



Portage County Board of Commissioners  
Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

November 14, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available. Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Maria Serra from Kent State University, Brian Ames, Barb Tittle, Record Courier Reporter Diane Smith, Bruce Smith and Dick Messner

Recessed to Solid Waste Management District: 9:00 AM  
Reconvened: 9:03 AM

#### **WATER RESOURCES**

Present: Deputy Director Laura Weber and Department of Budget and Financial Management Director Todd Bragg

#### **Discussion:**

1. NEFCO Clean Water Plan Ravenna Facilities Planning Area (FPA) Proposed Map and Wastewater Prescription Amendment (Journal Entry #5).

The Haven of Portage County (Haven) is a non-profit organization that is in the process of upgrading and converting a commercial building (formerly on septic) in Ravenna Township into a warming center for the homeless citizens of Portage County. Their intent is to be operational as soon as possible to provide shelter this winter season.

The current NEFCO Clean Water Plan wastewater prescription for the Haven Site, Parcel 29-357-00-00003-000, within the Portage County Sanitary Sewer Jurisdiction of the Ravenna FPA, will be changed from green "Areas will be Served by a POTW (publicly-owned treatment works) or by Home Sewage and Semi-Public Sewage Disposal Systems" to orange "Areas that are Expected to be Served with Sanitary Sewers within the Next 20 Years." The current Ravenna FPA does not have an Orange Prescription definition in the Appendix 3-10 therefore a definition is being added for the color orange. Administrative updates were also corrected in the Appendix.

The Board agreed to move forward with the request./Journal Entry #5.

## 2. Retirement

Cindy Hazelett is retiring and a Journal Entry is included for today to purchase a retirement gift per the Personnel Policy (Journal Entry #6). Her celebration will be combined with the Department's Thanksgiving luncheon on November 27 and the Board agreed to present the proclamation at 12:30 PM.

Recessed: 9:06 AM

Reconvened: 9:15 AM

## **BOARD OF ELECTION BUDGET MEETING**

Present: Director Faith Lyon, Deputy Director Terrie Nielsen, Department of Budget and Financial Management Director Todd Bragg, Denise Smith, Doria Daniels, Elayne Cross, and Pat Nelson

Ms. Nielsen explained she and Director Lyon received the 2020 proposed budget and are very concerned with the employee overtime line. The Board of Elections requested \$119,094.00 and the proposed budget lists \$40,400. Next year is a presidential primary election and based on the actual overtime hours worked in 2016, the department spent \$104,965.00. There have been increases to employee's pay rates and they are reflective in the \$119,094.00 request for 2020.

Ms. Nielsen also mentioned there may be additional directives necessary from the Secretary of State for cyber security.

Ms. Smith believes it's reasonable to use the exact same number of overtime hours from 2016 and reiterated that it's not only a presidential year, it's also an election year for most County Elected Officials.

Director Bragg explained the salary lines are still being discussed by the Board, but he doesn't want the perception to be that the Board of Election will only receive \$40,400, as that was never the case.

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Commissioner Clyde asked about the revised Non General Fund resolution and the Board asked Ms. Brannon to be present, along with Director Bragg, to discuss.

## **JOB AND FAMILY SERVICES**

Present: Sue Brannon and Department of Budget and Financial Management Director Todd Bragg

The Board inquired about the changes to the Non General resolution, whereby the original resolution only listed a decrease of \$1,000 for Job and Family Services and the revised resolution included the decrease, along with an increase of \$10,000 for WIA Allocations and \$215,000 for Child Welfare Special Levy; Total request \$225,000.00.

Director Bragg indicated the original resolution had to be modified because he received additional requests from Job and Family Services after the deadline. Ms. Brannon explained she is unsure about the \$1,000 and Director Bragg explained the \$1,000 was from a budget amendment passed last week by the Board for \$176,000 but Job and Family Services only had \$175,000 certified which presented \$1,000 over certification as indicated by the County

Auditor's letter that needed to be decreased. Ms. Brannon noted the \$215,000 is unappropriated certification on November 12<sup>th</sup> that she was moving into the expense budget. Ms. Brannon is also unaware of the \$10,000 amount, but noted the department requested \$40,000 from unappropriated funding from a new opioid grant that was received and approved by the Budget Commission at the end of October.

