



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, August 3, 2023

9:00 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day was County Administrator Michelle Crombie, Assistant Prosecutor, Chris Meduri.

1. The Board of Commissioners approves the July 27<sup>th</sup> regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

**RECESS TO PUBLIC HEARING – PORTAGE STREET NAME CHANGE TO DESEREE  
LIDDELL BOULEVARD**

**PUBLIC HEARING  
TO OFFICIALLY CHANGE THE NAME OF PORTAGE STREET  
TO DESEREE LIDDELL BOULEVARD, RAVENNA TOWNSHIP  
PORTAGE COUNTY**

Held in the Commissioners' Office  
449 S. Meridian St.  
Ravenna, Ohio 44266  
August 3, 2023  
9:00 AM

**I. OPENING**

Good morning, on behalf of the Board of Commissioners, I am Commissioner Tony Badalamenti, President of the Board and I will convene the Thursday, August 3, 2023, Public Hearing to order at 9:00 AM in the Commissioners' Boardroom, 449 South Meridian Street, Ravenna.

Today, we will hear testimony on a request to change the name of Portage Street, in Ravenna Township Portage County Ohio to Deseree Liddell Boulevard.

Ohio Revised Code §5541.04 provides that a Board of County Commissioners may change the name of a township road on the Board's own motion.

On the 11<sup>th</sup> day of July 2023, the Portage County Board of Commissioners received a public comment form from members of the Skeels Community Planning Organization notifying the Board of comment to be received at the July 13<sup>th</sup>, 2023, meeting. During this meeting, Mr. Frank Hairston with help of Mr. Gene Brown requested the Portage County Board of Commissioners to proceed on its own motion to change the name of Portage Street to Deseree Liddell Boulevard in honor of long-time resident Mrs. Liddell.

## **II. PURPOSE OF THE HEARING**

The purpose of today's Public Hearing is to hear testimony for or against the name change of Portage Street to Deseree Liddell Boulevard

## **III. PUBLIC NOTICE**

Notice of this public hearing was published in the Record-Courier newspaper on July 21<sup>st</sup>, 2023, and posted on the County's website and Official County TV's located on the 1<sup>st</sup> and 7<sup>th</sup> floors on July 18<sup>th</sup>, 2023.

## **IV. SWEARING IN**

To members of staff and those who would like to speak during the Public Hearing, please raise your right hand to be sworn in.

Do you solemnly swear that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth, if so, please respond **I do**.

## **V. PUBLIC COMMENT**

Mr. Frank Hairston and Mr. Vince Coia both spoke during this time.

Mr. Frank Hairston started by thanking the Commissioners. Later he also thanks the Ravenna Township Trustees for the opportunity and for explaining the process. The Skeels Community Center is very excited about the possible name change to Deseree Liddell Boulevard. He also offered to answer any questions that anyone may have.

Ravenna Township Trustee, Mr. Vince Coia asked Commissioner Badalamenti to verify the spelling of the name, Liddell. He also wanted to state that Mrs. Liddell has done so much for the community, and she is very deserving. He feels that it will be worthwhile to change the name.

Commissioner Christian-Bennett verified that the Ravenna Trustees were on board with the name change. Trustee Coia stated that a Proclamation was made a few weeks prior regarding the name change of Portage Street and the Ravenna Board of Trustees all agree.

## **VI. CLOSING STATEMENT**

After hearing the discussion presented today and on consideration of the evidence, if the Board finds such alterations to the name of a county or township road in the immediate vicinity of such lot be changed, upon hearing, and upon being satisfied that there is good cause for such a change of name, that it will not be detrimental to the general interest, and that it should be made, may, by resolution declare the change of the name of such road.

A copy of such resolution shall be certified to the county engineer, the county recorder, and the county auditor, who shall all change their records accordingly, but still retain in some manner the old name of the road.

## **VII. ADJOURN THE PUBLIC HEARING**

Reconvene the Commissioners' meeting.

**RECONVENE: 9:06 AM**

## **VIII. ACTION ITEM**

Is there a motion to grant or deny the change as requested?

### **Resolution:**

1. Approve the name change of Portage Street, Ravenna Township, Portage County./Resolution No. 23-0473

Mr. Frank Hairston also wanted to announce that the Skeels Community Center has had a Deseree Liddell Scholarship Breakfast for the last ten years. This year the Breakfast will take place on October 7<sup>th</sup>. At that event there will be a dedication ceremony for Deseree Liddell Boulevard. Mr. Hairston wanted to invite the Commissioners. They are planning for the dedication to be around 11:30 AM after breakfast is complete.

## **JOB AND FAMILY SERVICES**

Present: Director, Kellijo Jeffries and Fiscal Officer, Sue Brannon

Commissioner Christian-Bennett wanted to clarify the name of Ms. Vanessa Beard, who will be taking over for Sue Brannon at her retirement.

### **Discussion:**

1. *August is Child Support Awareness Month – Proclamation*

The Commissioners presented a Proclamation to acknowledge August as Child Support Awareness Month to Ms. Lisa Fay who is the Administrator of the Child Support Division.

2. *Healthy Aging Grant - Discussion*

Director Jeffries shared the news that she received at a District Director's Meeting involving a Healthy Aging Grant. The funds are reallocated ARPA dollars that will be used for the aging population. The amount of funds received by Portage County are estimated to be \$452,000. It is time limited, and it is Director Jeffries understanding that the funds will go through the Board of Commissioners after it goes through the Department of Aging. There will be specifications

as to what the money may be used for. She asked if Job and Family Services would be able to spearhead the grant. She feels with all the different organizations that are affiliated with JFS such as Catholic Charities, Adult Protective Services, The Senior Support Group, Probate Court, The Guardianship Board, Coleman Services, and Family and Community Services, they will be able to develop creative ways to serve the elderly.

Commissioner Badalamenti asked what other groups would be able to ask for access to the grant. He also asked if the organizations mentioned by Director Jeffries would be the only ones to have access to the funds?

