

Portage County Board of Commissioners

Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, March 26, 2020

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
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:03 AM

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Discussion:

1. Job Posting Maintenance II

Director Townend ended up sending certified correspondence to the current employee as she was having trouble contacting him via telephone and was able to make contact. The Human Resources Department has indicated the Maintenance II posting can move forward with Board approval and the Board authorized the job posting.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the internal posting of the full time Maintenance Worker II, due to the operational needs, for Portage County Internal Services.

Motion: Commissioner Clyde

Seconded: Commissioner Kline

All in Favor: Commissioner Clyde, Yea; Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;

Motion Carries

2. NOPEC Sponsorship funds

Last year, the Board presented the NOPEC Sponsorship funding to Celebrate Portage and the Regional Airport. A decision must be made on this year's funding by March 31st. The Board agreed to provide the funding of \$1,750.00 to Celebrate Portage.

3. Protective Equipment

Director Townend explained the County has the ability to purchase 30,000 paper masks that UH Portage could use. Director Shackelford advised the cost is \$25,000. Director

Townend is asking for Board approval to purchase this type of protective equipment as quickly as possible due to the short supply and the Board agreed Director Townend could move forward with the request. Director Townend noted materials and supplies are on the list of reimbursables from FEMA. Commissioner Christian-Bennett pointed out that the board adopted a resolution allowing Directors to make decisions regarding the health and welfare of the County and then during the Board's next session, the Director should present the resolution to ratify any action that was taken.

Resolutions:

1. The Board of Commissioners accepts the contract modification to the engineering agreement with Greenman-Pedersen, Inc. and Portage County for providing professional construction administration and inspection services for the project known as the Tallmadge Road Widening/Maplecrest Phase I Improvements in Brimfield Township, Portage County.
 - This is for additional inspection services on the Tallmadge Road Widening/Maplecrest Phase I. The Board has a contract already in place, this will just allow them a more thorough inspection.

**RESOLUTION No. 20-0188 - RE: ACCEPT CONTRACT MODIFICATION TO
THE ENGINEERING AGREEMENT
BETWEEN GREENMAN-PEDERSEN, INC.
AND PORTAGE COUNTY FOR PROVIDING
PROFESSIONAL CONSTRUCTION
ADMINISTRATION AND INSPECTION
SERVICES FOR THE PROJECT KNOWN AS
TALLMADGE ROAD
WIDENING/MAPLECREST PHASE I
IMPROVEMENTS IN BRIMFIELD
TOWNSHIP, PORTAGE COUNTY**

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Resolution 18-0398, adopted by the Portage County Board of Commissioners on June 7, 2018, authorized the execution of the original Engineering Agreement between Greenman-Pedersen, Inc. and Portage County for providing professional construction administration and inspection services for the project known as Tallmadge Road Widening/Maplecrest Phase I Improvements, at an amount of \$119,919.00, and

WHEREAS, additional construction administration and inspection hours will be necessary in order to complete the project, and

WHEREAS, the proposal submitted by Greenman-Pedersen, Inc. to provide additional construction administration and inspection hours was \$39,576.00, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept contract modification in the amount of \$39,576.00, and be it further

RESOLVED, that the Board of Portage County Commissioners authorizes the execution of said contract modification to the Engineering Agreement between Greenman-Pedersen, Inc., 601 West Bagley Road, Berea, Ohio 44017 and Portage County; and be it further

RESOLVED, that this modification increases the contract amount to \$159,495.00; 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:

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

2. The Board of Commissioners accepts bids for furnishing various sizes of slag for use by the Portage County Engineer.

- This resolution recommends the amount of purchase and the vendors the County is purchasing from.

RESOLUTION No. 20-0189 - RE: ACCEPT BIDS FOR FURNISHING VARIOUS SIZES OF SLAG FOR USE BY THE PORTAGE COUNTY ENGINEER.