Commissioner Christian-Bennett pointed out Director Bragg is cautioning the Board in regard to additional spending. Director Bragg explained Job and Family Services made a presentation last week that raised concerns about expenses and revenues and he is simply pointing out this action would facilitate further expenses. Commissioner Clyde remarked Ms. Brannon's explanation is that the amount is certified and available, however Director Bragg stated certified means the Budget Commission feels reasonable that the funding is coming in. The Board needs to decide whether the expense is reasonable. The Budget Commission certifying the amount does not relieve the Board from funds being overspent. Commissioner Clyde asked if this is above and beyond what is part of the budget passed a year ago and Director Bragg noted the Budget Commission raised their certification last month and the certification is available so the Board could appropriate. This request increases their budget and Director Bragg explained there were questions last week and if the Board still needs answers, it may not want to move forward with the request. Director Bragg noted he is not reviewing their funds because he hasn't been asked to, but Commissioner Christian-Bennett explained there are reasons to start with Director Bragg because the Board doesn't have much oversight with their funding and she suggests the Board hold off on the revised resolution so she can have several additional questions answered.

Commissioner Kline and Commissioner Clyde agree, based on Ms. Brannon's explanation, that it would be appropriate to move forward with the new request. Commissioner Christian-Bennett noted this is not an advance, but Director Jeffries has asked for an advance in the past and she is interested on how the Board can avoid that in the future. Commissioner Clyde suggests overall expenses could be tracked better by additional communication between the Department of Budget and Financial Management and Job and Family Services, then conversations back to the Board. Commissioner Christian-Bennett noted it would be a good idea if the Board had more oversight on all the enterprise departments.

#### **CONSENT AGENDA QUESTIONS:**

Commissioner Clyde had questions on the following Resolutions:

1. Resolution No. 6 (Cash Advance from Fund 0001, General Fund to Fund 3012 GO 2001).
2. Resolution No. 7 (Transfer from Fund 0001 General Fund to Fund 3012 GO Bonds 2001 Riddle Block) Cash Advance Riddle Block debt – rent is collected and whatever is short comes from the General Fund. Cash advance is needed but when December rents come in a transfer will be done.

Director Bragg responded the County's debt is due on the Riddle Block and the Board receives the rent for the building and whatever shortfall remains between rent and the debt payment must be transferred from the General Fund. The payment is due at the end of November, so a cash advance is necessary until the December rents are

received. Once all the rents have been received, a transfer is done for the difference and the cash advance is pulled back.

In other words, the transfer is required to cover the debt payment from the Courts and the Board will receive the funding back once the Courts approve.

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Ms. Tittle asked when the additional tax is retired for the jail expansion at the end of 2020, will there be any accounting on how much money was received and how it was spent and Commissioner Kline replied yes and noted the accounting is always available because it's a separate account.

Recessed: 9:47 AM

Reconvened: 10:01 AM

Before the hearing started, Commissioner Kline asked Ms. Reeves for a breakdown of the numbers and Director Peetz suggests a table and Ms. Reeves will provide a breakdown and an explanation of each activity moving forward.

Recessed into the Public Hearing at 10:02 AM

#### **PUBLIC HEARING**

**2018 CDBG Community Development Grant Amendment**

**Portage County Commissioners' Boardroom**

**449 South Meridian Street, Ravenna, OH 44266**

**November 14, 2019 at 10:00 AM**

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Present: Director Todd Peetz, Lisa Reeves, Regional Planning Commission, Commissioner Vicki A. Kline, Commissioner Kathleen Clyde, Commissioner Sabrina Christian-Bennett, Clerk Amy Hutchinson, Brian Ames, Diane Smith, Record Courier, Barb Tittle.

The Public Hearing was called to order by Commissioner Kline at 10:02 AM on November 14, 2019.

#### **PURPOSE OF THE HEARING:**

The purpose of today's hearing is to amend the 2018 CDBG Community Development Grant (Amendment No. 1) Water Facilities Improvements (Ravenna Head Start Waterline) Activity Demolition/Clearance (Windham Township Demolition) Activity.