Director Jeffries gave examples of other organizations being senior centers or Home Instead. She states that there are many possibilities to use the funds. They could set up an application process for wanting organizations, like the process that was used in the past with ARPA funds.

The Commissioners agreed.

#### **Resolutions:**

1. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 23-0458
2. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 23-0459

#### **WATER RESOURCES**

Present: Director Daniel Blakely

#### **Discussion:**

1. *Memo – 2689 Greenhill Drive – Water & Sewer Bill*

Director Blakely said that there was a fire in Ravenna, and the gentleman whose home was damaged asked for a credit on his water and sewer bill. It is not in current provisions to be able to give credits. The Water Resources Department did go back and research his meter-reading and discovered that he did not use water for two months and very little for the third month. It is Director Blakely's recommendation to give the credit.

#### **Journal Entries:**

1. The BOC accepts the recommendation of Water Resources Director Dan Blakely and authorizes a pro-rated credit for the Water and Sewer services of 2689 Green Hill Drive, Ravenna, OH 44266 from March 19<sup>th</sup> to May 18<sup>th</sup>, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## **SOLID WASTE**

Present: Director Dawn Collins

Director Collins passed flyers out to the Commissioners that show the recent building renovations. The Commissioners stated that everything looks nice and commended Director Collins for all the accomplishments that have been completed in the last year. Director Collins also added that there is spray foam being installed to the interior of the warehouse, which will be beneficial this winter.

### **Discussion:**

#### *1. Material Processing Agreement*

Director Collins stated that this agreement will take place on November 12<sup>th</sup>. It is with Waste Management and Green Star and has been in place since 2013. They are currently building a \$30 million dollar facility in Cleveland, and she believes that in the future they will ask the County to transport there. She does not think this is feasible. They have offered a new contract where delivery is still taking place in Akron. This will drop the current processing rate to \$80 from \$86. These prices are accurate until at least December of this year. In November the Consumer Pricing Index for next year will come out.

#### *2. Solid Waste Plan Update*

Director Collins stated that the department is in the beginning stages of updating their Solid Waste Plan. There are a couple of key changes coming up that will provide recycling from 90% to 80% which were also discussed at the Policy Committee Meeting. She stated that 92% of the residents in Portage County have access to recycling. She does not anticipate that number changing but wants to note that it is only required that they provide for 80% of the county population. The department must divert 25% of the waste from landfills and provide educational outreach. Also, it needs to show that Commercial and Industrial entities still have access to recycling.

Commissioner Badalamenti asked Director Collins to elaborate on the educational outreach. The department participates in a lot of truck and tractor events, they hold Earth Day events, and they go to Kent State.

#### *3. Collective Bargaining Agreement*

Director Collins states that the current collective bargaining agreement ends October 31, and negotiations will begin shortly. She wanted to bring it to the Commissioners' attention.

#### *4. Freedom Township*

Freedom Township passed a resolution a few years ago to begin a curbside program. The district was not in the position to offer that service at that time. They are in a much better position now and the township has asked if the Solid Waste Department would send out surveys, which they are in the process of doing. There are around 1,100 homes, and there is not currently a recycling program available. Out of the townships they would like to service, Director Collins feels it is best to start with Freedom.

### 5. CHaRM Facility

Director Collins states that CHaRM stands for Center for Hard to Recycle Materials. She states that it is a much-needed facility for Portage County Residents. The surrounding areas already have facilities of this nature such as Geauga, Trumbull, Summit, and Logan Counties. Portage is a little behind, but Director Collins states that they are going to catch up nicely and, in her opinion, surpass the other counties. The department estimates being finished with the process and upgrades sometime in September. The facility will begin to take tires two days a week, instead of waiting for an event to happen once a year. Director Collins states that there are a couple of pricing items that she is waiting on, but she is hoping to have a grand opening for the facility in September. The facility will take hard to recycle materials such as electronics and tires.

Commissioner Christian-Bennett states that the citizens will be happy about this.

Commissioner Badalamenti asked about the given fees for electronics and the hours of the facility. Director Collins states that there will be a \$20 and \$10 fee for TVs and printers and the transactions will go through a third-party vendor. No additional staff will be added so the recycled materials may be brought in two days a week and the facility will stay open late, once a month. She added that they have employees who are registered in their 608 freon with the EPA. Director Collins added that they have a good industry where they can haul their own items and the fact that they are already established in the infrastructure should prove to be helpful.

### EXECUTIVE SESSION

9:26 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. Also present: County Administrator, Michelle Crombie and Mr. Robert Hartigan. Roll call vote: Anthony J. Badalamenti, Yea; Mike Tinlin, Yea; Sabrina Christian-Bennett, Yea;

10:19 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.

### 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 July 27, 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	\$988,416.08	(Includes late fees of: \$54.82)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$281,091.22	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,866.28	
Journal Vouchers totaling:	\$152,238.25	
Then and Now list totaling:	\$223,244.11	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the July 27, 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. Transfer from Fund 1201, Motor Vehicle and Gas Tax to Fund 4263, Tallmadge Rd Section O-P Resur./Resolution No. 23-0460
2. Transfer from Fund 0001, County General Fund to Fund 1410, Public Assistance Fund./Resolution No. 23-0461
3. Transfer from Fund 8300, Solid Waste General Administration, to Fund 8314, Solid Waste Ohio EPA Community Litter Grant./Resolution No. 23-0462
4. Accept the Award from the Ohio Office of Criminal Justice Services (OCJS) for the Ohio Drug Law Enforcement Fund (DLEF) Grant 2022 on behalf of the Portage County

Sheriff's Office Drug and Violent Crime Unit (GRANT NO. 2022-DL-LEF-5846)/Resolution No. 23-0463

## **INTERNAL SERVICES**

Present: Director Shannon Kautzman

Director Kautzman wanted to inform the Commissioners of an update on the Justice Center's sign. She received another bid and example from Graphic Expressions, where the first estimate was received from Central Graphics. The Commissioners agreed to the design and price of the decal for the sign.