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, notice of receiving bids for furnishing various Aggregate Materials for use by the Portage County Engineer was published in the Record Courier on **March 2, 2020** and **March 9, 2020**, and

WHEREAS, two (2) sealed bids for furnishing **Various Sizes of Slag** for use by the Portage County Engineer were received, tabulated and recorded on March 18, 2020; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following stipulations:

1. All slag is to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice of the delivered material;
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work

program;

now therefore be it

RESOLVED, that the following bids submitted by Redland Quarries NY Inc. dba; LaFarge Great Lakes, 2106 West 3rd Street, Cleveland, Ohio 44113 be accepted as the **lowest and best bids received**:

	FOB Plant	Del. To Newton Falls Road	Del. To Various Sites
2,000 Tons, More or Less, #6M	*****	\$27.45/Ton	\$27.95/Ton
and			
6,000 Tons, More or Less, #8	*****	\$24.25/Ton	\$24.75/Ton
and			
3,000 Tons, More or Less, #57	*****	\$19.00/Ton	\$19.50/Ton

;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:

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

3. The Board of Commissioners accepts bids for furnishing various sizes of gravel for use by the Portage County Engineer.

- This is for gravel.

RESOLUTION No. 20-0190 - RE: ACCEPT BIDS FOR FURNISHING VARIOUS SIZES OF GRAVEL FOR USE BY THE PORTAGE COUNTY ENGINEER.

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, notice of receiving bids for furnishing various Aggregate Materials for use by the Portage County Engineer was published in the Record Courier on **March 2, 2020** and **March 9, 2020**, and

WHEREAS, four (4) sealed bids for furnishing **Various Sizes of Gravel** for use by the Portage County Engineer were received, tabulated and recorded on March 18, 2020; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following stipulations:

1. All gravel is to be ordered as needed and in quantities needed at that time. F.O.B. Plant.
2. Payment of the order is to be made upon receipt of the invoice.
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work program;

;now therefore be it

RESOLVED, that the bid of Central Allied Enterprise, Inc., P.O. Box 80449, Canton, Ohio 44708 be accepted as the **lowest and best bid received** for the following material:

2,000 Tons, More or Less, #9 Gravel, FOB Plant \$5.00 Per Ton

;and be it further

RESOLVED, that the bid of Lakeside Sand and Gravel, 3498 Frost Road, Mantua, Ohio 44255 be accepted the **lowest and best bid** received for the following materials:

1,000 Tons, More or Less, Crushed #2 Gravel, FOB Plant \$11.75 Per Ton

and

4,000 Tons, More or Less, #304 Gravel, FOB Plant \$10.75 Per Ton

;and be it further

RESOLVED, that the bid of Ray Bertolini Trucking Co., 2070 Wright Road, Akron, Ohio 44320 be accepted the **lowest and best bid** received for the following material:

2,000 Tons, More or Less, Crushed #4 Gravel, FOB Plant \$16.00 Per Ton

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:

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

4. The Board of Commissioners accepts bids for furnishing various sizes of limestone for use by the Portage County Engineer.

- This is for limestone.

RESOLUTION No. 20-0191

RE: ACCEPT BIDS FOR FURNISHING VARIOUS SIZES OF LIMESTONE FOR USE BY THE PORTAGE COUNTY ENGINEER.

It was moved by Sabrina Christian-Bennett seconded by Vick A. Kline that the following Resolution be adopted:

WHEREAS, notice of receiving bids for furnishing various Aggregate Materials for use by the Portage County Engineer was published in the Record Courier on **March 2, 2020** and **March 9, 2020**, and

WHEREAS, two (2) sealed bids for furnishing **Various Sizes of Limestone** for use by the Portage County Engineer were received, tabulated and recorded on March 18, 2020; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following stipulations:

1. All limestone is to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice of the delivered material.

;now therefore be it

RESOLVED, that bids be awarded as follows to the listed vendor:

SHELLY MATERIALS, INC.
8920 Canyon Falls Blvd., Suite 120
Twinsburg, OH 44087

6,000 Tons, More or Less, #8

	FOB Plant	Del. To Newton Falls Road	Del. To Various Sites
.	\$22.20/Ton	\$25.95/Ton	\$26.45/Ton

2,000 Tons, More or Less, #57

\$21.75/Ton

\$25.50/Ton

\$26.00/Ton

2,000 Tons, More or Less, #67

\$21.75/Ton

\$25.50/Ton

\$26.00/Ton

4,000 Tons, More or Less, #304

\$16.75/Ton

\$20.50/Ton

\$21.00/Ton

2,000 Tons, More or Less, #617

\$18.20/Ton

\$21.95/Ton

\$22.45/Ton

;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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

5. The Board of Commissioners accepts the bid of the Sherwin-Williams Company for furnishing acrylic water base traffic safety paint for use by the Portage County Engineer.