#### **DISCUSSION OF THE AMENDMENT: Lisa Reeves**

##### **Original Activity**

##### **Demolition/Clearance (Windham Township Demolition) (Activity 2)**

Funds were used to demolish a former church located at 10352 Silica Sand Road in Windham Township and haul-off the building's structural components to an approved landfill, pump, crush and fill the septic system and fill, grade and seed the site in order to eliminate a blight to the neighborhood. **\$52,000 (CDBG)**

**Amended Activity****Demolition/Clearance (Windham Township Demolition) (Activity 2)**

Bids for this activity came in lower than anticipated therefore, this activity will be DECREASED by \$27,480 and the funds will be moved to Activity 1, Water Facility Improvements (Ravenna Head Start Waterline) **\$24,520 (CDBG)**

**Original Activity****Water Facilities Improvements (Ravenna Head Start Waterline) (Activity 1)**

Funds in the amount of \$81,000 are being used to run a water line that will enable the Ravenna Head Start facility, located at 4833 Harding Avenue in Ravenna Township to tap into the City of Ravenna water system. **\$81,000 (CDBG) and \$507 (Portage Private Industry Council Dba Portage Learning Center)**

The Portage County Board of Commissioners wishes to amend the grant by moving \$27,480 to the Water Facilities Improvements (Ravenna Head Start Waterline), Activity 1.

**Amended Activity****Water Facilities Improvements (Ravenna Head Start Waterline) (Activity 1)**

In 2018 the Ravenna City Engineer estimated construction and design/engineering for the Ravenna Head Start Waterline at \$81,507. In 2019, an engineer was obtained to complete the design and engineering and based on the estimate the engineer is estimating the construction cost at \$114,317.50.

This activity will be increased by \$27,480 to cover the additional costs associated with the construction of the waterline. **\$108,480 (CDBG) + \$20,209.76 (Portage Private Industry Council dba Portage Learning Center) + \$6,000 (Ravenna City)** for the cost of the material to increase the size of the waterline.

**QUESTIONS/COMMENTS**

1. Commissioner Kline would like Ms. Reeves to create a table showing the money flow for the project and an explanation of each activity.
2. Director Peetz noted they are very fortunate to have excess funding left over in another project they can utilize for this one.
3. Commissioner Christian-Bennett pointed out the original proposal had Private Industry Council contributing \$ 507.00 and now they are required to contribute \$20,209.76? Ms. Reeves responded out of the original \$81,000, they are paying for the cost of the engineer, which is more expensive than originally estimated, on top of the bidding costs. Director Peetz noted boring under State Route 14 is a major expense.
4. Ms. Tittle asked about the church on Silica Sands Road and if it's located by the Trumbull County border and Ms. Reeves responded it was.

There being no further discussion, a motion was made by Sabrina Christian-Bennett,

seconded by Kathleen Clyde to adjourn the Public Hearing at 10:12 AM. All in favor, motion carries.

Reconvened: 10:12 AM

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Director Peetz is interested in running a display ad for the former Regional Planning Commission building in the real estate section of the Akron Beacon Journal, Record Courier and the Plain Dealer, which is separate from the required legal advertisement. Director Peetz suggested the Board split the cost of the display ad with his department, but Commissioner Christian-Bennett replied since the Board waived the loan payment for the Planning Commission this year, they could utilize that money for the advertisement. Director Peetz mentioned they have new money that just arrived and they could utilize it for the expense. Commissioner Christian-Bennett would rather the Planning Commission pay for the display ad because the County has paid for all the required legal advertisements. Commissioner Kline asked Director Peetz to meet with Director Bragg about the display advertisement and moving it forward since Director Townend is out of the office.

Director Peetz also discussed the Regional Planning Commission and the fact that all 3 Commissioners sit on the Board. He will add a possible by-law change to the discussion items for the next meeting to have 1 Commissioners as the representative and 1 Commissioners as alternate. Currently, there are also representatives from Water Resources, County Engineer and Soil and Water.

Director Peetz will not be in the office this afternoon because he is accepting an award for an 'Honorable Mention' for the mapping program his department is working on and it's technically not officially launched.

Recessed: 10:17 AM

Reconvened: 10:18 AM

Commissioner Christian-Bennett motioned to pull Resolution No. 8 from the Consent Agenda.

