



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, July 6, 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 were County Administrator Michelle Crombie, Library Director Johnathan Harris, Fiscal Officer Kristin Fabian, Budget and Financial Manager Sue Brannon, Director Jackie Petty, Director Ryan Shackelford, Director Tami Soltis, Director Daniel Blakely, Engineering Division Manager John Vence, and Interim Director Shannon Kautzman.

1. The Board of Commissioners approves the June 29th 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

**PORTAGE COUNTY DISTRICT LIBRARY
PROPOSED FY 2024 TAX BUDGET PUBLIC HEARING
COMMISSIONERS' OFFICE
449 South Meridian Street, Ravenna
July 6, 2023 at 9:00 AM
AGENDA**

Recess into the District Library Public Hearing at 9:00 AM

- I. Welcome – Commissioner Badalamenti
Present: Library Director Jonathan Harris and Fiscal Officer Kristin Fabian
- II. Public Notice – Commissioner Badalamenti

This public hearing is being held today to hear public comment regarding Portage County District Library's Proposed Fiscal Year 2024 Tax Budget.

The Tax Budget has been on display in the Portage County Commissioners' Office, the District Library's Office, and the Portage County Auditor's Office for public viewing since June 12, 2023.

Notice of this public hearing was published on June 15, 2023 in the Record-Courier Newspaper.

III. Comment from the District Library Director or Fiscal Officer

Ms. Fabian explained that the budget being presented was for the Portage County District Library for the 2024 Fiscal Year. The Public Library Fund may be revised in terms of estimations and disbursements. They are being conservative since it is unknown what kind of impact the State Budget will have on the distributions.

Ms. Fabian hopes that there will not be deviations from the calculated tax revenue of \$3,040,000.

Every year the tax budget was similar and then the tax levy was passed. Any other funds come from fees, mostly that are collected for damaged books or printing costs. Some contributions from donors are also received.

There is a decent carryover going into 2024. These funds provide a six-month cover if something catastrophic happens.

Commissioner Christian-Bennett noticed the carry-over amount listed is about 2 million.

Library Director Jonathan Harris stated that the reason for the amount is there are a couple of projects that are not fully functioning yet; one being the new branch in Brimfield.

Currently, a contract for the renovations to the building is being ordered. Funds need to be set aside for the operations of that branch after it opens. Additionally, there are hopes of the Book Mobile showing up by the end of the year. These examples will eventually be ongoing costs.

Ms. Fabian stated that they have restored staffing levels, so they have seen a large percentage increase in salaries and benefits. This is where most of the extra funds have gone to. Capital improvements encompasses a large portion which includes the new branch and supplying it with material.

Commissioner Christian-Bennett noticed that General Property Tax Revenue is listed as a decline by \$12,000.

Ms. Fabian said these estimates were taken in May, prior to the Auditor's office, issuing their Certified Amount. She did make an adjustment for the temporary budget when it is presented to the Library Board to reflect the correct Certified Amount.

Ms. Fabian stated that they are under their encumbrances.

Commissioner Tinlin asked that for public knowledge if Mr. Harris and Ms. Fabian would state what branches The District Library represents.

Mr. Harris stated that the administrative office is located at the Garrettsville branch. There are also branches in Aurora, Streetsboro, Randolph, Windham, and soon to be Brimfield. The whole county is covered apart from the Kent and Ravenna City School Districts which are covered by the Kent Free Library and Reed Memorial Library. He added that the new Brimfield branch will be in a nice location by the school.

A discussion was held about how patrons can access the library virtually. Some of the E-Programs used are Canopy and Libby.

People who access the online options of the library are considered in the circulation reports that are used at the state level. Door count and computer usage is also documented.

Commissioner Badalamenti asked if there were any plans to expand the Aurora Library Branch.

Mr. Harris cannot give an answer to that as the current agreement with the communities is that if they provide the building the library will provide the service. He is not sure what the City of Aurora has planned for the building, but the idea about an expansion has been mentioned before. In the past if an expansion had been completed Mr. Harris said they may have had issues staffing it. Now they are not having that problem, and he would welcome the conversation.

IV. Public Comment and Questions

V. Adjournment of the Public Hearing at 9:11 AM

Motion: Anthony J. Badalamenti

Second: Sabrina Christian-Bennett,

All in favor: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea;
Mike Tinlin, Yea;

Motion Carries

Reconvene the Commissioners' regular meeting at 9:12 AM

Resolutions:

1. Approve the Portage County District Library's Tax Budget for FY 2024./ Resolution No. 23-0415

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Recess into the Library Consortium Public Hearing: 9:12 AM

**PORTAGE LIBRARY CONSORTIUM
PROPOSED FY 2024 TAX BUDGET PUBLIC HEARING
COMMISSIONERS' OFFICE
449 South Meridian Street, Ravenna
July 6, 2023 at 9:05 AM
AGENDA**

Recess into the Public Hearing

- I. Welcome – Commissioner Badalamenti
Present: Library Director Jonathan Harris and Fiscal Officer Kristin Fabian

- II. Public Notice – Commissioner Badalamenti

This public hearing is being held today to hear public comment regarding Portage Library Consortium's Proposed Fiscal Year 2024 Tax Budget.

The Tax Budget has been on display in the Portage County Commissioners' Office, the District Library's Office and the Portage County Auditor's Office for public viewing since June 12, 2023.

Notice of this public hearing was published on June 15, 2023 in the Record-Courier Newspaper.

- III. Comment from the District Library Director or Fiscal Officer

Ms. Fabian started by stating that the Consortium does not have access to levy funds and there has not been a change in funding in many years.