- This is for yellow and white traffic paint.

RESOLUTION No. 20-0192

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RE: ACCEPT THE BID OF THE SHERWIN-WILLIAMS COMPANY FOR FURNISHING ACRYLIC WATER BASE TRAFFIC SAFETY PAINT FOR USE BY THE PORTAGE COUNTY ENGINEER.

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Resolution 20-0083 approved specifications and set date and time for receiving bids for **Acrylic Water Base Traffic Safety Paint** for use by the Portage County Engineer, and

WHEREAS, notice of receiving bids for furnishing said paint was published in the Record Courier on **March 2, 2020** and **March 9, 2020**, and

WHEREAS, two (2) sealed bids were received, tabulated and recorded on March 18, 2020,
and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the bid
of **The Sherwin-Williams Company** be accepted as the lowest and best bid
received; now therefore be it

RESOLVED, that the bid of **The Sherwin-Williams Company**, 101 Prospect Avenue, 720 GH,
Cleveland, OH 44115, be and hereby is accepted, as follows, per bid
specifications:

3,300 Gallons - Yellow Paint @ \$9.00/Gallon
1,925 Gallons - White Paint @ \$8.80/Gallon

;and be it further

RESOLVED, that the Portage County Engineer will generate a purchase order for **The
Sherwin-Williams Company** for the purchase of said materials; 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:

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

6. The Board of Commissioners agrees to enter into a septic system assistance program
agreement with the Regional Planning Commission and Silver Star Excavating &
Landscaping, LLC for a septic system replacement.

- This is in coordination with the septic assistance program that was established out
of the stormwater fund.
- This is for a residence in Mogadore.

RESOLUTION NO. 20-0193

- **RE: ENTER INTO A SEPTIC ASSISTANCE
PROGRAM AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS, THE PORTAGE COUNTY
REGIONAL PLANNING COMMISSION AND
SILVER STAR EXCAVATING &
LANDSCAPING, LLC FOR A SEPTIC
SYSTEM REPLACEMENT.**

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline 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 Don Hall located at 594 Kapity Drive, Mogadore, Ohio 44260 qualifies for replacement under this program, and

WHEREAS, Silver Star Excavating & Landscaping, LLC, 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 \$14,100.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Silver Star Excavating and Landscaping, LLC in the amount of \$14,100.00 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:

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

7. The Board of Commissioners agrees to enter into amendment no. 1 with Environmental Design Group.

- This is an increase of \$85.00 for Ravenna's Head Start project with CDBG funds.
- The increase is for additional printing of documents.
- This is also a modification to an existing contract.

**RESOLUTION No. 20-0194 - RE: ENTER INTO AMENDMENT NO. 1
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS AND
ENVIRONMENTAL DESIGN GROUP**

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

WHEREAS, an agreement between the Portage County Board of Commissioners and Environmental Design Group was entered into on May 30, 2019, through resolution 19-0382 known as Portage County Contract 20190321 for the purpose of providing professional engineering services to run a waterline 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; and

WHEREAS, the parties desire to amend the Original Contract for the costs associated with the printing of the engineering drawings that were included in the bid documents while the project was out to bid; and

WHEREAS, the 2018 Community Development Program grant funds will be utilized for this project; and now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby agree to enter into an Amendment Agreement 1 between the Portage County Board of Commissioners and Environmental Design Group in the amount of Eighty-Five Dollars and 00/100 (\$85.00); and be it further

RESOLVED, that the Portage County 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

JOB & FAMILY SERVICES

Present: Sue Brannon

Resolutions:

1. The Board of Commissioners agrees to transfer \$20,865.28 from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund.

