:	8:30 a.m. – training is complete (12:30 p.m.)
Thursday, July 20:	5:00 p.m. – training is complete (8:30 p.m.)

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

5. The Board of Commissioners authorizes President Anthony J. Badalamenti to sign the subgrant award agreement number 2022-WF-VA2-8222 from Ohio Department of Public Safety, Title: Domestic Violence Project in accordance with the provisions of The Violence Against Women Act (VAWA), as requested by the Prosecutor's Office and previously accepted via Resolution 23-0145.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**



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

**Resolutions:**

Commissioner Badalamenti questioned and commented on the following resolution. When he read Theresa Nielsen's qualifications, she mentions that if there is ever a time that the PARTA Board has to have a tax, then she will have to resign from her position. He wonders if that is a good thing to appoint someone who may not be able to be there the whole time and possibly have to resign if there is a tax issue. Commissioner Christian-Bennett and Commissioner Badalamenti make note of how the problem aligns with there already being an ongoing tax.

Commissioner Badalamenti points out the comment that is listed at the end of Theresa Nielsen's application. He reiterates the question as to PARTA being run by tax dollars and if you are saying that you have to resign, if there is another issue to receive the tax dollars; then is that the right person to be on PARTA's board?

Commissioner Christian-Bennett asked if they should table the discussion until some questions are answered. Commissioner Tinlin recommends reading the resolution and mentions that there is a lot of correspondence included with the resolution. Commissioner Badalamenti states that Theresa Nielsen is highly qualified but a board member that cannot stay the board and help the process of a tax levy is not a good board member.

1. The Board of Commissioners approves the appointment of Theresa Nielsen to the Portage Area Regional Transit Authority (PARTA) Board of Trustees representing the north section of Portage County. /Resolution No. 23-0393.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

**Roll Call Vote: Commissioner Christian-Bennett, Nay; Commissioner Tinlin, Nay; Commissioner Badalamenti, Nay;**  
***Resolution dies due to UNANIMOUS DISSENT***

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**RESOLUTION NO. 23-0383**

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**RE: TRANSFER FROM FUND 1413, WIA 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 JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff costs paid out of the Public Assistance Fund; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$22,527.62 for April Adj#2, May Adj#1 and June 2023 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**FUND 1413, JFS WIA FUND

ORGCODE – 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258	\$ -0-
Project 3B278	\$ -0-
Project 3A259	\$ 7,343.55
Project 3B259	\$ 2,184.07
Project 3B277	\$ -0-
Project 3D278	\$ -0-
Project 3A225	\$ 13,000.00

**TO:**FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE – 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$ 22,527.62

; 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;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0384**

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**RE: DECLARE OBSOLETE AND AUTHORIZE  
THE TRADE IN OF FOUR (4) VEHICLES**

**FROM THE PORTAGE COUNTY SHERIFF'S  
DEPARTMENT**

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

**WHEREAS,** that the Portage County Sheriff's Department has determined that (4) vehicles are not needed for public use, are obsolete, or unfit for the use for which they were acquired; now therefore be it

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12(G), the Board of County Commissioners authorizes the request to trade-in the following vehicles to Enterprise Fleet Management and to have the sale price credited towards vehicle leases with Enterprise Fleet Management as approved on Resolution No. 22-0666:

**2018 Ford Explorer, VIN #1FM5K8AR3JGC56178  
2018 Ford Explorer, VIN #1FM5K8AR3JGC56181  
2015 Ford Explorer, VIN #1FM5K8AR8FGB51515  
2017 Ford Explorer, VIN #1FM5K8AR1HGC26039**

; and be it further

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0385      -      RE:      APPROVING THE PLANS, SPECIFICATIONS  
AND ESTIMATE OF COST, AND SETTING  
THE DATE AND TIME FOR ACCEPTANCE  
OF BIDS FOR THE CONSTRUCTION OF  
PROJECT NO. SH-2 (23-010),  
BOLINGBROOK WWTP SLUDGE TANK**

**REPLACEMENT, IN THE PORTAGE COUNTY  
REGIONAL SEWER DISTRICT,  
SHALERSVILLE TOWNSHIP.**

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

- WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,** set forth by Resolution 23-0077, adopted February 2, 2023, it has become necessary for the Portage County Water Resources department to seek authorization to approve plans, specifications, estimate of cost, and setting the date and time for acceptance of bids for the construction of project no. SH-2 (23-010), Bolingbrook WWTP Sludge Tank Replacement, herein referred to as the "PROJECT": and
- WHEREAS,** the PROJET is necessary because the two (2) existing steel aeriated sludge holding tanks at the Bolingbrook WWTP have exceeded their useful working life and degraded to a point beyond simple repair; and
- WHEREAS,** the PROJECT is necessary to maintaining and operating the wastewater system; and
- WHEREAS,** the PROJECT is consistent with the amended general plan of Portage County Sewer District; and
- WHEREAS,** copies of said plans, specifications and estimate of cost are on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:
- RESOLVED,** that said authorization to prepare plans, specifications, and estimate of cost for said PROJECT is hereby given.
- RESOLVED,** sealed proposals will be received at the office of the Portage County Director of Internal Services, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio, until 2:30 PM on Wednesday, August 2, 2023, at which time and place the proposals will be opened and read to the public in the Lobby of the building entrance off Chestnut Street.
- RESOLVED,** that the Notice of receiving bids shall be posted in the Record Courier on July 5, 2023, and July 12, 2023. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under



county bid notices.

**RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services, and the Department of Budget and Finance Management; and be it further

**RESOLVED,** that it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0386          -          RE:    APPROVING THE PLANS, SPECIFICATIONS, AND ESTIMATE OF COST AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. MV-0 (23-130), MANTUA WWTP CLARIFIER COVERS, FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.**

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

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

**WHEREAS,** Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and

**WHEREAS,** Resolution No. 20-0809, adopted December 17, 2020, Portage County became the owner and operator of the Village of Mantua Public Sewer System; and

**WHEREAS,** set forth by Resolution 23-0277 adopted April 27, 2023, it has become necessary for the Portage County Water Resources department to seek authorization to approve plans, specifications, estimate of cost, and setting the date and time for acceptance of bids for the construction of project no.

MV-0 (23-130), Mantua WWTP Clarifier Covers, herein referred to as the "PROJECT"; and

- WHEREAS,** the PROJECT is necessary to improve the efficiency, prolong the useful life of equipment, and reduce maintenance and chemical costs at the plant; and
- WHEREAS,** the PROJECT is consistent with the amended general plan of Portage County Sewer District; and
- WHEREAS,** copies of said plans, specifications, and estimate of cost are on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it,
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:
- RESOLVED,** that said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.
- RESOLVED,** sealed proposals will be received at the office of the Portage County Director of Internal Services, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio, until 2:00 PM on Wednesday, August 2, 2023, at which time and place the proposals will be opened and read to the public in the lobby of the building entrance off Chestnut Street.
- RESOLVED,** that the Notice of receiving bids shall be posted in the Record Courier on July 5, 2023, and July 12, 2023. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under county bid notices.
- RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services and the Department of Budget and Financial Management; and be it further
- RESOLVED,** that it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0387**

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**RE: ACCEPT AND AWARD THE BID FOR THE  
PORTAGE COUNTY EMERGENCY  
OPERATIONS CENTER – ADDITIONS AND  
RENOVATIONS.**

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

- WHEREAS,** five (5) bids for the Portage County Emergency Operations Center – Additions and Renovations were received, tabulated and recorded on May 31<sup>st</sup>, 2023; and
- WHEREAS,** upon review of the bids received, it is the recommendation of Hasenstab Architect, Inc. and Portage County Interim Director of Internal Services that the Portage County Board of Commissioners accept the bid received from Summit Construction be accepted; now therefore be it
- RESOLVED,** that the Board of County Commissioners agree to enter into a contract with Summit Construction, 1095 Home Avenue, Akron, OH 44310 in the amount not to exceed Three Million Five Hundred Fifty Thousand Dollars (\$3,550,000.00); 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. 23-0388**

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**RE: ACCEPT AND AWARD THE BID FOR THE  
PORTAGE COUNTY PROBATE COURT  
RENOVATION**

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

- WHEREAS,** one (1) bid for the Portage County Probate Court Renovation was received, tabulated and recorded on May 24<sup>th</sup>, 2023; and
- WHEREAS,** upon review of the bids received, it is the recommendation of DS

Architecture and Portage County Interim Director of Internal Services that the Portage County Board of Commissioners accept the bid received from Apex Construction & Management Co, Inc. to be accepted; now therefore be it

**RESOLVED,** that the Board of County Commissioners agree to enter into a contract with Apex Construction & Management Co., Inc., 24381 Aurora Road, Unit A-6, Bedford, OH 44146 in the amount not to exceed Two Hundred Fifty-Seven Thousand Two Hundred Fifty Dollars (\$257,250.00); 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 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. 23-0389                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY AND THE  
PORTAGE COUNTY PROSECUTOR'S IV-D  
INVESTIGATIVE SUPPORT DIVISION.**

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

**WHEREAS,** the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Prosecutor's IV-D Investigative Support Division, and

**WHEREAS,** it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's Office that IV-D Investigative Support Division services shall be purchased at the rate of Sixty-six 33/100 dollars (\$66.33) per hour, not to exceed Two hundred sixty thousand ten and 90/100 dollars (\$260,010.90);