Commissioner Christian-Bennett asked if Ms. Fabian and Mr. Harris would go into detail about the differences between the Portage Library Consortium and the District Library in leu of Mike Tinlin being a new Commissioner.

Mr. Harris answered that whereas the District Library covers the county libraries, they work alongside of the Kent Free Library and the Reed Memorial Libraries through the Consortium which handles the catalog software and expenses that all three libraries use. The District Library, Kent Free Library and Reed Memorial Library share their physical materials which they work together on. The Consortium receives an allotment from the Public Library Fund, which is divided primarily three ways with a small amount going to the Consortium to cover costs incurred by all three libraries.

Ms. Fabian continued by stating that the County distribution that was received for the Consortium is 4%, an estimation of \$246,243 for the 2024 Fiscal Year.

There is one employee whose wage comes from the funds. There are no plans to expand, due to the process already being stream-lined and an uptick in material requests is not evident. If there were an influx of patrons asking for material, then the positions would be re-evaluated. In the past there have been multiple employees whose salaries came from Consortium monies. Primarily IT and technical support positions, but the positions have since been eliminated since the duties are now handled in house or outsourced with the help of state organizations.

Public Comment and Questions

IV. Adjournment of the Public Hearing at 9:19 AM

Motion: Sabrina Christian-Bennett,

Second: Mike Tinlin,

All in favor: Sabrina Christian Bennett, Yea; Mike Tinlin, Yea;
Tony Badalamenti, Yea

Motion Carries

Reconvene the Commissioners' regular meeting at 9:19 AM

Resolutions:

1. Approve the Portage County Library Consortium's Tax Budget for FY 2024./ Resolution No. 23-0416

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Recess into the Portage County Tax Budget Public Hearing: 9:19 AM

**PORTAGE COUNTY'S FY 2024 TAX BUDGET
PUBLIC HEARING
COMMISSIONERS' OFFICE
449 South Meridian Street, Ravenna
July 6, 2023, at 9:10 AM
AGENDA**

Recess into the Public Hearing

- I. Welcome – Commissioner Badalamenti
Present: Department of Budget and Financial Management Director Jackie Petty
- II. Public Notice – Commissioner Badalamenti

This public hearing is being held today to hear public comment regarding Portage County's Proposed Fiscal Year 2024 Tax Budget.

The Tax Budget has been on display in the Portage County Commissioners' Office, and the Portage County Auditor's Office for public viewing since June 26, 2023. Notice of this public hearing was published on June 28, 2023, in the Record-Courier Newspaper.

III. Comment from the Department of Budget and Financial Management Director, Jackie Petty.

Director Petty started by explaining the strategy on how the revenues were estimated. The projected 2023 Final Revenue and Expense numbers were based on the first five months of 2023. They factor in the annual revenue stream. They conservatively estimate 2024, based on prior year trends in budgets compared to actuals. The Budget Commission certified the property tax estimates which is how the numbers were calculated.

The overall General Fund Revenue data shows the comparison of budgets to actuals starting in 2019 and shows a trend line of budgets that have an increase in both the budgets and actuals. Budgets are below actuals, so the estimations are conservative, and there is some freedom with the appropriations.

The final 2024 number is an increase to the 2023 revised budget. This is a little below the projections of 2023 and follows the trend.

Sales tax revenues are shown as increasing but it is projected that they will level off. The spike was between 2020-2021 where there was around a 4-million-dollar increase, with slighter increases between 2021 and 2022 and again between 2022 and 2023. To maintain and remain conservative, the 2024 tax-budget will remain at the same level as 2023 at 28 million.

Interest is more volatile. Between 2021 and 2022 there was an increase, and Director Petty believes that it will continue to increase through the end of 2023. The department projections reflect caution in this area as well.

Property Tax revenues are estimated by the Budget Commission. The total projection is \$37,607,966. These revenues are divided with Developmental Disabilities encompassing the largest portion of around 44% which is around 16.6 million. The Child Welfare Fund represents about 14%, or about 5.1 million, the General Fund is going to receive 7.8 million or 21%. And then the Debt Fund will receive about 1.2 million or 3%. The Commissioner's portion is equivalent to the General fund and the Debt Fund combined, which is about 9 million or 24% of the property taxes. And then the Mental Health Fund will receive 6.7 million, or about 18% of that total.

Director Petty addresses the Debt fund by stating the total owed in debt payments for total re-financed debt in 2024 is \$1,776,550. Property taxes going toward the Debt Fund are calculated to be \$1,262,176 with the balance of \$514,374 being covered by the General Fund.

She states that appropriations are not reviewed in depth right now, because Tax Budgets are generally focused on the revenues. Director Petty did decrease in a few areas to bring the

budget into balance. Any increases from departments will be re-addressed in September or October with the Appropriations Budget.

Director Petty finished explaining the budget projections with the mention of the Revenue Requests for 2024; stating that the requests from the General Fund are \$56,817,957, combined with non-general funds which are \$135,220,670 for a total budget request of \$192,040,627. This number is considered the Revenue estimate and the starting point for the year.

Commissioner Tinlin asked a question pertaining to the Sales Tax Revenue: He wondered when the past commissioners did not agree and push for the ¼%.

Commissioner Christian-Bennett stated that it was for a 5-year period and then was not needed. It was discontinued in the year 2020. The increase was put on specifically for the expansion of the Jail and some Diversion programs.