### **Discussion:**

#### *1. Project Updates*

Director Kautzman stated that there is water leaking into the lobby area of the Building Department. The planters on the outside of the building are going to have to be removed, so the source of the water problem can be found. Changes have been made to the plans for the renovation of the interior of the Building Department as well. There is a door that needs to be updated to make it ADA compliant. With this add-on plus the new development of the water leak, the project has doubled in cost from \$16,000 to \$30,000. Director Kautzman stated that they might have to wait until next year for the door and floor update, but she plans on prioritizing the water leak and having work start on that soon.

The guard-rail removal will be \$1,500. Paneling will be placed over the painted windows on the maintenance garage. Roof replacement with downspouts and gutters came in at \$68,000 due to the size of the roof being 4,000 square feet. This money is not in the budget and will be completed next year. The roof is 28 years old.

At the Annex Building, the new bid date is August 31<sup>st</sup>.

Maintenance assisted in moving furniture out for the 1<sup>st</sup> phase of the project at the Juvenile Court.

The dispatch renovation at the Justice Center will be completed at the end of September.

At the Prosecutor's Office, the water testing has taken place on all 3 sides and was successful.

At the Ravenna Courthouse in the Probate Department, the work will start the week of August 7<sup>th</sup>. The carpet replacement is underway, and Claire Philpot is working with the courts on the installation dates.

7 HVAC units have been successfully placed on the roof at the Riddle Block Building. There are 2 remaining units, and Director Kautzman is waiting for installation dates from the contractor.



## **Resolutions:**

1. The Board of Commissioners agrees to enter into an amendment No. 13 with the Portage County Prosecuting Attorney for Legal Services for the Storm Water District./Resolution No. 23-0464
2. The Board of Commissioners agrees to accept and award the bid of Matt Winters Excavating LLC for the Stanley Road Bridge Replacement (WIN 153, CH 235), over Mahoning Creek in Windham Township, Portage County./Resolution No. 23-0465
3. The Board of Commissioners agrees to accept and award the bid of Cardinal Asphalt for the 2023 441 Resurfacing Project, for the resurfacing of various Portage County roads./Resolution No. 23-0466
4. The Board of Commissioners authorizes the Portage County Engineer to apply for Federal Congestion Mitigation/Air Quality Program (CMAQ) funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) to rehabilitate the Stow Street Bridge and to make Pedestrian and Bike Improvements from Tannery Park to Franklin Avenue in Kent, Portage County, Ohio./Resolution No. 23-0467
5. The Board of Commissioners agrees to enter into a master services agreement with Integrated Precision Systems (IPS) on behalf of the Portage County Water Resources Department./Resolution No. 23-0468
6. The Board of Commissioners authorizes to begin the negotiation of an agreement with DLZ for the preparation of plans, specifications and estimate of cost for Project No. PC-W (23-070) Water Storage Improvements – Rootstown, PC-W (23-080) Water Storage Improvements – Shalersville, and MV-O (23-090) Water Storage Improvements – Mantua, for the Portage County Water Resources Department./Resolution No. 23-0469
7. The Board of Commissioners agrees to enter into a memorandum of understanding between the Portage Foundation and Portage County Emergency Management Agency./Resolution No. 23-0470

## **HUMAN RESOURCES**

Present: Director Tami Soltis

### **Discussion:**

#### *1. Wage Study Presentation*

Director Soltis is presenting the results of the recent Wage Study. The Commissioners decided to use Clemans and Nelson in 2022. The study began in November of 2022 and finished around the end of June or beginning of July. There were a couple of different objections. One was the Compensation Plan Schedule. This plan was provided by Clemans and Nelson and is based upon how new hires are brought in, and how the wage scale is incorporated. This compensation plan is shared throughout the departments. A minor change that was made was adding clearer language with Munis. The dates in Munis mean a lot of different things so clarification was needed. Performance management was also clarified, and minor changes

were made. The Compensation Manual also defines how and when refactoring is complete in the Human Resources Department and Director Soltis wanted to present it to the Commissioners since it was one of the objections to be completed with the wage study. There is also the Criteria Manual which shows how job factoring is figured. This manual is proprietary and only for HR to use.

Point Factoring Statuses have criteria built in. It is a proprietary tool and HR uses it to determine how people are paid and what grade they should be at. This was the first year, that criteria were looked at regarding the wage study. The department noticed that some of the criteria wasn't equitable for all job descriptions that are factored in the program. Some changes and revisions were made, such as a 7.5% grading level, being brought up to a 10% grading level. The results have been apparent already from the 36 benchmark jobs, which is exciting for the HR Department and Clemans and Nelson. When the wage study started, it was determined 36 job descriptions would go through the study. The results are determined after Clemans and Nelson take the given job descriptions with the revised criteria and push it through their system.

Commissioner Christian-Bennett asked if the Public Defender's Office was included in the refactoring study because there are two positions in that office that are proving difficult to fill due to the current wages.

Director Soltis stated that the Public Defenders were not included, because it was pre-determined before she took the position as Director. The job descriptions that were not a part of the study will be placed through the criteria, and it will help bring them to the equitable level that they need to be at.

Also taken into consideration with the point refactoring is technology. Work environment and automation and how they are relevant to the individual county departments were added as new factoring pieces. A general survey was also used to collect data. In January, 21 comparable counties were determined, and 13 counties participated and contributed results. There were comprehensive questions asked along with the 36 job descriptions that were provided.

Director Soltis and Clemans and Nelson appreciate the county departments that took the time to participate. A variety of incentive questions were asked involving bonuses, longevity, tuition reimbursement, educational opportunities, hybrid options, and wage incentives. Lead benefit questions focused on vacation accrual, vacation payout, personal time, sick leave, and paid holidays. The results from these questions revealed that Portage County is comparable to about 5 of the 18 counties that participated.

The Human Resources Department is recommending a few changes. A longevity perk would be to adjust the current vacation schedule, by adopting the Ohio Revised Code vacation accrual schedule.

Commissioner Badalamenti asked for clarification on what the current vacation accrual schedule is now compared to the recommended. He also wondered how much vacation time is received when a new position is filled.

Right now, the schedule reflects receiving 3.1 hours of vacation per 80 hours worked until the 7<sup>th</sup> year of employment. Then the accrual rate increases to 4.6 hours. The recommended schedule would allow for an increase during the 4<sup>th</sup> year. This would allow for newer hires to receive this benefit sooner and would help with employee retention. Currently there is no given vacation time when hired, and a new employee must earn it. It is accrued throughout your first year of employment. On the first-year anniversary of employment, employees have two weeks of vacation time that has been accrued.

Commissioner Tinlin clarified that directors and employees were a part of the survey process.

Director Soltis also answered Commissioner Christian-Bennett that other elected officials and their offices were included in the survey results.

The second recommendation being made for consideration by the Human Resources Department is the adoption of more hybrid work schedules. Director Soltis says that a question that comes up more frequently is if the county offers remote options. She states that there would not be positions set up to be remote on a full-time basis, however she feels that two days remote a week for certain positions could be a possibility. Job and Family Services currently has a pilot program where they have positions that operate under a part-time remote schedule, and it seems to be working. Director Soltis says that offering more hybrid work would make Portage County more competitive with other government agencies and would impact recruiting and retention efforts.

The last recommendation involves revising the personal time that is offered to employees. Currently there is pro-rated personal time offered wherein after 1 full year of employment 3 days of personal time is received. The revision would include upping the personal time from 24 hours to 32.

Commissioner Christian-Bennett asked how many holidays are available for Portage County employees at this time with the new addition of Juneteenth.

Director Soltis said that she believes there are 14 paid holidays, but not all the departments are able to participate in those holidays.

Commissioner Badalamenti expressed apprehension with the amount of time that is received after the first year of employment.

A point was made about the differences between private and public industry. The data is supposed to be used to reflect other departments. Commissioner Christian-Bennett mentioned that the newer generation wants a work-life balance, with higher salaries.

The full assessment not only determined the new factoring of the 36 given positions, but Clemans and Nelson were also able to provide the fair market value. There are a few positions that will need to be moved on the wage scale, but Director Soltis feels that the wages look good and are comparable. She feels that a new compensation plan needs to be reviewed for adoption, as well as the provision of a stable wage structure. This will help employee

recruitment and retention in the future through budgetary projected wage increases. It must be fair and equitable for the departments and for the general fund. Director Soltis wanted to commend the members of the HR Department, Heather, and Susan and for all the hard work that was completed during this study. Moving forward, positions will be refactored as a team, using the new criteria.

Commissioner Christian-Bennett asked if the department would investigate the hiring issues at the Public Defender's Office. Director Soltis is planning on looking into it, and hopes that they have already sent one possible candidate. She also plans on reaching out to surrounding counties to investigate the current salaries offered.

### **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 transfer Meghan Brown, to Support Services Supervisor, Child & Adult Protective Services for Portage Job & Family Service to be effective as of Monday, September 4, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

2. Authorize the three-day internal posting of the full time Child & Adult Protective Services Supervisor for Portage County Job & Family Services along with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

3. Accept the resignation of Victoria Bergey, Social Service 4 Worker, for Portage County Job & Family Services effective July 21, 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 three-day internal posting of the full time Social Service Worker 4 for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

5. Accept the separation of Scott Hendon, CSEA Supervisor, for Portage County Job & Family Services effective July 14, 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 three-day internal posting of the full time CSEA Supervisor for Portage County Job & Family Services along with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

7. Accept the resignation of Abbey Fullerton, Social Service 3 Worker – On Call, for Portage County Job & Family Services effective August 6, 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 three-day internal posting of the full time Social Service Worker 3 – On Call for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

a. *Sara Hoag ~ BOC*

**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

**Discussion:***1. Software for Prosecutor*

County Administrator, Michelle Crombie explained that the County Prosecutor reached out to her recently. He explained that the Law Library is in the process of cutting costs and in doing so they have decided to use only one legal research system. The system used is LexisNexis; where before they used two systems. This system does not provide everything that is needed for the department. They prefer to utilize Westlaw, which is described as more efficient. Administrator Crombie feels that if the Prosecutor's office needs the system to do their jobs, then they should be supported. The Law Library has already signed a three-year contract with the alternative software company and Administrator Crombie asked if when the contract is up for renewal, they could work together to offset costs for both parties.

Commissioner Badalamenti inquired on the cost of the current system that is in place, LexisNexis.

Administrator Crombie is estimating the cost to be around \$200 a month for the 3-year contract, per user, since private attorneys are also permitted to utilize the service, which ends up being quite costly.

Commissioner Badalamenti clarified that Westlaw is approximately \$2,700 a month for 3 years with a 5% increase each year after the first. He also asked if every individual who uses the system accrues a separate fee and inquired on the savings. He asks if the fees are covered for every attorney that utilizes the system at the Law Library.

Administrator Crombie explains that the savings are specific to the Prosecutor's Office, and the purpose of the Law Library is to provide such services and materials. She does not have all the information readily available to be able to give more accurate depictions of future savings with the use of one software compared to another. The Law Library is responsible for the cost of LexisNexis, and Administrator Crombie states that the Prosecutor's are asking that they pay for the Westlaw software for their office only. She is not privy to the details of how these decisions were made and is simplifying the information. She is viewing the decision to pay for the sought-after system as a need by the Prosecutor's Office.

Commissioner Badalamenti agrees that the system is needed, however, he would have liked it if negotiations had been worked through more thoroughly to offset costs. He feels that a decision is being made with very little facts.