**WHEREAS,** the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division; now therefore be it



- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division at the rate of Sixty-six 33/100 dollars (\$66.33) per hour, not to exceed Two hundred sixty thousand ten and 90/100 dollars (\$260,010.90); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1414; and be it further
- RESOLVED,** that the term of this agreement shall be from July 1, 2023 through June 30, 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 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. 23-0390          -          RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY AND PORTAGE  
COUNTY CLERK OF COURTS-DOMESTIC  
DIVISION**

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

- WHEREAS,** the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Clerk of Courts – Domestic Division; and
- WHEREAS,** it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Clerk of Courts that Clerking Services shall be purchased at the rate of Seven and 48/100 dollars (\$7.48) per filing, not to exceed Ninety three thousand five hundred five and 45/100 dollars (\$93,505.45);
- WHEREAS,** the IV-D Contract will be used to detail the terms of the relationship

between the Portage County Child Support Enforcement Agency and Portage County Clerk of Courts – Domestic Division; now therefore be it

- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Clerk of Courts – Domestic Division at the rate of Seven and 48/100 dollars (\$7.48) per filing, not to exceed Ninety three thousand five hundred five and 45/100 dollars (\$93,505.45); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1414; and be it further
- RESOLVED,** that the term of this agreement shall be from July 1, 2023 through June 30, 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 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. 23-0391      -      RE:    ENTER INTO A RENEWED AGREEMENT  
VIA A MEMORANDUM OF  
UNDERSTANDING ON BEHALF OF  
PORTAGE COUNTY JOB AND FAMILY  
SERVICES, BETWEEN COUNTY  
COMMISSIONERS' ASSOCIATION OF OHIO  
SERVICE CORPORATION (CCAOSC), WEST  
PUBLISHING COMPANY, AND THE OHIO  
CSEA DIRECTORS' ASSOCIATION FOR  
CLEAR LOCATION 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 renewed agreement via a Memorandum of Understanding with the County Commissioners Association of Ohio Service Corporation

(CCAOSC), West Publishing Company, and the Ohio CSEA Directors' Association for Clear location services,

**WHEREAS,** the agreement would be for a period of June 1, 2023 through May 31, 2025 and would allow 14 agency users to access location services for non-custodial parents associated with cases in each of the four divisions of Portage County Job and Family 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 the County Commissioners Association of Ohio Service Corporation (CCAOSC), West Publishing Company, and the Ohio CSEA Directors' Association for Clear location services,

**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. 23-0392          -          RE:    AWARD AND ENTER INTO CONTRACT  
WITH MATT WINTERS EXCAVATION, LLC.  
FOR THE CDBG (BX-21-1CJ-1) MAPLE  
GROVE WATERLINE AND SIDEWALK  
REPLACEMENT PROJECT, WINDHAM  
VILLAGE**

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

**WHEREAS,** official Bid forms and specifications were requested from five (5) contractors and one (2) plan houses for the Maple Grove Waterline and Sidewalk Replacement Project located on Maple Grove Road in the Village of Windham; and

**WHEREAS,** two (2) bids were received for the Maple Grove Waterline and Sidewalk Replacement Project, opened and tabulated by the Department of Internal Services on June 14, 2023; and

- WHEREAS,** upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the CDBG Specialist that the bid of Matt Winters Excavation, LLC. be accepted as the lowest and best bid received; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners enter into a contract with Matt Winters Excavation, LLC., 3310 Kent Road, Suite 6, Stow, Ohio 44224 in the amount of Four Hundred Thirty-Nine Thousand Four Hundred Sixty-Five Dollars and 00/100 (\$439,465.00); and be it further
- RESOLVED,** that 2021 CDBG, Critical Infrastructure Program funds will be utilized for this project; 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. 23-0393

RE: APPOINTMENT OF THERESA NIELSEN TO THE  
PORTAGE AREA REGIONAL TRANSIT AUTHORITY  
(PARTA) BOARD OF TRUSTEES REPRESENTING  
THE NORTH SECTION OF PORTAGE COUNTY.

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

**WHEREAS,** Members of the PARTA Board of Trustees shall be appointed by the political subdivisions creating the Authority, pursuant to Ohio Revised Code Section 306.30; and

**WHEREAS,** Resolution No. 01-405, restates the documentation providing for PARTA and amends it to include the cities of Aurora and Streetsboro and Section 3 defines the Board of Commissioners shall have three representatives, and Resolution 07-810 re-states the residency requirements for those three appointees as being one each from the northern, middle, and southern areas of the county, now therefore be it

**RESOLVED,** that the Board of Commissioners appoints the following to represent the North Section of the County to a three (3) year term beginning July 1, 2023 and expiring June 30, 2026:

Theresa Nielsen  
ntaadd@yahoo.com  
(30) 442-5095

; 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 these 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, Nay;

Sabrina Christian-Bennett, Nay;

Mike Tinlin, Nay;

The foregoing is a true and correct copy of a resolution brought to the Board of Commissioners of Portage County on June 22, 2023 and appearing upon the official records of said Board, Volume 100.