IV. Public Comment and Questions

V. Adjournment of the Public Hearing at 9:30 AM

Motion: Sabrina Christian-Bennett,

Second: Mike Tinlin,

All in favor: Sabrina Christian Bennett, Yea; Mike Tinlin, Yea;
Tony Badalamenti, Yea

Motion Carries

Reconvene the Commissioners' regular meeting at 9:30 AM

Resolutions:

1. Approve the Portage County District Library's Tax Budget for FY 2024./ Resolution No. 23-0417

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DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

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 29, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,211,142.24	(Includes late fees of: \$1.72)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$543,257.50	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,238.74	
Journal Vouchers totaling:	\$77,638.91	
Then and Now list totaling:	\$253,850.91	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the June 29, 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 from Fund 0001, General Fund to Fund 1412, JFS Help Me Grow Allocation./ Resolution No. 23-0418
2. Create Fund 7234 - WC Prospective Rating 2025./ Resolution No. 23-0419
3. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./ Resolution No. 23-0420

JOB AND FAMILY SERVICES

Present: Sue Brannon

Resolutions:

1. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./ Resolution No. 23-0421

EMERGENCY MANAGEMENT AGENCY

Present: Director Ryan Shackelford

Discussion:

1. *Memorandum of Understanding: Concerning the Management of Controlled and Spontaneous Donations Following Emergency or Disaster Situations in Portage County.*

Director Shackelford started by explaining that the MOU being presented would be partnered with the Portage Foundation. The MOU mimics an example that was taken from the Dayton Foundation, and what that organization did after a tornado disaster as well as the active shooter incident that happened in Montgomery County in 2019. The idea is that the Portage Foundation would take the donations and disburse them to the appropriate party or organization post large-scale incident. The MOU has been reviewed by the prosecutor's office and Director Shackelford wanted to present it to the Commissioners before meeting with the Portage Foundation

2. *Memorandum of Understanding: Use of Facilities as a Family Assistance Center (FAC) OR Reunification Post-Mass Casualty (MCI) or Fatality (MFI) Incident.*

Director Shackelford explained the second MOU has a unique concept which revolves around Family Assistance Centers. This would be a MOU with physical facilities that are pre-planned across the county and that can be used as Family Assistance Centers to provide various services to the community following a mass-casualty or mass-fatality event. This MOU was another result of the Active Threat Preparedness Program. This could involve any Post-Mass Casualty or Fatality incident. Director Shackelford stated that it is something that he hopes is never used. On October 28th the Emergency Management Agency is participating with the City of Streetsboro and partnering with St. Joan of Arc to do a Family Assistance Center Training Drill. Director Shackelford stated if the Commissioners were comfortable with the language of the MOU, then the first agreement will be made with St. Joan of Arc in preparations for the drill.

The Commissioners agreed that it is a good idea, and thanked Director Shackelford.

Director Shackelford stated that it would probably be around a month before the MOU's would be brought before the Board.

HUMAN RESOURCES

Present: Director Tami Soltis

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 Christina Bohon, Eligibility Specialist, for Portage County Job & Family Services effective July 11, 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 internal posting for 3 days and then an external posting of a bargaining position, for Eligibility Specialist, for the Portage County Job & Family Services.

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 internal posting for 3 days and then an external posting of a bargaining position, for Social Service Worker 4, for the Portage County Job & Family Services.

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 Gordon Cromley, GIS Administrator, Portage County Water Resources. The tentative start date is Monday, July 10, 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. Accept the revised journal entry from June 15, 2023 regarding the termination of JoAnn Townend, Internal Services Director, for Portage County Internal Services to state accept the retirement of JoAnn Townend, Director of Portage County Internal Services effective June 13, 2023.

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

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

Motion Carries

6. Authorize the hire of Ann Geraghty, Independent Living Coordinator, Portage County Job & Family Services. The tentative start date is Monday, July 10, 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

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

a. *Jeanne Simyak ~ Building Department*

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 and Engineering Division Manager John Vence

Discussion:

1. *City of Ravenna WWTP agreements and Oversight Committees*

Director Blakely stated that he is picking up where he left off the week prior regarding the Coordinating Board. Ravenna would like to streamline the agreements they have with the County and therefore need to establish a Coordinating Board. The original agreement had members or job descriptions that didn't make sense. They were requesting a member of the Board of Commissioners. Director Blakely suggests making it a County Administrator position instead, giving leeway for the Commissioners other obligations. He also suggests that he takes the position of the Sanitary Engineer. The Superintendent of County Wastewater Treatment Plants is a position that has been eliminated or encompassed as the Operations Manager. It will be suggested to use this position in its place. Similarly, the County Sanitary Engineer's Special Project Coordinator is today's equivalent of the Planning Division Manager. Director Blakely states that the positions stated will be cleaned up before holding the initial committee meeting and they can possibly narrow the positions down even further so the County Administrator will not be bothered with it as well unless she wants to be. She can therefore act as a go-between and communicate with the Board what is being discussed at the Coordinating Board Committee Meetings.

The Commissioners agree.

2. *Update on Chinn Project*

Director Blakely introduced John Vence to give an update on the Chinn Project. Mr. Vence started by stating the project has been challenging and lengthy. Office work has been going on for a couple of years now. Some good things have developed, such as the acquisition of several million dollars in grants, but the opposite side of that is there are still several million dollars net amount that is still due by the residents. The design is not finished, behind schedule and still being worked on. The hope is that later this year the

project is going to be put out to bid. Mr. Vence says that there are several items pending with respect to the items that he already mentioned. There is a grant application pending through Regional Planning that is being solidified.

Commissioner Badalamenti asked if that grant would be for the residents.

Mr. Vence answered, yes, that it is a direct grant, from the CDBG fund. Preliminary meetings were held a couple of years ago and they are expecting that it is acquired and that it is a good fit. There has been challenges with respect to design constructability regarding the depth of the sewers and their location. There has been positive feedback from residents who have checked in with the office, who want to see when the work will be taking place, as well as negative feedback from individuals who are concerned about the respective costs.

Commissioner Badalamenti asked what the added cost will be?

Mr. Vence answered upward of \$10 or \$11 million with the total project being another million on top of that with the addition of design fees and soft costs.

Commissioner Christian-Bennett verified that this is the second time they have gone out for design with the first being unaffordable.

Mr. Vence confirmed and said that through the process they have looked at alternatives, which are different styles of sewer systems with changes in the locations of those. Adjustments have been made which will benefit the cost and the constructability of it.

Commissioner Christian-Bennett recalls that the previous design would have cost each of the estimated 225 residents around \$40,000 apiece.

Mr. Vence says that the cost estimate is a challenge due to the inflationary environment. The cost per resident has been cut in about half according to the preliminary numbers due to grant funding. He states that the cost is better, but a lot of residents are still not satisfied.

Director Blakely added that Mr. Vence is being very nice about the design process. He reiterated that it has been very challenging. The engineering firm that was utilized had a lot of issues that slowed down the process due to changes that needed to be corrected. Setbacks are months at a time.

Mr. Vence said that they are continuing and within the next couple of months hoping to have the bid package available and then they will be able to see what happens with the respect of the cost.

Journal Entries:

1. The Board of Commissioners grants the Water Resources permission to change the staff positions assigned to the Coordinating Board in the 1994 Wastewater Agreement

with the City of Ravenna and to start discussions with the City to consolidate the existing four wastewater agreements into one comprehensive agreement.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for June 19, 2023 through June 25, 2023 as presented by Chief Dog Warden Dave McIntyre.

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 June 27, 2023 Amended Certificate of Estimated Resources for the year beginning January 1, 2023 as submitted by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. The Board of Commissioners acknowledged receipt of the June 29, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not 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

4. The Board of Commissioners approved the June 2023 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted 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

5. The Board of Commissioners sign the June 20, 2023, correspondence to Jeremy R. Clark releasing and terminating the Road Bond for the Special Hauling issued by the Cincinnati Insurance Company under Permit # SH23-009 Bond #B3270813 in the amount of \$150,000 is being released and returned at their request as recommended 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

INTERNAL SERVICES

Present: Interim Director Shannon Kautzman

Discussion:

1. Project Updates

Interim Director Kautzman started the project updates with stating that the main hall on the first floor of the administration building is almost complete with respect to some staining. There are 2 doors that will not take the stain so they will be painted instead. Doors still need to be installed as well, which is estimated to happen in August for the 5th and 6th stairwell doors.

The EMA/EOC project will hold its first pre-construction meeting on July 11th on site.

The Dispatch Renovation at the Justice Center is half complete and the completion date is on time. Furniture is estimated to be installed in September.

The contractor at the prosecutor's office project has had the granite install postponed for 1 week. The HVAC unit will be installed as soon as possible in the IT room and for now they are keeping it cool in the area by leaving the door open.

The Ravenna Courthouse parking lot project has had a delay due to a soil rolling test that needs to be completed in the areas where homes once stood. They need to see how much the soil is going to go down. If the soil is too soft, then an additive will be needed.

Finishing the update: A pre-construction meeting is scheduled for July 13th for the Probate Court renovations.

Commissioner Badalamenti asked how long the project at the Probate Court will take?

Interim Director Shannon Kautzman answered that they have 120 days, and she is trying to have the project completed before cold weather breaks.

Resolutions:

1. The Board of Commissioners approves specifications and set the bid date for the Portage County Annex Renovation Project./ Resolution No. 23-0422
2. The Board of Commissioners declares obsolete and authorizes the sale of equipment by public auction as requested by the Water Resources Department./ Resolution No. 23-0423
3. The Board of Commissioners agrees to reject bids for the tree clearing, pruning and grubbing services, for the Portage County Water Resources Department./ Resolution No. 23-0424
4. The Board of Commissioners accepts contract change order No. 1 and final to the construction administration agreement with Mannik & Smith Group, Inc. for the project known as 2022 441 Resurfacing Improvements in Portage County./ Resolution No. 23-0425
5. The Board of Commissioners accepts proposal of DLZ and enter into agreement for providing professional construction administration services for the project known as the Replacement of Jones Rd Bridge (PAL 106, TR 136), over Kale Creek in Palmyra Township, Portage County./ Resolution No. 23-0426
6. The Board of Commissioners approves plans and specifications and set date for accepting bids for the 2023 441 Resurfacing Project, for the resurfacing of various Portage County roads./ Resolution No. 23-0427
7. The Board of Commissioners authorizes the issuance of a County credit card to the Mental Health & Recovery Board to be used for work related expenses in accordance with Section 301.27 of the Ohio Revised Code./ Resolution No. 23-0428
8. The Board of Commissioners agrees to enter into an agreement for the development of a Debris Management Plan with JH Consulting, LLC and the Portage County Emergency Management Agency./ Resolution No. 23-0429
9. The Board of Commissioners award and enters into a contract with Emerald Environmental, Inc. for asbestos testing and inspection services for the demolition of a residential structure located at 463/465 South Chestnut Street in the City of Ravenna owned by Coleman Professional Services./ Resolution No. 23-0430

COUNTY ADMINISTRATOR

Present: Michelle Crombie

1. Discussion

County Administrator, Crombie wants to give an update regarding the ARPA Project. All the agreements are in place and there have been no requests for reimbursement. She suggests

that the food pantries may still be gathering information. She believes that there are 10 - 12 separate organizations.

Recess at 9:56 AM

Reconvene the Commissioners' regular meeting at 11:02 AM

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**RESOLUTION NO. 23-0415 - RE: ADOPTION OF PORTAGE COUNTY
DISTRICT LIBRARY'S TAX BUDGET FOR
2024.**

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

- WHEREAS,** the Proposed 2024 Tax Budget of the Portage County District Library has been on display for public viewing at the offices of the County Commissioners, the District Library and the Portage County Auditor's Office since June 13, 2023; and
- WHEREAS,** a public hearing was held July 6, 2023, after being duly publicized in the Record-Courier, a newspaper of general circulation in Portage County on June 7, 2022; now, therefore, be it
- RESOLVED,** that the Fiscal Year 2023 Portage County District Library Tax Budget is hereby adopted as attached Exhibit A and that a copy of this resolution and two copies of the Tax Budget shall be signed by the President of the Board and forwarded to the County Auditor for consideration by the Portage County Budget Commission; and be it further
- RESOLVED,** that a copy of this resolution and a copy of the Tax Budget be forwarded to the Portage County District Library 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. 23-0416 - RE: ADOPTION OF PORTAGE LIBRARY
CONSORTIUM TAX BUDGET FOR 2024.**

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

WHEREAS, the Proposed 2024 Tax Budget of the Portage Library Consortium has been on display for public viewing at the offices of the County Commissioners, the District Library and the Portage County Auditor's Office since June 13, 2023; and

WHEREAS, a public hearing was held July 6, 2023, after being duly publicized in the Record-Courier, a newspaper of general circulation in Portage County on June 7, 2022; now, therefore, be it

RESOLVED, that the Fiscal Year 2024 Portage Library Consortium Tax Budget is hereby adopted as attached Exhibit A and that a copy of this resolution and two copies of the Tax Budget shall be signed by the President of the Board and forwarded to the County Auditor for consideration by the Portage County Budget Commission; and be it further

RESOLVED, that a copy of this resolution and a copy of the Tax Budget be forwarded to the Portage County District Library 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. 23-0417 - RE: ADOPTION OF PORTAGE COUNTY TAX
BUDGET FOR YEAR 2024**

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

- WHEREAS,** the Portage County Tax Budget for 2024 was prepared based on input from County elected officials and department directors; and
- WHEREAS,** the Portage County Tax Budget for 2024 was on display for public viewing at the offices of the Portage County Board of Commissioners and the Portage County Auditor on June 26, 2023; and
- WHEREAS,** the public hearing as required by ORC 5705.30, was held on July 6, 2023 after being duly publicized on June 28, 2023 in a newspaper of general circulation; now therefore be it
- RESOLVED,** that the Portage County Tax Budget for 2024 is hereby adopted as presented in Exhibit A to this resolution, and that a copy of this resolution and two copies of the tax budget be signed by the President of the Board of Commissioners and forwarded to the County Auditor for consideration by the Portage County Budget Commission; and be it further
- RESOLVED,** that a certified copy of the resolution be forwarded to 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. 23-0418 - RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 1412, JFS HELP
ME GROW ALLOCATION**

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

- WHEREAS,** Fund 1412 is in need of interim cash until grant revenues are received; now therefore be it
- RESOLVED,** that the following cash advance be made in the amount of \$ 150,500.00:

FROM:

FUND 0001, GENERAL FUND

ORGCODE – 00100009

Debit Expense Account

Object 920000 - Advances-Out

\$ 150,500.00

TO:

FUND 1412, JFS HELP ME GROW ALLOCATION

ORGCODE – 14120512

Credit Revenue Account

Object 290000 - Advances-In

\$ 150,500.00

; and be it further

RESOLVED, that the advance will be repaid to the General Fund by January 2024, and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Jobs and Family Services, and the Department of Budget & 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. 23-0419 - RE: CREATE FUND 7234 – WC PROSPECTIVE RATING 2025

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

WHEREAS, it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the WC Prospective Rating 2025, and

WHEREAS, the County Auditor has assigned Fund Number 7234 to the WC

Prospective Rating 2025; now therefore be it

RESOLVED, that Fund 7234, WC Prospective Rating 2025 be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the Portage County Auditor, and the Department of Budget and Financial Management, and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0420 - 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 \$28,850.93 for the month of July 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

\$28,850.93

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 280000 – Transfer In

Project: NONE

\$28,850.93

; 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. 23-0421

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**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 Pymt#3 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;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0422**-**

**RE: APPROVE SPECIFICATIONS AND SET THE
BID DATE FOR THE PORTAGE COUNTY
ANNEX RENOVATION PROJECT ON
BEHALF OF THE BOARD OF
COMMISSIONERS.**

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

RESOLVED,

that the bid specifications for receiving bids for the Portage County Annex Renovation Project be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, (Entrance off Chestnut) Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m., E.S.T. on July 26, 2023 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on June 30th and July 7th, 2023 and a copy thereof be posted on the County's website and on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0423 - RE: DECLARE OBSOLETE AND AUTHORIZE
THE SALE OF EQUIPMENT BY PUBLIC
AUCTION.**

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

WHEREAS, the Portage County Board of Commissioners, Water Resources Department has equipment that is obsolete and unfit for the use for which it was initially acquired; now therefore be it

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

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

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, and the County's Website. A Notice of Public

Auction shall be published in the Record Courier on Monday July 10, 2023.

Date of Auction: Wednesday, July 19th, 2023
Time of Auction: 6:30 P.M., E.S.T.
Location: Edinburg Auction Sales
 4029 St. Rt. 14, Rootstown OH 44272

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

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

Item being sold is as follows:

Stihl Chainsaw Model # MS311
 Stihl Chainsaw Model # 031AV
 John Deere Push Mower Model # JS61 Serial # GXJ5611XO17560
 Onan Standby Generator Unit Model #45EM Serial # I920483241
 Onan Standby Generator Unit Model #75ENT Serial #C910373509
 Echo Backpack Leaf Blower Model# PB-601 Serial #501413
 Stihl String Trimmer Model# KM130R Serial #274487096
 Stihl String Trimmer Model# FS80R Serial #270813208
 Stihl String Trimmer Model# FS80R
 2- 2" Hitch Ball Mounts
 7 Rolls of Used Chain Link Fence

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0424 - RE: REJECTING BIDS FOR TREE CLEARING,
 PRUNING AND GRUBBING SERVICES, 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,** specifications were sent to five (5) potential bidders for tree clearing, pruning and grubbing services; and
- WHEREAS,** two (2) sealed bids were received by Internal Services, tabulated and recorded on May 17, 2023; and
- WHEREAS,** upon review of the bids received, only one bidder submitted all the required documents but was not the lowest bidder; now therefore be it
- RESOLVED,** that all bids received shall be rejected; and be it further
- RESOLVED,** it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees 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. 23-0425 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION ADMINISTRATION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND THE MANNIK & SMITH GROUP, INC. FOR THE PROJECT KNOWN AS 2022 441 RESURFACING IMPROVEMENTS IN PORTAGE COUNTY.

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

- WHEREAS,** Resolution 22-0261 accepted and awarded the proposal of The Mannik & Smith Group, Inc. for providing construction administration for the project known as the **2022 441 Resurfacing Project**, in Portage County, and

- WHEREAS,** a contract was entered into with The Mannik & Smith Group, Inc. in the total amount of \$63,779.00, and
- WHEREAS,** modifications to the project specifications resulted in a cost increase, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction administration contract with The Mannik & Smith Group, Inc. covering the **2022 441 Resurfacing Project**, and be it further
- RESOLVED,** that this Contract Change Order increases the contract between The Mannik & Smith Group, Inc., and Portage County by \$4,191.00 to **\$67,970.00**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between Chagrin Valley Paving, Inc., and Portage County; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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RESOLUTION NO. 23-0426 - RE: ACCEPT PROPOSAL OF DLZ AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES FOR THE PROJECT KNOWN AS THE REPLACEMENT OF JONES RD BRIDGE (PAL 106, TR 136), OVER KALE CREEK IN PALMYRA TOWNSHIP, PORTAGE COUNTY

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

WHEREAS, Resolution 23-0163 authorized the announcement of the request for proposals for professional construction administration services for the

WHEREAS, the Portage County Board of Commissioners authorized the Portage County Engineer, by Resolution No. 23-0333, to enter into contract negotiations between the Portage County Commissioners and DLZ to provide professional construction administration services for said project; now therefore be it

RESOLVED, that said professional services will be performed by DLZ, 1 Canal Square Plaza, Suite 1300, Akron, Ohio 44308 at a cost of \$92,713.00; and be it further

Roll call vote as follows:

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

WHEREAS, the project will be known as the **2023 441 Resurfacing Project**, and

WHEREAS,

roads to be resurfaced include the following:

- Tallmadge (CH 18) from 225 to Mahoning Road in Palmyra Township
- Parkman (CH 299) from Pritchard to Geauga County Line

; and

roads to be partial depth repaired as alternates include the following:

- Mennonite (CH 256) from the Aurora City Limits to John Edwards in Mantua Township
- Chamberlain (CH 265) from Mennonite to 82 in Mantua Township
- Industry (CH 47) from Taylor to SR 14 in Atwater, Randolph and Rootstown Townships

; 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 **2023 441 Resurfacing Project**; 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 **3:00 P.M., Local Time, July 26, 2023**; and be it further

RESOLVED,

that Notice of Receiving Bids shall be published in the Record Courier on **July 7, 2023, and July 14, 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;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0428

**- RE: AUTHORIZING THE ISSUANCE OF A
COUNTY CREDIT CARD TO THE MENTAL
HEALTH AND RECOVERY BOARD TO BE
USED FOR WORK RELATED EXPENSES IN
ACCORDANCE WITH SECTION 301.27 OF
THE OHIO REVISED CODE**

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

- WHEREAS,** pursuant to division C of Section 301.27 of the Ohio Revised Code, "[a] county appointing authority may apply to the board of county commissioners for authorization to have an officer or employee of the appointing authority use a credit card held by that appointing authority, and the authorization request shall state whether the card is to be issued only in the name of the office of the appointing authority or whether the issued card also shall include the name of the a specified officer or employee;" and
- WHEREAS,** pursuant to ORC 301.27(B)(1) a credit card authorized to be held by an appointing authority shall be used only to pay the work-related expenses listed in subdivision (B)(1) of ORC 301.27; and
- WHEREAS,** pursuant to ORC 301.27(B)(2) no late charges or finance charges shall be allowed as an allowable expense unless authorized by the board of county commissioners; and
- WHEREAS,** pursuant to ORC 301.27(D), the debt incurred from the use of a credit card shall be paid from moneys appropriated to the appointing authority's specific line items for the work-related expenses as described in division (B)(1) of ORC 301.27; and
- WHEREAS,** pursuant to division (E) of ORC 301.27, the board of commissioners may determine to proceed under subdivision (E)(2) of ORC 301.27 in lieu of division (E)(1) of ORC 301.27 and must notify the county auditor prior to adopting its resolution that the board of commissioners is proceeding under ORC 301.27(E)(2); and
- WHEREAS,** pursuant to subdivision (E)(2), a board of commissioners may adopt a resolution authorizing an officer or employee of an appointing authority to use a credit card to pay for specific classes of the work-related expenses listed in division (B)(1) of ORC 301.27, with the use of the credit card limited to the amounts unencumbered and appropriated for that purpose in the specific appropriation line items for the permitted uses designated in the authorizing resolution; and

WHEREAS, pursuant to subdivision (F)(2) any time a county credit card authorized for use under division (E)(2) of ORC 301.27 is used for more than the amount appropriated, the county treasurer shall be reimbursed for any amount beyond the originally appropriated amount as follows: (i) if the card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond the officer may have given; (ii) if the card is issued in the name of the office of the appointing authority, the appointing authority is liable in person and upon any official bond that may have been given; and

WHEREAS, pursuant to ORC 301.27(F)(3) whenever any officer or employee who is authorized to use a credit card held by the office of a county appointing authority suspects the loss, theft, or possibility of unauthorized use of the card, the officer or employee shall notify the county auditor and must also notify either the officer's or employee's appointing authority or the board of commissioners immediately and in writing; and

WHEREAS, the **Mental Health and Recovery Board of Portage County, Ohio** ("MHRB") is a county appointing authority; and

WHEREAS, MHRB has adopted MHRB Resolution 23-01417-14 requesting the Portage County Board of Commissioners ("Board of County Commissioners") to adopt a resolution authorizing a credit card be issued to MHRB; now therefore be it

RESOLVED, pursuant to ORC 301.27, the Board of County Commissioners hereby authorizes that a credit card(s) for work related expenses be issued in the name of the **Mental Health and Recovery Board of Portage County, Ohio** and in the name of the following MHRB officers: **Executive Director John Garrity; Associate Director Karyn Kravetz; CFO and Director of Operations George A. DeBord**, and the issued credit card(s) shall be used only for the following work-related expenses as listed in division (B)(1) of ORC 301.27:

- food expenses;
- transportation expenses;
- gasoline and oil expenses;
- motor vehicle repair and maintenance expenses;
- telephone expenses;
- lodging expenses;
- internet service provider;
- webinar expenses;
- the expenses for purchases of automatic or electronic data processing or record-keeping equipment, software, or services, subject to Sections 307.84 to 307.847 of the Ohio Revised Code;

; and be it further

RESOLVED,

pursuant to ORC 301.27(E)(2), the MHRB officers authorized to use the county credit card being issued in the name of MHRB shall use the credit card only for the work-related expenses listed in this Resolution and ORC 301.27(B)(1) and shall be limited to unencumbered amounts that are appropriated in MHRB's following **specific appropriation line items** for the purpose of paying such work-related expenses:

Webinar/training	13109044 400100
Software/services	13109044 400000
Travel/transportation/lodging	13109044 400170
Food & Items for meetings	13109045 510000

; and be it further

RESOLVED,

pursuant to ORC 301.27(B)(2) no late charges or finance charges shall be allowed as an allowable expense unless authorized by the Board of County Commissioners; and be it further

RESOLVED,

pursuant to ORC 301.27(D) the debt incurred from the use of a credit card issued in the name of MHRB shall be paid from monies appropriated to the MHRB's specific appropriation line items for the work-related expenses listed in this Resolution and ORC 301.27(B)(1); and be it further

RESOLVED,

prior to adopting this Resolution the Board of County Commissioners, pursuant to ORC 301.27(E)(2), notified the County Auditor that in lieu of proceeding under ORC 301.27(E)(1), the Board of Commissioners will proceed under ORC 301.27(E)(2) and will authorize MHRB to use a credit card(s) held in the name of MHRB and in the name of Executive Director John Garrity, Associate Director Karyn Kravetz, and CFO and Director of Operations George A. DeBord, which shall be used only to pay for the specific work-related expenses listed in ORC 301.27(B)(1) and this Resolution, and shall be limited to amounts that are unencumbered for any other purpose and shall be appropriated in MHRB's specific appropriation line items for such work related expenses, with such specific appropriation line items described in this Resolution; and be it further

RESOLVED,

pursuant to ORC 301.27(F)(2) in the event the credit card(s) being authorized to be held in the name of MHRB are used for more than the amounts appropriated in those specific appropriation line items, the county treasurer shall be reimbursed for any amount beyond the originally appropriated amount as follows: (i) if the credit card is issued in the name of a specific officer or employee, that officer or employee is liable in person and upon any official bond that officer or employee may have given concerning such use, beyond the originally appropriated amount; (ii)

if the card is issued in the name of the MHRB only, MHRB is liable in person and upon any official bond which may have been given concerning such use, beyond the originally appropriated amount; and be it further

RESOLVED, pursuant to ORC 301.27(F)(4) if the County Auditor determines there has been a credit expenditure beyond the appropriated or authorized amount, the Auditor shall immediately notify the Board of County Commissioners; and be it further

RESOVLED, pursuant to ORC 301.27(F)(4), when the Board of Commissioners determines (on its own or after being notified by the Auditor) that the county treasury should be reimbursed for any credit card expenditure beyond the appropriated or authorized amount as provided in division (E)(2) of ORC 301.27, the Board of Commissioners shall give written notice to the County Auditor and to the MHRB officer or employee and to MHRB that the officer or employee and/or MHRB is liable to the treasury, and if reimbursement is not made within thirty days after the issuance of the written notice the prosecuting attorney shall recover the amount from the officer or employee and/or MHRB who is liable under ORC 301.27 by way of a civil action in the appropriate court; and be it further

RESOLVED, pursuant to ORC 301.27(G) "[u]se of a county credit card for any use other than those permitted under division (B)(1) of ORC 301.27 is a violation of section 2913.21 of the Revised Code; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0429

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RE: ENTER INTO AN AGREEMENT FOR THE DEVELOPMENT OF A DEBRIS MANAGEMENT PLAN BETWEEN THE BOARD OF COMMISSIONERS OF PORTAGE COUNTY ON BEHALF OF THE PORTAGE COUNTY EMERGENCY MANGEMENT AGENCY AND JH CONSULTING, LLC.

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

- WHEREAS,** on November 17, 2022, the Portage County Board of Commissioners accepted the FY2022 State Homeland Security Grant award to develop a debris management plan; and
- WHEREAS,** JH Consulting, LLC (the Independent Contractor) is able and willing to provide such consulting services related to the planning endeavor; now therefore, be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Independent Contractor Service Agreement by and between the Board of Commissioners and JH Consulting, LLC, 29 East Main Street, Suite 1, Buckhannon, WV 26201, as an Independent Contractor, for a total not-to-exceed Fifteen thousand and 00/100 dollars (\$15,000.00) as outlined in the agreement; and be it further
- RESOLVED,** that the term of agreement shall be from July 5, 2023, through June 30, 2024, and subject to the availability of funding. The term of Agreement may be extended by execution of a written Amendment; and be it further
- RESOLVED,** that the Board of Commissioners find 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. 23-0430

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**RE: AWARD AND ENTER INTO CONTRACT
WITH EMERALD ENVIRONMENTAL, INC.
FOR ASBESTOS TESTING AND
INSPECTION SERVICES FOR THE
DEMOLITION OF A RESIDENTIAL
STRUCTURE LOCATED AT 463/465 SOUTH
CHESTNUT STREET IN THE CITY OF
RAVENNA OWNED BY COLEMAN
PROFESSIONAL SERVICES**

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

- WHEREAS,** twelve (12) bids were requested and mailed for asbestos testing and inspection services for the demolition of a residential structure located at 463/465 South Chestnut Street in the City of Ravenna owned by Coleman Professional Services; and
- WHEREAS,** seven (7) proposals were received, opened and tabulated by the Portage County Regional Planning Commission on June 28, 2023; and
- WHEREAS,** upon review of the proposals received, it is the recommendation from Lisa Reeves, CDBG Specialist, Portage County Regional Planning Commission the proposal from Emerald Environmental, Inc. be accepted as the lowest and best proposal received; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby agrees to accept and award the contract to Emerald Environmental, Inc, 1621 St. Clair Avenue, Kent, Ohio 44240 in the amount of Eight Hundred Seventy-Five Dollars and 00/100 (\$875.00); and be it further
- RESOLVED,** that 2022 CDBG, Community Development 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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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 29, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,211,142.24	(Includes late fees of: \$1.72)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$543,257.50	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,238.74	
Journal Vouchers totaling:	\$77,638.91	
Then and Now list totaling:	\$253,850.91	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the June 29, 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. Accept the resignation of Christina Bohon, Eligibility Specialist, for Portage County Job & Family Services effective July 11, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. Authorize the internal posting for 3 days and then an external posting of a bargaining position, for Eligibility Specialist, for the Portage County Job & Family Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Authorize the internal posting for 3 days and then an external posting of a bargaining position, for Social Service Worker 4, for the Portage County Job & Family Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

6. Authorize the hire of Gordon Cromley, GIS Administrator, Portage County Water Resources. The tentative start date is Monday, July 10, 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

7. Accept the revised journal entry from June 15, 2023 regarding the termination of JoAnn Townend, Internal Services Director, for Portage County Internal Services to state accept the retirement of JoAnn Townend, Director of Portage County Internal Services effective June 13, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

8. Authorize the hire of Ann Geraghty, Independent Living Coordinator, Portage County Job & Family Services. The tentative start date is Monday, July 10, 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

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

a. *Jeanne Simyak ~ Building Department*

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 grants the Water Resources permission to change the staff positions assigned to the Coordinating Board in the 1994 Wastewater Agreement with the City of Ravenna and to start discussions with the City to consolidate the existing four wastewater agreements into one comprehensive agreement.

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 acknowledged receipt of the Kennel Disposition Report and Intake Report for June 19, 2023 through June 25, 2023 as presented by Chief Dog Warden Dave McIntyre.

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 acknowledged receipt of the June 27, 2023 Amended Certificate of Estimated Resources for the year beginning January 1, 2023 as submitted by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

13. The Board of Commissioners acknowledged receipt of the June 29, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not 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

14. The Board of Commissioners approved the June 2023 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted 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

15. The Board of Commissioners sign the June 20, 2023, correspondence to Jeremy R. Clark releasing and terminating the Road Bond for the Special Hauling issued by the Cincinnati Insurance Company under Permit # SH23-009 Bond #B3270813 in the amount of \$150,000 is being released and returned at their request as recommended 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 Anthony J. Badalamenti, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **July 6th, 2023 at 11:02 AM.**

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **July 6, 2023.**


Anthony J. Badalamenti, President


Sabrina Christian-Bennett, Vice President


Mike Tinlin, Board Member


Cassidy Parbel, Clerk