Commissioner Christian-Bennett clarified that the Law Library only renewed one contract for LexisNexis and due to budget constraints, did not renew the second contract for the Westlaw Software. Since it is needed by the Prosecutor's Office the Commissioners have agreed to authorize the contract.

**Resolution:**

1. The Board of Commissioners Approve and Authorize the Portage County Prosecutor to Execute the Necessary Contract Documents Concerning Thompson Reuters Westlaw Online Legal Research Services for the Portage County Prosecutor's Office./Resolution No. 23-0471

**REGIONAL PLANNING COMMISSION**

Present: Director Todd Peetz

**Discussion:**

1. *Comp Plan Implementation*

Director Peetz came to the meeting to discuss the implementation of the Comprehensive Plan. He would like to set up some meetings with the department heads that he would like the Commissioners to be a part of. These meetings would be to establish priorities for the one through 5 year time frame of the Comprehensive Plan.

Commissioner Badalamenti wanted to mention some discrepancies with the wording in the plan, such as the use of the Grant Administrator and their availability to other departments that do not fall under the Board of Commissioners. The Commissioners disagree with the wording in the plan and recommend that the departments hire their own grant writers if needed.

Director Peetz states that he never intended the grant writer to be available to the Regional Planning Department and that the changes to the plan will be made. He also wants to make celebratory milestones known to the public. He would like the employees to be recognized, but also feels that it is important to advertise the progress that is being made. He feels that is why it would be important to have a Public Information Officer.

The Commissioners gave Director Peetz a version of the Comprehensive Plan that has flagged pages where the thought process was different, and they would like corrections to be made. Director Peetz says that it is a living document, and it is fine to pull things out, however, an amendment will be needed.

Commissioner Badalamenti applauded the Regional Planning Department for the work they have completed while putting the plan together, even though there are some things that the Board feels need to be altered in one way or another.

Commissioner Tinlin stated that the plan is needed, noticed and people talk about it a lot.

Director Peetz referred to a recent meeting he had at NOACA, where he was speaking with the City of Akron's Planning Director who commended Portage County's Comprehensive Plan. Director Peetz stated the planners in Akron would find it difficult to develop a Comprehensive Plan of that detail due to the process driven mind-set. Portage County needs to be constantly marketing themselves and providing things that the communities want. One of the good things about the Regional Planning Department in Portage County is that they must raise the other half of their funding. Money is sought after through grants or other means.

A short discussion is had between the Commissioners and Director Peetz concerning the Comprehensive Plan and how it has been a work in progress for a few years now. When past Commissioners were finally on board, COVID hit, which delayed the advancement of the plan. The opportunity is finally right for moving forward.

Director Peetz asked if the Board would still like to meet with the department heads to set some priorities. County Administrator, Michelle Crombie recommends only speaking with the departments who reach out to the public, for example EMA and Solid Waste and not the county specific departments like Human Resources or the Grant Administrator. She would be happy to facilitate working together after the plan is reviewed.

Director Peetz wanted to discuss the method of payment that was used to develop the Comprehensive Plan. Due to funds being provided in the past by the Board of Commissioners, The Regional Planning Department still owes the Board \$194,000. The Department is planning on paying back \$15,000 this year, with its current budget. Depending on what the cash-carry over is for the department this year, Director Peetz would like to add to the \$15,000 to be able to pay back the amount sooner. He will plan to come back with more specific amounts in late September or early October.

Commissioner Christian-Bennett asked if the total cost of the plan exceeded \$100,000. Director Peetz stated that estimates given were originally showing that they would come in at being around \$10,000 under budget, but new projections show that they are closer to \$3,500 under.

## MISCELLANEOUS

### Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Amended Certificate of Estimated Resources Dated July 26, 2023, as presented 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**

2. The Board of Commissioners acknowledged the receipt of the July 28, 2023 correspondence from Diane Haney, Veterans Service Office Manager, including the signed statements for 2023 Memorial Day Expenses.

**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 July 31, 2023 Certificate of the County Auditor that the Total 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 July 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**

**Resolution:**

1. The Board of Commissioners approves calling of a meeting of the 9-1-1 Planning Commission for the purpose of Considering a matter not presently addressed in the 9-1-1 System Plan and Amendment./Resolution No. 23-0472

Commissioner Christian-Bennett announced that the following meeting would be at the regular time on Thursday, August 10<sup>th</sup>, but the following week the meeting will be held on Tuesday, August 15<sup>th</sup> at 1pm.

\* \* \* \* \*

**RESOLUTION NO. 23-0458**

**- 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, \$206,570.67 for SFY23 3rd Qtr Reconciliation and \$123,429.33 SFY23 4<sup>th</sup>

Qtr Pymt#1 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;  
\*

**RESOLUTION NO. 23-0459 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the JFS WIA Fund owes the Public Assistance Fund for One Stop sharing 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 \$43,586.33 for the 3rd Qtr SFY23 Jan-Mar 2023 adjustment as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$19,598.40

Project 3B278

\$19,598.40

Project 3A225

\$ 4,389.53

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$43,586.33

; 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;  
\*

**RESOLUTION NO. 23-0460**

-

**RE: TRANSFER FROM FUND 1201, MOTOR  
VEHICLE AND GAS TAX TO FUND 4263,  
TALLMADGE RD SECTION O-P RESUR**

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

**WHEREAS,**

the Portage County Board of Commissioners approved an operating transfer; now therefore be it

**RESOLVED,**

that the following transfer of funds be made in the amount of \$341,192.05.

**FROM:**

FUND 1201, MOTOR VEHICLE AND GAS TAX

ORGCODE- 12018109

Debit Expense Account  
Object: 910000 – Transfers Out \$341,192.05

**TO:**

FUND 4263, TALLMADGE RD SECTION O-P RESUR

ORGCODE- 42638102

Credit Revenue Account

Object: 280000 - Transfer In

Project: DGA15 \$341,192.05

; and be it further

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

**RESOLUTION NO. 23-0461 - RE: TRANSFER FROM FUND 0001, COUNTY 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 August 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;

\*

**RESOLUTION NO. 23-0462**

-

**RE: TRANSFER FROM FUND 8300, SOLID WASTE GENERAL ADMINISTRATION, TO FUND 8314, SOLID WASTE OHIO EPA COMMUNITY LITTER GRANT**

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

**WHEREAS,** the Board of Commissioners approved Resolution 23-0366 to accept the 2023 Community and Litter Grant Award in the amount of \$32,000.00 from the Ohio Environmental Protection Agency Division of Environmental and Financial Assistance to participate in Tire Amnesty Events; and

**WHEREAS,** the Board of Commissioners approved a Solid Waste District match of \$8,000.00 to the 2023 Community and Litter Grant Award, for a total of \$40,000.00 for Tire Amnesty Events; now therefore be it

**RESOLVED,** that the following transfer shall be made, in the amount of \$8,000.00, to satisfy the local match commitment; as recommended by the Director of the Portage County Solid Waste Management:

**FROM:**FUND 8300, SOLID WASTE GENERAL ADMINISTRATION

ORGCODE- 83009019

Debit Expense Account

Object: 910000 Transfers Out \$8,000.00

**TO:**FUND 8314, SW OEPA COMMUNITY LITTER GRANT

ORGCODE – 83149012

Credit Revenue Account

Object: 280000 Transfer In \$8,000.00

; 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, Portage County Solid Waste Management District and the Department of Budget & Financial Management; and be it further

**RESOLVED,** that the Board of Commissioners of the Portage County Solid Waste District 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;

\*

**RESOLUTION NO. 23-0463**

-

**RE: ACCEPT THE AWARD FROM THE OHIO  
OFFICE OF CRIMINAL JUSTICE SERVICES  
(OCJS) FOR THE OHIO DRUG LAW  
ENFORCEMENT FUND (DLEF) GRANT 2022  
ON BEHALF OF THE PORTAGE COUNTY  
SHERIFF'S OFFICE DRUG AND VIOLENT  
CRIME UNIT (GRANT NO. 2022-DL-LEF-  
5846)**

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

**WHEREAS,** the Ohio Department of Public Safety notified the Portage County Sheriff's Office on July 25<sup>th</sup>, 2023, that the Portage County Sheriff's Office Drug and Violent Crime Unit (DVCU) was approved to receive a grant award in the amount of \$14,854.03, with a 25% local match in the amount of \$3,715.18 for a grant time period of July 1<sup>st</sup>, 2023 through June 30<sup>th</sup>, 2024;

**RESOLVED,** the Portage County Board of Commissioners accepts the Ohio Drug Law Enforcement Fund (DLEF) Grant 2022 for a grant time period of July 1<sup>st</sup>, 2023 through June 30<sup>th</sup>, 2024, **with grant funds in the amount of Eleven Thousand, One-Hundred Thirty-Eight and 85/100 (\$11,138.85) with a 25% local match obligation of Three Thousand, Seven-Hundred Fifteen and 18/100 dollars (\$3,715.18), for a total project cost of \$14,854.03.** These grant funds will be used for the purchase of equipment to be used by members of the DVCU, and to acquire confidential funds. The recipient agency will have 100% ownership and control over use of the equipment acquired through this grant; and be it further

**RESOLVED,** a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Portage County Sheriff's Office; and be it further

Roll call vote as follows:

**RESOLUTION NO. 23-0464      -      RE:    ENTER INTO AMEDNMENT NO. 13  
BETWEEN THE BOARD OF  
COMMISSIONERS AND THE PORTAGE  
COUNTY PROSECUTING ATTORNEY FOR  
LEGAL SERVICES FOR THE STORM  
WATER DISTRICT.**

**WHEREAS,** the Board of Commissioners has engaged the Prosecutor to perform certain consultation and regulation enforcement services required by Portage County's Ohio Environmental National Pollution Discharge Elimination System (NPDES) Phase II Permit; and

**WHEREAS,** an agreement between the Board of Commissioners and the Portage County Prosecutor was entered into and known as Portage County Contract No. 20100362; and

**WHEREAS,** there have been twelve (12) amendments to the Original Contract; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Amendment Agreement between the Board and the Portage County Prosecuting Attorney for a period of one (1) year commencing September 1, 2023 and ending August 31, 2024; and be it further

**RESOLVED,** that the total compensation under this Amendment No. 13 shall be Twenty Thousand Dollars (\$20,000.00); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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;  
                \*                 \*                 \*

**RESOLUTION NO. 23-0465      -      RE:    ACCEPT AND AWARD THE BID OF MATT WINTERS EXCAVATING LLC FOR THE STANLEY ROAD BRIDGE REPLACEMENT (WIN 153, CH 235), OVER MAHONING CREEK IN WINDHAM TOWNSHIP, PORTAGE COUNTY.**

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

**WHEREAS,** notice of Receiving Bids for the **Stanley Road Bridge Replacement** was published in the Record Courier on June 2, June 9, and June 16, 2023; 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,**

after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Cardinal Asphalt** be accepted as the lowest and best bid received; now therefore be it

**RESOLVED,**

that the bid of Cardinal Asphalt, **1380 Orlen Avenue, Cuyahoga Falls, Ohio 44221**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **441 Resurfacing Improvements Project** for the resurfacing of various Portage County roads, and be it further

**RESOLVED,**

that a contract be entered into with **Cardinal Asphalt** including a base bid of \$755,813.10, and alternate bids 1-4 of \$84,300.00, in the total amount of **\$840,113.10**, 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;

\*

**RESOLUTION NO. 23-0467**

-

**RE:**

**TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO APPLY FOR FEDERAL CONGESTION MITIGATION/AIR QUALITY PROGRAM (CMAQ) FUNDS PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) TO REHABILITATE THE STOW STREET BRIDGE AND TO MAKE PEDESTRIAN AND**

**BIKE IMPROVEMENTS FROM TANNERY  
PARK TO FRANKLIN AVENUE IN KENT,  
PORTAGE COUNTY, OHIO.**

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

- WHEREAS,** the United States Congress has set aside monies for Congestion Mitigation and Air Quality (CMAQ) projects through the State of Ohio, Department of Transportation (ODOT) and administered by the Akron Metropolitan Area Transportation Study (AMATS); and
- WHEREAS,** the Akron Metropolitan Area of Transportation Study (AMATS) requires the adoption of legislation by the governing body of the applicant to submit Federal Congestion Mitigation/Air Quality Program (CMAQ) fund applications and execute contracts; and
- WHEREAS,** the Stow/Summit Street Bike and Pedestrian Improvements Project is a transportation activity eligible to receive federal CMAQ funding; and
- WHEREAS,** the Portage County Engineer has prepared an application for CMAQ funds for improvements to the Stow Street Bridge over the Cuyahoga River by rehabilitating the existing superstructure which will also accommodate a proposed bike trail in the City of Kent, Portage County, Ohio; and
- WHEREAS,** the Board of Portage County Commissioners is the governing body; and
- WHEREAS,** if requested funds are granted, the local share responsibility will be at least twenty (20%) percent of the eligible costs. The cost in dollars of the local share shall be approved in subsequent legislation and agreement when the amount is determined, and subject to agreed-upon apportionment between the County and the City of Kent, which is participating in the local share responsibility, when such proportions are determined; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the Portage County Engineer to apply for Federal Congestion Mitigation/Air Quality (CMAQ) funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following project:  
**Stow/Summit Street Bike & Pedestrian Improvements**
- The purpose of this project is to rehabilitate the Stow Street Bridge and construct a bike trail across the rehabilitated section of bridge and beyond for a total length of 700 feet at a total estimated cost of \$2,880,000; and be it further

**RESOLVED,** that the Portage County Engineer acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a local share is required to match federal funds, 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:

[illegible]

**RESOLUTION NO. 23-0468      -      RE:    ENTER INTO A MASTER SERVICES AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND INTEGRATED PRECISION SYSTEMS (IPS)**

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

**WHEREAS,** the Portage County Board of Commissioners agrees to enter into a support agreement to provide Galaxy and cameras software support located at the Portage County Water Resources Department; and

**WHEREAS,** Integrated Precision Systems (IPS) can provide the needed equipment, services and software to these facilities through this Master Services Agreement; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Master Service Agreement for the equipment, services and software with Integrated Precision Systems, 8555 Sweet Valley Dr., Suite B, Cleveland, OH 44125; and be it further

**RESOLVED,** that the total cost of the professional services shall be Five thousand nine hundred eighty-eight and 61/100 dollars (\$5,988.61) beginning July 1, 2023, through June 30, 2024; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taking 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 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;  
\*

**RESOLUTION NO. 23-0469**

-

**RE: AUTHORIZING TO BEGIN THE  
NEGOTIATION OF AN AGREEMENT WITH  
DLZ FOR THE PREPARATION OF PLANS,  
SPECIFICATIONS AND ESTIMATE OF COST  
FOR PROJECT NO. PC-W (23-070) WATER  
STORAGE IMPROVEMENTS - ROOTSTOWN,  
PC-W (23-080) WATER STORAGE  
IMPROVEMENTS - SHALERSVILLE, and MV-0  
(23-090) WATER STORAGE IMPROVEMENTS -  
MANTUA, FOR THE PORTAGE COUNTY  
WATER RESOURCES DEPARTMENT.**

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

- WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,** Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and
- WHEREAS,** in April 2023, Portage County Water Resources (PCWR) advertised in the Ravenna Record Courier, requesting statements of qualifications for Professional Engineering services for water storage tank design for the Portage County Water Resources Department; and
- WHEREAS,** seven (7) valid submittals were received on April 26, 2023; and
- WHEREAS,** PCWR ranked the seven firms and selected DLZ as the most qualified firm to perform this work; and
- WHEREAS,** PCWR to request authorization to begin the negotiation of an agreement with DLZ to perform the required services for Portage County; and
- WHEREAS,** PCWR has the intent to enter into an agreement with DLZ after negotiations to prepare plans, specifications and estimate of cost for the Project No. PC-W (23-070) Water Storage improvements - Rootstown, PC-W (23-080) Water Storage Improvements - Shalersville, and MW-0 (23-090) Water



**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of the Portage County Emergency Management Agency and the 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;  
\*

**RESOLUTION NO. 23-0471 - RE: APPROVING AND AUTHORIZING THE PORTAGE COUNTY PROSECUTOR TO EXECUTE THE NECESSARY CONTRACT DOCUMENTS CONCERNING THOMPSON REUTERS WESTLAW ONLINE LEGAL RESEARCH SERVICES FOR THE PORTAGE COUNTY PROSECUTOR'S OFFICE**

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

**WHEREAS,** the Portage County Prosecutor's Office has for many years been provided online legal research services by Thompson Reuters Westlaw ("Westlaw"), which is a premier legal research provider used daily and significantly by the staff of the Portage County Prosecutor's Office; and

**WHEREAS,** at the present time there is the necessity for the Portage County Prosecutor to proceed with an agreement with Westlaw for such online legal services; now therefor be it

**RESOLVED,** the Portage County Board of Commissioners hereby approves and authorizes the Portage County Prosecutor to execute the necessary agreements with Thompson Reuters Westlaw in order to receive online legal research services from Westlaw for the Portage County Prosecutor's Office; and be it further

**RESOLVED,** that all formal actions of this Board concerning and relating to the adoption of this resolution was 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;

\*

**RESOLUTION NO. 23-0472**

-

**RE: 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**

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

- WHEREAS,** pursuant but not limited to Section 128.12 of the Ohio Revised Code, the Board of County Commissioners may call a meeting of the 9-1-1 Planning Committee to consider matters related to the initial 9-1-1 Plan and amendment(s) to the Plan;
- WHEREAS,** an issue has arisen concerning additional costs AT&T is seeking concerning bringing the City of Aurora into the Portage County 9-1-1 System;
- WHEREAS,** information has been provided that the 9-1-1 Planning Committee has previously not had occasion to consider whether some of the funds presently existing for the Portage County 9-1-1 System should be used to assist in bringing the City of Aurora into the Portage County 9-1-1 System;
- RESOLVED,** that the Portage County Board of Commissioners hereby calls for a special meeting of the 9-1-1 Planning Committee to consider the matter of whether a portion of the funds presently existing for the Portage County 9-1-1 System should be used to assist the City of Aurora in being brought into the Portage County 9-1-1 System; and
- RESOLVED,** that the Board of County Commissioners hereby directs the Portage County 9-1-1 Coordinator to establish the time, date, and place of the special meeting of the Portage County 9-1-1 Planning Committee for the purpose of the 9-1-1 Planning Committee to consider whether a portion of the funds presently existing for the Portage County 9-1-1 System should be used to 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;  
\*

**RESOLUTION NO. 23-0473      -      RE:    APPROVING THE CHANGE OF THE NAME  
OF PORTAGE STREET (T.H. 555) TO  
DESEREE LIDDELL BOULEVARD (T.H. 555)  
SITUATED IN THE TOWNSHIP OF RAVENNA,  
PORTAGE COUNTY, OHIO**

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

**WHEREAS,** pursuant to ORC 303.021 and ORC 5541.04, the Board of County Commissioners may designate street names in the unincorporated areas of the county, as well as changing the names of township and county roads; and

**WHEREAS,** in July of 2023, Mr. Frank Hairston, Mr. Gene Brown, Mr. Jason Mack and Mr. Rick Maxwell appeared before the Board of County Commissioners concerning changing the name of Portage Street (T.H. 555), which is a township road located in Ravenna Township, to the proposed new name of Deseree Liddell Boulevard (T.H. 555); and

**WHEREAS,** pursuant to ORC 5541.04, the Board of County Commissioners, either by petition or the Board's own motion, and upon hearing, may change the name of a county or township road located in the unincorporated areas of Portage County; and

- WHEREAS,** the Board of Commissioners has caused notice to be published in the Record Courier of a hearing to be held on August 3, 2023 concerning changing the name of Portage Street (T.H. 555) to Deseree Liddell Boulevard; and
- WHEREAS,** the Board of County Commissioners proceeded with the hearing on said matter on August 3, 2023, and in accordance with ORC 5541.04 is satisfied that there is good cause for such a change of name, that it will not be detrimental to the general interest, and that it should be made; and
- RESOLVED,** in accordance with ORC 5541.04, the Board of Portage County Commissioners hereby declares and officially changes the name of Portage Street (T.H. 555) situated in Ravenna Township to Deseree Liddell Boulevard (T.H. 555); and
- RESOLVED,** a copy of this Resolution shall be certified to the county engineer, the county recorder, and the county auditor, who shall all change their records accordingly, but shall retain in some manner the old name of the road; and
- RESOLVED,** a copy of this Resolution will also be forwarded to the Ravenna Township Board of Trustees, the Ravenna Township Fire Department and to the Portage County Sheriff's Office; and
- RESOLVED,** that in accordance with ORC 5541.04, 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;

\*    \*    \*    \*

**Journal Entries:**

1. The BOC accepts the recommendation of Water Resources Director Dan Blakely and authorizes a pro-rated credit for the Water and Sewer services of 2689 Green Hill Drive, Ravenna, OH 44426 from March 19<sup>th</sup> to May 18<sup>th</sup>, 2023.

**Motion:**        **Commissioner Christian-Bennett**

**Seconded:**   **Commissioner Tinlin**

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

**Motion Carries**

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

2. Direct the Auditor's Office to pay/process the July 27, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

Expenditure Review		
<u>County Funds: (0001 – 8399)</u>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$988,416.08	(Includes late fees of: \$54.82)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$281,091.22	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$1,866.28	
Journal Vouchers totaling:	\$152,238.25	
Then and Now list totaling:	\$223,244.11	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

3. Process the July 27, 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:

4. Authorize to transfer Meghan Brown, to Support Services Supervisor, Child & Adult Protective Services for Portage Job & Family Service to be effective as of Monday, September 4, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

5. Authorize the three-day internal posting of the full time Child & Adult Protective Services Supervisor for Portage County Job & Family Services along with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

6. Accept the resignation of Victoria Bergey, Social Service 4 Worker, for Portage County Job & Family Services effective July 21, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

7. Authorize the three-day internal posting of the full time Social Service Worker 4 for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

8. Accept the separation of Scott Hendon, CSEA Supervisor, for Portage County Job & Family Services effective July 14, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

9. Authorize the three-day internal posting of the full time CSEA Supervisor for Portage County Job & Family Services along with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

10. Accept the resignation of Abbey Fullerton, Social Service 3 Worker – On Call, for Portage County Job & Family Services effective August 6, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

11. Authorize the three-day internal posting of the full time Social Service Worker 3 – On Call for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

a. *Sara Hoag ~ BOC*

**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 Amended Certificate of Estimated Resources Dated July 26, 2023, as presented 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**

14. The Board of Commissioners acknowledged the receipt of the July 28, 2023 correspondence from Diane Haney, Veterans Service Office Manager, including the signed statements for 2023 Memorial Day Expenses.

**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 acknowledged receipt of the July 31, 2023 Certificate of the County Auditor that the Total 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**

16. The Board of Commissioners approved the July 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**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **August 3, 2023 at 11:20 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 **August 3, 2023.**



Anthony J. Badalamenti, President



Sabrina Christian-Bennett, Vice President



Mike Tinlin, Board Member



Kassidy Parbel, Clerk