- This is the normal monthly shared cost transfer for Child Support to pay back Public Assistance that are paid out of Public Assistance for the month of February 2020.

RESOLUTION NO. 20-0195

**- RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Child Support Administration Fund owes the Public Assistance Fund for Shared 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 \$20,865.28 for February 2020 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$20,865.28

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$20,865.28

; 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:

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

2. The Board of Commissioners agrees to transfer \$160,000.00 from Fund 1415, Child Welfare Special Levy Fund to fund 1410 Public Assistance Fund.

- This is a shared fund transfer from Child Welfare Levy Fund for \$160,000.
- This is the 4th payment on the first quarter State Fiscal Year 2020 that's owed back to Public Assistance.

RESOLUTION NO. 20-0196

- 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 Vicki A. Kline 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 \$160,000.00 for the 1st Qtr SFY2020 Payment#4 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

\$160,000.00

TO:FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$160,000.00

; 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

DEPARTMENT OF BUDGET & FINANCE

Present via telephone: Todd Bragg

Discussion:

1. JobsOhio Loan Payment Deferral Program

- Director Bragg explained the Journal Entry is to defer payment and interest accrual on all loans through Neighborhood Development Services.
- The correspondence from Julia Battles is backup for the Journal Entry.
- This action would allow a waiting period of 6 months on payments and interest on loans.
- The amount of deferral for 6 months is minimal.
- There are many loans outstanding, but most don't require payments and wouldn't be affected at all.
- The County is not losing money, just delaying the payment and interest accrual by 6 months and it will not cause any problems issuing new loans or funding problems.
- Director Bragg recommends the Board move forward with adopting the Journal Entry.

JOURNAL ENTRY: The Portage County Board of Commissioners authorizes Neighborhood Development Services to defer payment and interest accrual on all loans they service for the County from March 26, 2020 through August 31, 2020.

Motion: Commissioner Clyde

Seconded: Commissioner Kline

All in Favor: Commissioner Clyde, Yea; Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;

Motion Carries

Resolutions:

1. The Board of Commissioners approved the Thursday, March 26, 2020 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.

- The bill run was \$1,038,421.10 and it's not unusually large.
- There's a late fee of \$18.31.
- The ACH payment was \$20.00.

**RESOLUTION NO. 20-0197 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 March 26, 2020 in the total payment amount of **\$1,038,421.10, including late fees finance charges, interest & penalties amounting to \$18.31 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, March 27, 2020, 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 March 26, 2020 in the total payment amount of **\$20.00 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:

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

2. The Board of Commissioners approved the Thursday, March 26, 2020 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./None.

RESOLUTION NO. 20-0198 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 March 26, 2020 in the total payment amount as follows:

1. \$105,547.63 to Medical Mutual - Claims
2. \$ 8,687.50 to Wage Works; 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, March 27, 2020 \$ 114,235.13

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:

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

3. The Board of Commissioners approved the Thursday, March 26, 2020 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.

- The first half of the tax settlement came in and that's why the number is large.

RESOLUTION NO. 20-0199

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**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

03/26/20	840	\$ 118,529.39
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03/26/20	860	139,396.45
03/26/20	861	6,686,953.11
03/26/20	862	1,285,393.68
03/26/20	873	102.00
03/26/20	888	14,465.07
03/26/20	889	90.68
03/26/20	890	25,748.31
03/20/20	912	28,526.71
03/26/20	913	13,440.82
03/26/20	952	543.28
03/26/20	954	14,617.27
03/26/20	955	13,543.32
03/26/20	956	25,513.96
03/26/20	958	38,467.23
03/26/20	959	26,831.68
03/26/20	960	4,733.99
03/26/20	961	6,312.56
Total		\$8,443,209.81

; 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:

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

Commissioner Christian-Bennett asked if the tax settlement has to do with the internet tax and Director Bragg responded the County hasn't received anything on that yet but this amount is for property tax.

4. The Board of Commissioners approved the Thursday, March 26, 2020 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.
 - The Then & Now is \$823,819.50.
 - Larger than normal, but there were 4 large payments of \$100,000 from the beginning of the year items.

RESOLUTION NO. 20-0200 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$823,919.50** dated **March 26, 2020** 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:

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

5. The Board of Commissioners agreed to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019.
- The 2 smaller amounts listed on the Non General Fund resolution are for fees the Auditor's Office charges for the property tax collection.
 - The \$50,000 amount is for \$25,000 for contractual services and \$25,000 for materials and supplies is for the Office of Homeland Security and Emergency Management in case they have immediate expenses due to COVID-19.

RESOLUTION NO. 20-0201

RE: AMENDMENT TO THE NON GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION NO. 19-0948 ADOPTED DECEMBER 19, 2019

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2020 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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1166	EMPG Homeland Security Grant		
930	Emergency Management Agency		
11664	EMPG Homeland Security CS	25,000	-
11665	EMPG Homeland Security MS	25,000	-
	MEMO TOTAL	\$ 50,000	\$ -

Note: Covid expense

Fund: 1205	SA Ditch Mnt - Lavelle Heights		
800	Engineer's Department		
12054	SA Ditch Mnt Lavelle Height CS	29	-
	MEMO TOTAL	\$ 29	\$ -

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 3170	SA StS Bond 1999		
010	Commissioners Other		
31708	SA StS Bonds 1999 DS	33	-
	MEMO TOTAL	<u>\$ 33</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 50,062</u>	<u>\$ -</u>
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; 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:

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

MISCELLANEOUS ITEMS

The Board of Commissioners approves the March 16, 2020 Special meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Clyde, Yea;

Motion Carries

WATER RESOURCES

JOURNAL ENTRY: The Board of Commissioners signed the application and certificate for payment for the final payment of \$7,079.91 for Shalersville Water Treatment Plant Chemical Improvements SH-W (19-060) payment to H. Luli Construction Company as presented by the Water Resources Department.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Clyde, Yea;

Motion Carries

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the March 23, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Clyde, Yea;

Motion Carries

Recessed: 9:32 AM

Reconvened: 9:36 AM

Discussion:

1. Commissioners' Staff hours

Commissioner Clyde pointed out now that the building is closed, the Commissioners' Clerk should be in attendance during the meetings and as the Board moves towards web conferencing, the Clerk can either come into the office and web conference in or try it from home. The Clerk should also come in on Tuesday mornings to check mail. Commissioner Christian-Bennett asked about the Board packets and Commissioner Clyde noted Julie Gonzales will do the packets at home and the Board could print their own packet. Commissioner Christian-Bennett noted it would be easier for her to come in to pick up her packet.

Julie Gonzales and Judy Common will continue to work from home and Amy Hutchinson will come in on Tuesdays and Thursdays half days to manage incoming correspondence.

The Board will also need to figure out a way to route items for signature and Commissioner Christian-Bennett is able to come into the office whenever she is needed. Commissioner Clyde also mentioned the Board could rotate signatures because the documents only need 2 signatures.

The clerk inquired about the Monday, Wednesday, Friday EOC Executive Policy conference calls and Commissioner Clyde will talk to Director Shackelford about streaming the calls directly at the Emergency Operations Center.

Motion To: Adjourn the Official Meeting of March 26, 2020 at 9:42 AM

RESULT: ADOPTED

MOVED: Kathleen Clyde

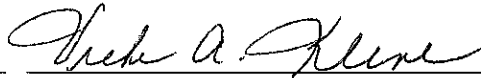
SECONDED: Vicki A. Kline

AYES: Kathleen Clyde, Vicki A. Kline, Sabrina Christian-Bennett,

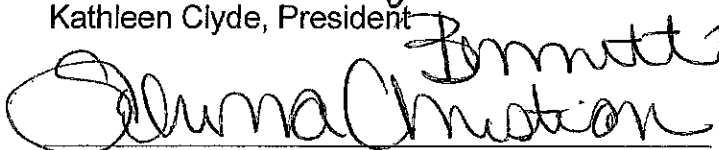
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



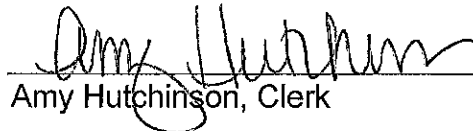
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk