



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

Tuesday, July 18, 2023

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

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

Attendee Name	Title	Status
Anthony J. Badalamenti	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day was County Administrator Michelle Crombie.

1. The Board of Commissioners motions to suspend approval of the July 13th 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

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Commissioner Christian-Bennett had a question on the Special Revenue Fund Amendments for the Non-General Fund regarding the increase for the SCRAM bracelets and whether they were within budget or if appropriations were made. Director Petty stated that there was a bit of unappropriated certification and that they are moving to appropriation. It was not appropriated during the beginning of the year.

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 July 13, 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	\$1,141,600.93	(Includes late fees of: \$0)
ACH/Neil Group of	\$151.04	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$509,148.47	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$5,781.31	
Journal Vouchers totaling:	\$183,254.34	
Then and Now list totaling:	\$79,703.48	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the July 13, 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

HUMAN RESOURCES

Present: Director Tami Soltis

Journal Entries:

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

1. Authorize to promote Lori Metzger, to Social Service Worker 2 Visitation, Portage County Job & Family Services. The tentative start date is Monday, August 7, 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 to promote Shannon Kautzman, to Director, of Portage County Internal Services to be effective as of Monday, July 10, 2023.

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. *Tami Soltis ~ HR*

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

WATER RESOURCES

Present: Director Daniel Blakely

Discussion:

1. Village of Mantua Surcharge Evaluation Report

Director Blakely said that once a year a surcharge evaluation is put together for the Village of Mantua. Planning Manager, Tia Rutledge, put the report together and made some recommendations that Director Blakely agrees with. Right now, with wildly fluctuating prices for all utilities, it makes it difficult to pin down what final costs will be. There are also a couple of grants that are trying to be obtained before recommendations are made to raise surcharges anymore. They want to have a better idea of potential funding that could defray some of the cost for water and wastewater projects.

Commissioner Christian Bennett confirmed that one (1) of the anticipated cabinets uses the Turnpike Commerce which is specific to Mantua.

She asked if the initial surcharge of \$64.55 was increased last year to \$67.58? Director Blakely said that they did not initiate the increase and the reason that it is listed is to show what could have been. If plans are made to raise prices in the future, there will be data to review if increases are skipped every other year.

Commissioner Christian-Bennett also asked what is meant by "renominated 523" as it is listed under the House Bill 168 Grant Funds? She wonders if it means re-applied, or if other funds were not used and therefore available? Director Blakely must confirm but he believes that the County has re-applied for the grant.

Commissioner Tinlin asked if Director Blakely has reached out to the Mayor of Mantua about the surcharge evaluation because he wants open communication. Once the report is made available, the Water Resources Department will go and talk directly to the village, but as of

now, no. No one has received the Mayor's input. It's common practice for the department to come directly to the Commissioners first for their recommendations and then present the evaluation to Mantua.

Director Blakely stated that it is the department's recommendation not to raise the surcharge at this time. The department does not want the residents of Mantua to have to shoulder the increased cost in this inflationary environment. Commissioner Badalamenti asked how long they plan on holding off? Director Blakely said that right now they are in the middle of doing their own rate study and more than likely rates for water and sewer will have to be raised across the board. They would like to finalize and see what the impact of that will be, before determining financing for the Mantua projects. Commissioner Badalamenti stated probably in 2024 then.

Commissioner Christian-Bennett stated that they are going to avoid doing what the village did in the past and keep the amounts way under, therefore not being able to keep up with the infrastructure which led to the predicament that they are in now with the increased surcharge. She added that it is a huge undertaking for Mantua, but it cannot be placed on the backs of the rest of the County.

Director Blakely stated that they will confirm what is meant by "renominate" in the verbiage under the House Bill 168 Grant Funds. He also will make sure to get a copy of the report to the Mayor of Mantua.

Journal Entry:

1. The Board of Commissioners concurs with Portage County Water Resources recommendation in the Village of Mantua Water and Sewer Surcharge Evaluation report to not raise the monthly water and sewer surcharge and gives Portage County Water Resources permission to present the report to the Village of Mantua Council.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

COUNTY ADMINISTRATOR

Present: Michelle Crombie

Executive Session:

9:11 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 of a public employee. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

9:44 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of

executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

Administrator Crombie gave an update on the previous discussion of putting art in the first-floor hallway. Executive Assistant, Sara Hoag, did an amazing job at reaching out to the schools, including the Colleges and received an overwhelmingly positive response. The scope was narrowed to the 15 different schools to only include photography pieces revolving around the topics of "The Wonders of Portage County," and the "Portage County Airport," since this facility will have a grand opening soon. Photography was the medium selected, mainly because a uniform framing technique will be used and performed within the department. There will be different size works, but with the same frame.

The Commissioners asked if specific pieces would be chosen yearly to stay or if one school would be highlighted monthly. Administrator Crombie stated that they are still finalizing details, and right now she just wanted to see how many were interested in the project.

The tentative plan is that digital copies of photographs will be sent to the office and the Board will choose which ones to display. She said that annually the works can be changed depending on how much participation is received.

Commissioner Christian-Bennett thought the process would be like the hospitals, where they change the art frequently. Administrator Crombie says that it is up for discussion but feels that the art should be more permanent due to the extra work involved with changing the pieces frequently. She is mainly concerned with not placing limits on the number of photographs submitted by each specific school. Administrator Crombie will follow up with new developments.

INTERNAL SERVICES

Present: Director Shannon Kautzman

Discussion:

1. Golf Cart

Director Kautzman started with the topic of possibly purchasing a golf cart for the security guards to drive, specifically to the F-Lot back around the Maintenance Department and through the C-Lot. Facilities Manager, Claire Philpot, reached out to local places to get an idea of the cost. They also reached out to the Prosecutors for their opinion on liability issues.

Commissioner Badalamenti asked what the purpose of getting the golf cart is, besides driving around. Director Kautzman stated that if an issue arises here at the Administration Building, they can call for their backup person to immediately come and help them.

Commissioner Tinlin stated that the last couple of times there have been issues, the second security guard has been at the far lot, and it takes a few minutes to get back. He also feels that they will be able to check the areas twice as much as they have been. Maintenance could also use the golf cart to haul items if needed.

Commissioner Badalamenti asked how often they check the areas now. Director Kautzman stated that it is supposed to be once an hour, with one guard always being inside the building. The cost would be around \$12,000 and would be paid out of the Maintenance Budget because Maintenance oversees the Security.

Commissioner Christian-Bennett and Badalamenti asked why the Security Company would not provide the cart and how much insurance costs would be. Director Kautzman has not reached out to either entity yet. Commissioner Tinlin stated that his insurance on his personal golf cart is around \$48 a year.

Commissioner Badalamenti is wondering what the implications of injury are. When Director Kautzman reached out to Prosecutor Meduri, he stated that waivers would have to be signed so the department or the County would not be held liable.

County Administrator, Crombie stated that insurance would follow the piece of equipment, the County would be responsible for liability, but any injury would be the individual's responsibility. She is unsure if they could have a waiver since the equipment belongs to the County.

Director Kautzman wants everyone to be aware that the current security company is only here for another six (6) months before she will have to put out to bid. Commissioner Christian-Bennett wants to see if the current company has one that they are willing to bring to this location.

2. *Intersection Sign at Infirmary and Route 14*

Director Kautzman states that there are no directional signs on the corner of Infirmary and State Route 14 to say where the Sheriff's Department, the Animal Protective League and the other many departments are. The County Engineer is willing to help in the making of the sign. They sent an example of a blue sign that Director Kautzman showed to the Commissioners. No permits are needed if the sign is not placed on State Route 14. The sign will be placed where the existing Infirmary Road sign is and they will place the new signage underneath, making it one sign. Director Kautzman says that she will bring an update with what specifically will be placed on the sign, such as the Jail, the Juvenile Court, the Juvenile Detention Center, Dog Warden, Water Resources, and Emergency Management Agency. She is not sure what exactly will be on it due to lack of room.

The Commissioners are okay with her pursuing the project.

3. *EMA Signage at Sheriff's Department*

Director Kautzman states that there is no signage representing the Emergency Management Agency at the current building and there is still a year and a half to go before the facility moves. She wants to place something that is temporary for now and is going to reach out to a few graphic design companies for their input. She doesn't want anything to be glued or screwed to the newly updated brick sign. She will also keep the Commissioners updated on what it would look like.

4. *Project Updates*

The Administration Building will have some new doors installed on the first-floor main hall the week of August 7th. The doors on the 5th and 6th floor stairwells have a tentative installation date of August 21st.

Director Kautzman brought up a new project which consists of updating the area by mail and ballot boxes which is by the maintenance garage.

Commissioner Christian-Bennett asked if there has been any talk about painting the area and removing the guard rails. Director Kautzman says that there is the idea of updating some old painted windows with glass block and metal. There are concerns about ventilation due to the building's lack of air conditioning. The department is trying to come up with a game plan to make it more aesthetically pleasing which would involve painting. Outside around the building a bid was received to update the concrete. The bid received was for between \$18,000 and \$22,000 due to the uncertainty of how thick the concrete is. Director Kautzman will investigate adding the guard rail removal to the project.

At the Annex Building, the bid date had to be changed due to the creation of new drawings by the architect to include tuck points that were not originally noted. The City of Ravenna sent a letter requesting that the first-floor now is to be brought up to Code for Day Care Occupancy which will cost an additional \$24,000. Smoke alarms and pull stations must be added that were not in the original scope of work. The projected completion date was to be within 9 months to a year due to all the HVAC equipment that is scheduled to be ordered and installed. Director Kautzman is concerned with where the additional funding is going to come from because the \$24,000 is over the project cost. She will need to meet with Director Petty to try and reach a solution.

Director Kautzman stated that this project is amounting to be complex. With the HVAC, the sidewalk with the ramp, and the waterproofing, the architect is projecting a cost within \$500,000. A ramp only needs to be installed for the daycare. This building will have a triple occupancy permit, with the basement being storage, as well as the daycare and office space.

Commissioner Christian-Bennett asked if there was any way that the extra funds from projects that came in under bid could be used to alleviate some of the unforeseen costs. Director Kautzman said that it must be completed to move forward with the daycare. The problem is that even though a project may be completed under bid, they still need a

contingency until the project is finished due to unforeseen circumstances that arise. At this project they are not renovating the interior. The waterproofing needs to be completed and the air conditioning needs to be updated. The system is going to be converted to eliminate use of the boiler. She is still worried about additional costs.

November 20th – 26th is when the flooring will be completed at the Dog Warden's Office. Dog Warden, Dave McIntyre, informed Administrator Crombie that he would be able to work from home during the three (3) days of work that are scheduled that week.

Administrator Crombie stated that Dog Warden, McIntyre as well as the other officers would go directly to calls from their homes, as opposed to coming into their offices. The kennel portion of the facility is not scheduled for renovation and even though the front office will be closed, the dogs would still be available for viewing and will be taken care of.

The start date for the new EMA facility is mid-August through September 1st. Permits are being pulled currently. It is noted that EMA Director Ryan Shackelford is anxious for the project to begin.

At the Engineer's old site, ground water samples have been taken and they will be submitted to BUSTR. Director Kautzman will update the Commissioners with the results.

Juvenile Court renovations should start the week of July 31st.

The granite piece was installed at the Prosecutor's Office, along with another loose piece that was repaired at the same time.

After the roll testing was completed at the Ravenna Courthouse parking lot project, it was concluded that 10 inches of backfill needs to be added to around 17,817 square feet of area. There was a contingency built into the contract for the unknown soils, so it is covered. Director Kautzman is unsure of the cost as of now.

Commissioner Badalamenti asked if they were going to have to dig what they had already put in. Director Kautzman states that the best way to go about adding the fill is still being determined. The architect was meeting with the paving company to finalize a plan. It was stated that it would be within the contingency of \$75,000, so more funds will not be needed.

The Records Center roof was recently completed, and Director Kautzman would like to move forward with replacement of the concrete in front of that building. The current area is extremely cracked and there have been incidents where people have even tripped and fallen. The concrete will be around \$11,000 to replace, and the asphalt drive is estimated to be around \$23,500 to replace. This cost was projected in the maintenance budget this year, Director Kautzman is just now getting to it and confirms that the Commissioners are okay with moving forward.

Resolution:

1. The Board of Commissioners agrees to declare obsolete and authorize the sale of a truck and miscellaneous items by public auction./Resolution No. 23-0440

MISCELLANEOUS**Resolutions:**

1. The Board of Commissioners approves calling a meeting of the 9-1-1 Planning Committee for the purpose of considering a matter not presently addressed in the 9-1-1 system plan and amendment./Resolution No. 23-0441
2. The Board of Commissioners agree to enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and dig this trenching and septic for a septic system replacement./Resolution No. 23-0442
3. The Board of Commissioners accept the Ohio Development Services Agency, Office of Community Development for the 2022 CDBG Target of Opportunity Program Funds./Resolution No. 23-0443

Recess at 10:09 AM**Reconvene at 11:00 AM****Journal Entry:**

1. The Board of Commissioners agree to alter the schedule of the originally planned meetings to reflect the following:
The meeting on July 25th, 2023, has been cancelled. The meeting scheduled on August 17th, 2023, will be held Tuesday, August 15th, 2023 & the regularly scheduled meeting will be held during the week of the Randolph Fair on August 24th, 2023.

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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RESOLUTION NO. 23-0440**-****RE: DECLARE OBSOLETE AND AUTHORIZE
SALE OF A TRUCK AND MISCELLANEOUS
ITEMS BY PUBLIC AUCTION**

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

- WHEREAS,** that the Solid Waste Management District has a truck and miscellaneous items described below are obsolete and unfit for the use for which it was initially acquired; and be it further.
- RESOLVED,** that pursuant to R.C. 307.12 the Board of County Commissioners of Portage County and Solid Waste Management District has determined the items described herein are not needed for public use, and are obsolete, or unfit for the use for which such were acquired; now therefore be it
- 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, the District and the County's website and a Notice of Public Auction shall be published in the Record Courier on Friday, July 21, 2023.

Date of Auction: Wednesday- August 16, 2023

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

Location: Online Live Public Auction

<https://www.edinburgauction.com/>

Items located at: 4029 St. Rt. 14, Rootstown, OH 44272
(330) 325-2966

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

Items being sold is as follows:

2016 Autocar Expeditior ACX-64 Front Loader Heil Odyssey

VIN 5VCACDUF5GH221237

Curotto Can Model 312-4071

2003 Freightliner Rear Load Leach Body 25 YD

VIN 1FVHBGAS53HL88231

; and be it further

- RESOLVED,** that a copy of this resolution be filed with the Solid Waste Management District, the Auditor's Office, and the Portage County Director of Internal Services; and be it further

assist the City of Aurora in being brought into the Portage County 9-1-1 System;

RESOLVED,

notice shall be posted in accordance with the 9-1-1 Planning Committee's Rule for Notice of Meetings, which provides that notices of the time, place, and purpose of any special meeting will be posted on bulletin boards (now TV monitors) on the First Floor and Seventh Floor of the Portage County Administration Building, and on the Portage County Board of Commissioners website at:

<https://www.portagecounty-oh.gov/portage-county-board-commissioners>; and that the person serving as secretary of the 9-1-1 Planning Committee shall also notify the Record Courier Newspaper of the time, place and purpose of the special meeting, as well as any other news media if any has requested notification of the time, place and purpose of a special meeting, and all such notice being provided at least 24 hours before the special meeting.

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. 23-0442

2.2.2

RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DIG THIS TRENCHING AND SEPTIC FOR A SEPTIC SYSTEM REPLACEMENT.

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

WHEREAS,

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

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Jonathan P. Gilles and Jamie L. Dawson, 1947 Tallmadge Road, Kent, Ohio, 44240 qualifies for replacement under this program, and

WHEREAS, Dig This Trenching and Septic, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$18,500.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dig This Trenching and Septic in the amount of \$18,500.00 to perform the agreed upon services; and be it further

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

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

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

Roll call vote as follows:

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

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RESOLUTION NO. 23-0443 - RE: ACCEPT THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2022 CDBG TARGET OF OPPORTUNITY PROGRAM FUNDS

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

WHEREAS, the Board of Portage County Commissioners adopted Resolution 23-0297 on April 27, 2023 and approved the filing of an application for the

2022 CDBG Target of Opportunity Program funds in the amount of \$215,800; and

RESOLVED, the Board of Portage County Commissioners accepts the 2022 CDBG Target of Opportunity Program funds in the total amount of Two Hundred Fifteen Thousand Eight Hundred Dollars (\$215,800); and be it further

RESOLVED, that the grant period begins July 1, 2023 and ends August 31, 2025; and be it further

RESOLVED, Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further

RESOLVED, 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 July 13, 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	\$1,141,600.93	(Includes late fees of: \$0)
ACH/Neil Group of	\$151.04	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$509,148.47	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$5,781.31	
Journal Vouchers totaling:	\$183,254.34	
Then and Now list totaling:	\$79,703.48	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the July 13, 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 to promote Lori Metzger, to Social Service Worker 2 Visitation, Portage County Job & Family Services. The tentative start date is Monday, August 7, 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 to promote Shannon Kautzman, to Director, of Portage County Internal Services to be effective as of Monday, July 10, 2023.

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. *Tami Soltis ~ HR*

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 concurs with Portage County Water Resources recommendation in the Village of Mantua Water and Sewer Surcharge Evaluation report to not raise the monthly water and sewer surcharge and gives Portage County Water Resources permission to present the report to the Village of Mantua Council.

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 **July 18, 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 **July 18th, 2023.**


Anthony J. Badalamenti, President


Sabrina Christian-Bennett, Vice President


Mike Tinlin, Board Member


Kassidy Parbel, Clerk