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RESOLUTION NO. 23-0394

RE: DECLARE OBSOLETE AND AUTHORIZE  
THE DONATION OF PORTAGE COUNTY  
SHERIFF'S OFFICE PROPERTY TO NOBLE  
COUNTY COMMISSIONERS

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

- WHEREAS,** that the Portage County Sheriff's Office has a K-9 vehicle which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, is declared as such and can be donated according to O.R.C. 307.12; and
- WHEREAS,** pursuant to O.R.C. 307.12(D) the Board of County Commissioners may donate personal property, including a motor vehicle, to another political subdivision, which includes such a donation to another County's Board of Commissioners and to be used as they deem appropriate; now therefore be it
- RESOLVED,** that the Board of County Commissioners authorizes the donation of the following item to the Noble County Board of Commissioners:
- 2016 Ford Explorer, VIN 1FM5K8AR0GGA28793**
- ; 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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**Journal Entries:**

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

1. Direct the Auditor's Office to pay/process the June 15, 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		
<u>County Funds: (0001 – 8399)</u>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$3,965,292.25	(Includes late fees of: \$0)
ACH/Neil Group of	\$157.54	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$88,389.98	
Medical Mutual Claims of	\$314,194.92	
Medical Mutual Flex Admin of	\$1,137.75	
Medical Mutual Flex Claims of	\$4,085.57	
Journal Vouchers totaling:	\$1,616.39	
Then and Now list totaling:	\$2,759,891.40	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the June 15, 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**

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:

3. Authorize the hire of Theresa Hood, JFS Custodial Worker, Portage County Job & Family Services. The tentative start date is Monday, June 26, 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. Revised the previous Journal Entry from June 15, 2023, to state authorize a pay raise based upon refactoring of jobs for Heather Echelberry and Susan Lynn.

**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. *Kayleigh Shaeffer ~ Records Center*

**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 acknowledged receipt of the Portage County Investment Reconciliation for the month of May 2023 as presented by the County Treasurer and County Auditor.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

7. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated May 31, 2023 as presented by Neighborhood Development Services.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

8. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transportation of Prisoners Report for May 2023 as presented by the Portage County Sheriff's Office.

**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 the receipt of the June 15, 2023 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the Primary Election on Tuesday, August 8, 2023 as follows:

Monday, July 10: <u>(voter registration deadline)</u>	4:30 p.m. – 9:00 p.m.
Tuesday, July 11 – Friday, July 14:	4:30 p.m. – 5:00 p.m.
Monday, July 17 – Friday, July 21:	4:30 p.m. – 5:00 p.m.
Monday, July 24 – Friday, July 28:	4:30 p.m. – 5:00 p.m.
Monday, July 31:	7:30 a.m. – 7:30 p.m.

Tuesday, August 1:	7:30 a.m. – 8:30 p.m.
Wednesday, August 2 – Friday, August 4:	7:30 a.m. – 7:30 p.m.
Saturday, August 5:	8:00 a.m. – 4:00 p.m.
Sunday, August 6:	1:00 p.m. – 5:00 p.m.
Tuesday, August 8:	6:30 a.m. – 8:00 am; and 4:30 p.m. – Until election complete

In addition, the Board of Elections will be open beyond regular business hour to conduct Election Official Training on the following dates and times:

Thursday, July 6:	5:00 p.m. – training is complete (8:30 p.m.)
Saturday, July 8:	8:30 a.m. – training is complete (12:30 p.m.)
Thursday, July 13:	5:00 p.m. – training is complete (8:30 p.m.)
Saturday, July 15:	8:30 a.m. – training is complete (12:30 p.m.)
Thursday, July 20:	5:00 p.m. – training is complete (8:30 p.m.)

**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 authorizes President Anthony J. Badalamenti to sign the subgrant award agreement number 2022-WF-VA2-8222 from Ohio Department of Public Safety, Title: Domestic Violence Project in accordance with the provisions of The Violence Against Women Act (VAWA), as requested by the Prosecutor's Office and previously accepted via Resolution 23-0145.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

11. The Board of Commissioners approves the new Airport Manager job description for the Portage County Airport.

**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 agrees to authorize the external posting of the full time Airport Manager for the Portage County Airport.

**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 Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **June 22<sup>nd</sup>, 2023 at 11:04 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, 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 22<sup>nd</sup>, 2023.**

  
\_\_\_\_\_  
Anthony J. Badalamenti, President

  
\_\_\_\_\_  
Sabrina Christian-Bennett, Vice President

  
\_\_\_\_\_  
Mike Tinlin, Board Member

  
\_\_\_\_\_  
Kassidy Parbel, Clerk