**RESOLUTION**

*November 14, 2019*

*8. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./***PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./19-0823**

Recessed: 10:20 AM

Reconvened: 10:22 AM

**Motion To:** Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0823

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Kathleen Clyde, Vicki A. Kline
<b>NAYS:</b>	Sabrina Christian-Bennett

## COMMISSIONERS' CONSENT AGENDA

November 14, 2019

1. Approval of the November 7, 2019 regular meeting minutes.

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## RESOLUTIONS

November 14, 2019

### Budget & Financial Management:

1. Approve the Thursday, November 14, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./19-0816
2. Approve the Thursday, November 14, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./19-0817
3. Approve the Thursday, November 14, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners Department of Budget and Financial Management, Department of Internal Services or other designee. /19-0818
4. Approve the Thursday, November 14, 2019 Then & Now Certification, as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./19-0819
5. Accept the 2019-2020 Crime Victims Assistance Office of the Attorney General of Ohio (Continuation Program) Grant for the Portage County Prosecutor./19-0820
6. Cash Advance from Fund 0001, General Fund to Fund 3013, GO 2001./19-0821
7. Transfer from Fund 0001, General Fund to Fund 3012, GO Bonds 2001 Riddle Block./19-0822
8. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./**PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./19-0823**

### Job & Family Services

9. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./19-0824

### Internal Services

10. Enter into a septic assistance program agreement between Portage County Board of Commissioners, the Portage County Regional Planning Commission and Steven Cutlip Excavating for a septic system replacement (Dave & Carla Heckert)./19-0825
11. Award and enter into contract with Woodford Excavating, LLC. For the CDBG Ravenna Head Start Waterline Project, 4833, Harding Avenue, Ravenna, Ohio 44266./19-0826
12. Accept contract change order no. 1 and final to the construction agreement between the Board of Commissioners and Frank Martuccio Asphalt & Paving, Inc. for the Hayes Road resurfacing project in Ravenna Township, Portage County./19-0827

### Water Resources Department

13. Approve a request for installment payments of connection charges for connections to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions of the same (Nancy Carol Reed Capps)./19-0828
14. Approve a request for installment payments of connection charges for connections to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions of the same (David P. Cardina and Rosemary A. Cardina)./19-0829

### Commissioners

15. County holiday observation schedule for the year 2020./19-0830

**Motion To:** Approve the Consent Agenda for November 14, 2019 as revised

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Kathleen Clyde, Vicki A. Kline, Sabrina Christian-Bennett

**RESOLUTION NO. 19-0816      -      RE:    BILLS APPROVED AND ACH CERTIFIED TO  
THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

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

**RESOLVED,**      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on November 14, 2019 in the total payment amount of **\$640,269.18** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further



**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, November 15, 2019, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on November 14, 2019 in the total payment amount of **\$48.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0817 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on November 14, 2019 in the total payment amount as follows:

1. \$1,115.00 to Wage Works - Admin
2. \$8,436.50 to Wage Works - Contributions
3. \$108,809.34 to Medical Mutual - Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, November 15, 2019	\$ 1,115.00
Wire Transfer on Friday, November 15, 2019	\$ 8,436.50
Wire Transfer on Friday, November 15, 2019	\$108,809.34

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:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0818 - RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

11/14/19	438	\$63,232.61
11/14/19	492	8,346.88
11/14/19	493	14,001.97
11/14/19	494	13,777.18
11/14/19	495	750.00
11/14/19	711	10,677.06
11/14/19	712	10,440.01
11/14/19	713	22,885.04
Total		\$144,110.75

; 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:

Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0819 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$50,100.36** dated **November 14, 2019** shall be paid; 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0820 - RE: ACCEPT THE 2019-2020 CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO (CONTINUATION PROGRAM) GRANT FOR THE PORTAGE COUNTY PROSECUTOR.**

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

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 19-0431 dated, June 20, 2019, which authorized the application to the Crime victims' assistance office of the Attorney General of Ohio, to fund six (6) full-time positions Victim/Witness Assistance Office Director/Common Pleas Court

1. Administrative Assistant in the notification program
2. Advocate position for Juvenile/Kent Courts
3. Advocate position for Common Pleas Court #3
4. Advocate position for Common Pleas Court #4
5. Advocate position for Ravenna Municipal Court A
6. Advocate position for Ravenna Municipal Court B; and

**WHEREAS,** the Portage County Board of Commissioners fully supports the Portage County Prosecutor's Office in its efforts to support the Victims of crime in Portage County; now therefore be it

**WHEREAS,** the state has instituted an electronic process for the VOCA/SVAA grant award documents; now therefore be it

**RESOLVED,** the Board of the Portage County Commissioners does hereby agree to accept the Crime Victims' Assistance office of the Attorney General of Ohio's **VOCA grant award on behalf of the Portage County Prosecutor's office, for \$269,550.44 with general fund match of \$77,591.38 for a project total of \$347,141.82, and the SVAA grant award of \$10,156.68, with no local match, for the Period of October 1, 2019 through September 30, 2020;** and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Department of Budget and Financial Management, the Portage County Prosecutor's Office of Victim Assistance and the Portage County Auditor's Office; 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 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 was as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0821**

**RE: CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 3013, GO 2001**

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

**WHEREAS,** fund 3013, GO 2001, fund's current obligations are exceeding actual revenue therefore; the fund is in need of interim cash until receipt of funds from the courts special project fund are received; now therefore be it;

**RESOLVED,** that the following cash advance be made in the amount of \$570,701.00:

**FROM:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object 920000 - Advances-Out \$570,701.00

**TO:**

FUND 3013 GO 2001

ORGCODE - 30130012

Credit Revenue Account

Revenue Source 290000 - Advance-In \$570,701.00

and be it further

**RESOLVED,** the advance will be repaid to the General Fund when the Court's special projects funds are received, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

**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:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0822 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 3012, G O BONDS 2001 RIDDLE BLOCK**

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

**WHEREAS,** the principle and interest payments on the G O Bonds 2001, Riddle Block is due on December 1, 2018, and

**WHEREAS,** funds collected from rentals do not cover the entire principle and interest payment due on the bond and,

**WHEREAS,** the Portage County Board of Commissioners wishes to transfer funds to pay the bond principle and interest; now therefore be it

**RESOLVED,** that the transfer in the amount of \$115,000.00 be made as follows:

**FROM:**

FUND 0001, GENERAL FUND

ORGCODE: 00100009

Debit Expense Account

Object 910000: Transfers Out \$ 115,000.00

FUND 3012, G O BONDS 2001 RIDDLE BLOCK

ORGCODE: 30120012

Revenue Account

Object 280000: Transfers In \$ 115,000.00

;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 County Auditor the Department of Budget and Financial Management and the Internal Services 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0823**

**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION  
RESOLUTION NO 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED**, that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
Fund: 1410 Job And Family Services		
051 Job And Family Services		
14104 Job & Family Services CS	-	1,000
MEMO TOTAL	<u>\$ -</u>	<u>\$ 1,000</u>

Note:

Fund: 1413 JFS WIA Allocation		
051 Job And Family Services		
14134 JFS WIA Allocation CS	10,000	-
MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ -</u>

Note:

Fund: 1415 Child Welfare - Special Levy		
051 Job And Family Services		
14154 JFS Child Welfare Levy CS	45,000	-
14159 JFS Child Welfare Levy ME	170,000	-
MEMO TOTAL	<u>\$ 215,000</u>	<u>\$ -</u>

Note: Projected need

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 225,000</u>	<u>\$ 1,000</u>
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*Increase*

*Decrease*

; and be it further

**RESOLVED**, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Nay;

**RESOLUTION NO. 19-0824      -      RE:    TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

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

**WHEREAS**,            the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

**RESOLVED**,            that the following transfer of funds be made in the amount of \$5,406.14 for October 2019 IV-D contract payment local match for the Clerk of Courts July 2019 services and Juvenile Court July 2019 services 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

\$5,406.14

**TO:**



FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$5,406.14

; 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:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0825 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND STEVEN CUTLIP EXCAVATING FOR A SEPTIC SYSTEM REPLACEMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 Dave & Carla Heckert located at 495 Hartzell Road, North Benton, Ohio 44449 qualifies for replacement under this program, and

**WHEREAS,** Steven Cutlip Excavating, 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 \$12,725.00, now therefore be it

**RESOLVED**, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Steven Cutlip Excavating in the amount of \$12,725.00 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:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0826                      -                      RE:    AWARD AND ENTER INTO CONTRACT  
WITH WOODFORD EXCAVATING, LLC. FOR  
THE CDBG RAVENNA HEAD START  
WATERLINE PROJECT, 4833 HARDING  
AVENUE, RAVENNA, OHIO 44266**

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

**WHEREAS**, official bid forms and specifications were requested from eight (8) contractors and one (1) plan house for the Ravenna Head Start Waterline Project, 4833 Harding Avenue, Ravenna, Ohio; and

**WHEREAS**, eight (8) bids were received for the Ravenna Head Start Waterline Project, opened and tabulated by the Department of Internal Services on October 23, 2019; and

**WHEREAS**, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the Community Development Block Grant Specialist that the bid received from Woodford Excavating, LLC. be accepted; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners enter into a contract with Woodford Excavating, LLC., 701 Diehl Road, Leavittsburg, Ohio 44430 in the

amount of one hundred four thousand nine hundred ninety-eight thousand Dollars and 00/100 (\$104,998.00); and be it further

**RESOLVED**, that 2018 CDBG Community Development Program grant funds will be utilized for this project; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0827 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND FRANK MARTUCCIO ASPHALT & PAVING, INC. FOR THE HAYES ROAD RESURFACING PROJECT IN RAVENNA TOWNSHIP, PORTAGE COUNTY.**

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

**WHEREAS**, Resolution 19-0182 accepted and awarded the bid of Frank Martuccio Asphalt & Paving, Inc. for furnishing all labor, materials and equipment necessary to complete the Hayes Road Resurfacing Project in Ravenna Township, Portage County, and

**WHEREAS**, a contract was entered into with Frank Martuccio Asphalt & Paving, Inc. in the total amount of \$260,933.26, and

**WHEREAS**, modifications to the project specifications resulted in a cost decrease, now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Frank Martuccio Asphalt & Paving, Inc. covering the Hayes Road Resurfacing Project in Ravenna Township, Portage County, and be it further

**RESOLVED**, that this Contract Change Order decreases the contract between Frank Martuccio Asphalt & Paving, Inc. and Portage County by \$15,566.71 to **\$245,366.55**, and be it further

**RESOLVED**, that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Frank Martuccio Asphalt & Paving, Inc. and Portage County; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0828       -       RE:   APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF CONNECTION  
CHARGES FOR CONNECTIONS TO THE  
SANITARY SEWERAGE SYSTEM IN THE  
PORTAGE COUNTY REGIONAL SEWER  
DISTRICT AND ESTABLISHING THE TERMS  
AND CONDITIONS OF THE SAME.**

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS**, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS**, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and have now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Nancy Carol Reed Capps, Trustee (OWNER)  
Service Address: 382 Clearfield Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-041-000

Property Deed Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: and known as being all of lot number 7 in Oakwood Acres Allotment as recorded in volume 11, page 16 of the Portage County Record of Plats, as recorded and more fully described by Instrument Number 201815160 of the Portage County Record of Deeds, which

description is hereby incorporated as though fully rewritten herein.

**WHEREAS,** this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

**RESOLVED,** that this Board agrees to accept the request of the above named OWNER for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.24% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of September 2019, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permits, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNER or SUCCESSOR are delinquent twice in consecutive

quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED,** the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED,** the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the

OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

**RESOLVED**, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

**RESOLVED**, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

**RESOLVED**, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees 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:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0829 - RE: APPROVING A REQUEST FOR INSTALLMENT PAYMENTS OF CONNECTION CHARGES FOR CONNECTIONS TO THE SANITARY SEWERAGE SYSTEM IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND ESTABLISHING THE TERMS AND CONDITIONS OF THE SAME.**

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS**, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS**, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and have now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: David P. Cardina and Rosemary A. Cardina (OWNERS)

Service Address: 4765 Loraine Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-006-000

Property Deed Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of lot Fifty-Two(52) in Oakwood Acres Subdivision as recorded in volume 11, page 16 of the Portage County Records of Plats, as recorded and more fully described in Volume 908, Page 766-767 of the Portage County Record of Deeds, which description is hereby incorporated as though fully rewritten herein.

**WHEREAS,** this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

**RESOLVED,** that this Board agrees to accept the request of the above named OWNER for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- I. The total amount of such connection charges to be financed is \$5,580.00.
- J. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- K. A carrying charge shall be paid equal to 1.24% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of September 2019, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- L. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- M. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- N. The OWNER, prior to the issuance of the permits, may be required by the



Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.

- O. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- P. In the event the OWNER or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED,** the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED,** the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the

execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

**RESOLVED**, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

**RESOLVED**, permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

**RESOLVED**, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees 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:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0830 - RE: COUNTY HOLIDAY OBSERVATION  
SCHEDULE FOR THE YEAR 2020.**

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

**RESOLVED**, that the following holiday schedule be and hereby is adopted for the 2020 calendar year:

HOLIDAY	DATE OBSERVED
New Year's Day	Wednesday, January 1, 2020

Martin Luther King Day	Monday, January 20, 2020
Presidents Day	Monday, February 17, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday & Friday - November 26 & 27, 2020
Christmas	Friday, December 25, 2020
New Year's Day	Friday, January 1, 2021

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:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

Recessed: 10:24 AM

Reconvened: 10:24 AM

The Commissioners presented a Proclamation to the Derthick's and proclaimed November 14, 2019 as Derthick's Farm Day in Portage County.

Recess: 10:29 AM

Reconvened: 10:29 AM

10:45 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Department of Budget and Financial Management Director Todd Bragg. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

11:11 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move

out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **PUBLIC COMMENT**

Present: Dick Messner

Mr. Messner asked if the Board received a proposal for a Tax Incentive District the Township is considering and to date the Board has not received any proposal. Commissioner Kline explained a proposal will be coming but there's a delay on it. Commissioner Christian-Bennett noted she was at a meeting with the school board and Brimfield Township and they scaled back the scope of the project from the entire Township to only 3 areas. The group is still working on a plan and once they've reached a consensus, a proposal will be brought before the Board.

Mr. Messner also mentioned he was here about the Brimfield Township and Solid Waste Management District's recycling issues but he was informed the Board already had the discussion earlier this morning.

Commissioner Clyde explained the Board received the CRA proposal on the Commissioners' agenda, but it was removed in part because of the objections the Board received. Commissioner Clyde met with the Development Board to discuss the options and reached out to Brimfield Township for a meeting, but she indicated they may be working through other channels.

Mr. Messner noted if it goes to residential development, people in the development will receive 2 tax bills - the first for the base and the second for improvements. The schools will be affected and all emergency services, as well. Mr. Messner explained there are other ways to create an incentive district that would be of better interest to Township residents.

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#### **JOURNAL ENTRY**

November 14, 2019

#### **Commissioners**

1. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for October 2019, as presented by the Portage County Sheriff's Department.
2. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for October 2019 as presented by the Portage County Treasurer.
3. The Board of Commissioners acknowledged receipt of the November 8, 2019 Certificate of the County Auditor that the Total Appropriations from each fund **do exceed** the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.
4. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the Ohio Development Services Agency Local Government Innovation Fund Grant Program payment request, Round 18 for Grant #SBIG20170346 PC Public Info &

Branding Project Grant for \$16,880.00 as presented by the Regional Planning Commission.

### Water Resources

5. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the "Ravenna Facilities Planning Area Map and Text Amendment Response Form", as prepared by the Portage County Water Resources Department selecting the option "No objection to the proposed revision."
6. In accordance with Resolution 11-299, adopted March 31, 2011, the Board of Commissioners approved the purchase of a retirement gift, at a cost not to exceed \$250.00, for Water Resources Department employee Cindy Hazelett after 32 years of employment with Portage County Water Resources.

### Department of Budget & Finance

7. The Board of Commissioners signed the Satisfaction of Mortgage form for Scott A. Olson and Tiffany M. Olson of 10714 Second Street, Mantua, OH 44255 to secure payment of \$4,282.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.


**Motion To:** Approve the Journal Entries for November 14, 2019

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Sabrina Christian-Bennett
<b>AYES:</b>	Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

**Motion To:** Adjourn the Official Meeting of November 14, 2019 at 11:19 AM

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Sabrina Christian-Bennett
<b>AYES:</b>	Kathleen Clyde, Sabrina Christian-Bennett Vicki A. Kline

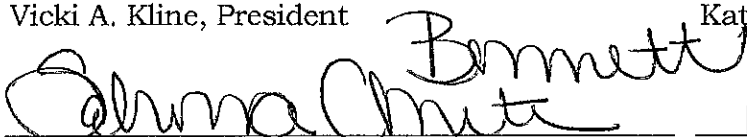
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



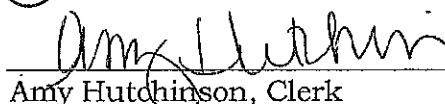
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk