



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

April 9, 2020

9:02 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: 9:03 AM  
Reconvened: 9:05 AM

**WATER RESOURCES**

Present: Laura Weber

**Discussion:**

1. Germaine Reserve Subdivision in Franklin Township

In June 2019, the Preliminary Plan for the Germaine Reserve was conditionally accepted by the Portage County Regional Planning Commission. The Subdivision is located in Franklin Township near the Summit and Portage County line off Newcomers Road and the design currently provides for 107 lots.

This site is located within the City of Kent's Sewer Service Area and Water Service Area as agreed in Portage County Board of Commissioners Resolutions 03-0582 and 02-0890, respectively.

Currently, the City of Kent does not have public sewer or water in the vicinity of the proposed Subdivision. As well, Portage County Water Resources (PCWR) does not have public sewer or water in the vicinity of the proposed subdivision. However, public water and sewer can be extended from Summit County from an adjacent parcel. The City of Kent and PCWR agree this would be the most economical means to provide sewer and water service to the Subdivision. Requiring an extension from either Portage County public system would cause the project to not be economically

viable. Therefore, the City of Kent and PCWR agree that public sewer and water should be extended from Summit County into the City of Kent's service areas.

Supporting the public sewer and water extension would generate property tax for Portage County. The current property tax bill for the parcel is approximately \$4,600 annually. Similarly developed residential sublots in Franklin Township near the proposed Subdivision range in value from roughly \$300,000 to \$500,000 and pay approximately \$6,000 to \$9,000 annually in property tax.

Deputy Director Weber requests permission from the Board by journal entry for the following:

1. To provide a letter to the City of Kent stating PCWR will not provide sewer and water to the parcel and supports allowing Summit County public sewer and water to extend into Portage County.
2. To review and approve the required 208 Map Amendment for Summit County on behalf of the Board.

Commissioner Christian-Bennett mentioned the County did this with Bryn Mawr in Ravenna and Director Weber noted it's similar and it happen when a subdivision is proposed and there's no services provided that are within that service area and it has to be agreed upon by the adjoining political entities as well and in this case, Summit County was agreeable to extend services and altering the 208 map.

Commissioner Christian-Bennett asked how many houses will be in the subdivision and Ms. Weber responded there are 107 lots.

The Board agreed to move forward with the requests.

**JOURNAL ENTRY:** The Board of Commissioners authorized the Water Resources Department to send a letter to the City of Kent stating they will not provide public sewer and water service to the Germaine Reserve Subdivision in Franklin Township.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners authorized the Water Resources to review and approve the required 208 Map Amendment for sewer service for Germaine Reserve Subdivision in Summit County on behalf of the Board of Commissioners.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Resolutions:**

1. Authorizes the preparation of plans Project No. PC (20-050), 2020 Sanitary Sewer Maintenance Program.
  - This was part of the Capital improvement plan with \$250,000 earmarked to improve the infiltration in the collection system for 2019-2021.

**RESOLUTION NO. 20-0229        -        RE: AUTHORIZING THE PREPARATION OF  
PLANS, SPECIFICATIONS AND ESTIMATE  
OF COST FOR PROJECT NO. PC (20-050),  
2020 SANITARY SEWER MAINTENANCE  
PROGRAM, IN THE PORTAGE COUNTY  
REGIONAL SEWER DISTRICT, PORTAGE  
COUNTY, OHIO.**

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

**WHEREAS**, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS**, the Portage County Water Resources Department requests authorization to prepare plans, specifications and estimate of cost for the Project No. 20-050, "2020 Sanitary Sewer Maintenance Program" referred to as the "PROJECT"; and

**WHEREAS**, the PROJECT is necessary because of the volume of Inflow and Infiltration (I&I) found in the Portage County Sanitary Sewers causing sanitary sewer overflows, increasing operating costs and decreasing capacity for new customers; and

**WHEREAS**, the PROJECT will identify specific areas of highest flows and design a Program to mitigate I&I to reduce operating costs, occurrences of sanitary sewer overflows and restore capacity in the sanitary sewer collection systems; now therefore be it

**WHEREAS**, the PROJECT is essential to maintaining and operating a reliable wastewater collection system; now therefore be it

**RESOLVED**, by the Board of Commissioners of Portage County, Ohio:

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

Section 2. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department Of Budget and Financial Management within 15 days after its passage.

Section 3. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

2. Approve ratification of sanitary sewer easement being part of original subplot 4 of the Oakwood Acres Subdivision.

- There's a sanitary sewer easement which is part of subplot 4 of the Oakwood acre subdivision and they are planning to revisit the sewer easement that was previously granted for Mr. and Mrs. Bonner.
- The location is at the end of Clearfield Drive.

**RESOLUTION NO. 20-0230      -      RE:    A RESOLUTION TO APPROVE  
RATIFICATION OF SANITARY SEWER  
EASEMENT BEING PART OF ORIGINAL  
SUBLOT 4 OF THE OAKWOOD ACRES  
SUBDIVISION, TOWNSHIP OF BRIMFIELD,  
PORTAGE COUNTY, OHIO.**

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

**WHEREAS**, Vernon R. Bonner and Betty L. Bonner, (collectively, "Grantors"), and Board of County Commissioners, Portage County, Ohio, ("Grantee"), are parties to that certain Sanitary Sewer Easement, ("Sanitary Sewer Easement"), signed August 14, 2015, recorded under Instrument No. 201811786 of the Portage County Records, affecting a parcel of land described in said record, ("Real Property"); and

**WHEREAS**, Grantors granted the Real Property to Vernon R. Bonner and Betty L. Bonner, Co-Trustees, of the Vernon R. & Betty L. Bonner Revocable Trust, (collectively, "Owners"), by General Warranty Deed dated February 14, 2018, recorded February 21, 2018 under Instrument No. 201802743 of the Portage County Records; and

**WHEREAS**, Owners and Grantee now desire to ratify the Sanitary Sewer Easement as being in full force and effect; now therefore be it

**RESOLVED**, that this Board hereby ratifies the Sanitary Sewer Easement as being in full force and effect, and approves execution of the Ratification of Sanitary Sewer Easement; 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 adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

Resolutions 3-6 are for time payment tap ins for the same project.

3. Approve a request from Vernon R. Bonner & Betty L. Bonner for installment payments of connection charges.

**RESOLUTION NO. 20-0231**                      -                      **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 Sabrina Christian-Bennett, and seconded by Vicki A. Kline 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 applicants, being the (OWNERS) 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: Vernon R. Bonner & Betty L. Bonner, Co-Trustees  
(OWNERS)

Service Address: 4745 Mogadore Road  
Kent, OH 44240

Parcel Number: 04-017-10-00-057-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of Lot Number 4 except South seven (7) feet, of Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described by Instrument Number 201802743 of the Portage County Records, 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; and

**WHEREAS,** Portage County Water Resources has applied one trunk credit from said OWNERS for the granting of a sanitary sewer easement for the Oakwood Acres sewer project as recorded under instrument number 201811786 of the Portage County Records, having been or to be ratified by the OWNERS; now therefore be it

**RESOLVED,** that this Board agrees to accept the request of the above named OWNERS 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 \$3,681.00 due to the redemption of one trunk credit (having a current value of \$1,899.00) granted for a sanitary sewer easement for the Oakwood Acres sewer project.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS 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 1.18% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of February 2020, 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 OWNERS, prior to the issuance of the permit, 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS 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 OWNERS 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 OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

4. Approve a request from William E. Shaffer Jr. for installment payments of connection charges for connections to the sanitary sewerage system.

**RESOLUTION NO. 20-0232       -       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 Sabrina Christian-Bennett, and seconded by Vicki A. Kline 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 has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: William E. Shaffer Jr., Trustee (OWNER)  
Service Address: 372 Clearfield Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-042-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: and known as being all of Lot Number 18 in Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described by Instrument Number 201700105 of the Portage County Records, 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 80 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is 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 1.12% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of March 2020, 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 permit, 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 is 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

5. Approve a request from Larry J. & Diana J. Pennell for installment payments of connection charges for connections to the sanitary sewerage system.

**RESOLUTION NO. 20-0233** - **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 Sabrina Christian-Bennett, and seconded by Vicki A. Kline 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 applicants, being the (OWNERS) 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: Larry J. & Diana J. Pennell (OWNERS)  
Service Address: 4795 Loraine Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-009-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of Lot Number 49 of Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described by Instrument Number 200208142 of the Portage County Records, 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 OWNERS 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 OWNERS 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 1.12% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of March 2020, 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 OWNERS, prior to the issuance of the permit, 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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

OWNERS 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 OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS 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 OWNERS 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 OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

6. Approves a request from Mark S. & Dawn M. Ambuske for installment payments of connection charges for connections to the sanitary sewerage system.

**RESOLUTION NO. 20-0234      -      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 Sabrina Christian-Bennett, and seconded by Vicki A. Kline 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 applicants, being the (OWNERS) 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: Mark S. & Dawn M. Ambuske (OWNERS)  
Service Address: 371 Stillwood Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-029-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: and known as being all of Lot Number 29 of Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described by Instrument Number 201417321 of the Portage County Records, 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 OWNERS 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 OWNERS 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 1.12% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of March 2020, 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 bill

- 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 OWNERS, prior to the issuance of the permit, 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS 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 OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS 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 OWNERS 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 OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS 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 A. Kline, Yea;                      Kathleen Clyde, Yea;                      Sabrina Christian-Bennett, Yea;

**JOB & FAMILY SERVICES**

Present: Kellijo Jeffries and Sue Brannon

**Discussion:**

## 1. Leave without Pay:

9:29 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider compensation of a public employee. Also present: Kellijo Jeffries and Sue Brannon. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

9:38 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board took action by Journal Entry.

**JOURNAL ENTRY:** After exiting Executive Session, the Board of Commissioners agrees to approve leave without pay for a Job & Family Services employee through June 30, 2020 as recommended by Job and Family Services Director Kellijo Jeffries.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Resolutions:**

1. Transfer \$23,145.77 from fund 0001, General Fund to Fund 1414, child support administration.
  - This resolution is for a 34% match for the 4-D contracts paid in March for October 2019 Juvenile for December 2019 and January 2020, Clerk of Courts for December 2019 and January 2020 and Prosecutor September 2019-February 2020 services.

**RESOLUTION NO. 20-0235      -      RE:    TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 \$23,145.77 for March 2020 IV-D contract payments local match for the Domestic Court October 2019, Juvenile Court December 2019 – January 2020, Clerk of Courts December 2019 -January 2020 and Prosecutor September 2019 – February 2020 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

\$23,145.77

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE

\$23,145.77

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

2. Transfer \$200,000.00 from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund.

- This resolution is for shared costs from the child welfare fund back to public assistance for salaries and other expenses.
- \$188,975.33 to finish out the first quarter of 2020 and the additional \$11,024.67 is for

payment no. 1 for second quarter 2020.

**RESOLUTION NO. 20-0236      -      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 \$188,975.33 for the 1<sup>st</sup> Qtr SFY2020 Reconciliation and \$11,024.67 for the 2<sup>nd</sup> Qtr SFY2020 Pymt #1 for a total of \$200,000.00 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

\$200,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$200,000.00

; 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:

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

3. Amendment No. 2 between the Board of Commissioners, Job and Family Services and Prosecuting Attorney.

- This contract is for services rendered through the Prosecutor's Office from January 1, 2019 to December 31, 2019 \$343,773.42.
- The department is conducting a time study on the administrative costs associated with the contract for the purpose of ensuring they are connecting to services on a full time basis.

**RESOLUTION NO. 20-0237      -      RE:      ENTER INTO AMENDMENT NO. 2  
BETWEEN THE BOARD OF  
COMMISSIONERS, PORTAGE COUNTY JOB  
& FAMILY SERVICES AND THE PORTAGE  
COUNTY PROSECUTING ATTORNEY.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180257 (the "Original Contract") by Resolution No. 18-0110 to provide full time assistance from the Assistant Prosecuting Attorney's office to ensure compliance with State, Federal and Local laws in the context of risk management and also needs legal representation in the presentation of evidence in cases alleging the abuse, neglect or dependency of children pursuant to Ohio Revised Code 2151.40 and Juvenile Rule 29(E) and cases related to adult protective services pursuant to Ohio Revised Code 5101.60; Amendment No. 1 between the parties was entered into on February 14, 2019 through Resolution No. 19-0109; and

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

**WHEREAS,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 2 between the Board of Commissioners, Portage County Job & Family Services ("PCJFS") and the Portage County Prosecuting Attorney to extend the agreement one (1) additional year from January 1, 2020 through December 31, 2020; and be it further

**RESOLVED,** that total actual costs under this agreement shall not exceed Three hundred forty-three thousand seven hundred seventy-three and 42/100 dollars (\$343,773.42); 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**DEPARTMENT OF BUDGET & FINANCE**

Present: Todd Brag, Attorney Chris Meduri, Internal Services Director JoAnn Townend and Human Resources Director Janet Kovick.

**Resolutions:**

- There's nothing out of the ordinary with the four resolutions.
- The Then & Now total is \$469,503.91, but \$230,000 is for Sheriff's vehicles.

1. The Board of Commissioners agrees to approve the Thursday, April 9, 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.

**RESOLUTION NO. 20-0238      -      RE:    BILLS 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 April 9, 2020 in the total payment amount of **\$876,457.85, including late fees finance charges, interest & penalties amounting to \$4.99 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 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;

2. The Board of Commissioners agrees to approve the Thursday, April 9, 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.

**RESOLUTION NO. 20-0239      -      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 April 9, 2020 in the total payment amount as follows:

1. \$189,206.63 to Medical Mutual - Claims

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, April 8, 2020      \$ 189,206.63

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 agrees to approve the Thursday, April 9, 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.

**RESOLUTION NO. 20-0240 - 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:

04/09/20	209	\$37,397.49
04/09/20	211	846.39
04/09/20	213	54,882.81
04/09/20	214	34.00
04/09/20	219	3,316.38
04/09/20	221	1,922.00
04/09/20	222	4,650.46
04/09/20	313	6,734.04
Total		\$109,783.57

; 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;

4. The Board of Commissioners agrees to approve the Thursday, April 9, 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.

**RESOLUTION NO. 20-0241 - 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 **\$469,503.91** dated **April 9, 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;

### **HUMAN RESOURCES**

Present: Janet Kovick, Attorney Chris Meduri, and Internal Services Director JoAnn Townend

### **Resolutions:**

1. The Board of Commissioners approves the unused accrued leave to supplement the emergency family and medical leave expansion and emergency paid sick leave pursuant to the family first coronavirus response act as applicable to county employees./**HOLD**
  - This resolution allows employees to use 1/3 of their accrued leave to supplement the 2/3 they would receive under the FFCRA.
  - Commissioner Clyde asked about the budget impact and Director Kovick noted the Federal act allows employers to do this as part of the summary presented to the Board last week.
  - Currently, an employee would be paid 2/3 of their wage under the Emergency Sick Leave to take care of a spouse or child care.
  - This supplement is completely voluntary on the part of the employee.
  - Commissioner Clyde asked why this wasn't done originally and Director Kovick noted events happened quickly and it was an afterthought.
  - Although the wording is in the summary document, a resolution should be done to make it official.
  - Commissioner Clyde noted the 2/3 portion is for the employees in the 4 (spouse care) and 5 (child care) categories. Items 1-3 are paid at their normal wage.
  - Commissioner Clyde asked to hold this item until next week for additional review of the impact to the County's budget.
  - Director Kovick noted they have received several requests but employees can use the expanded FMLA for childcare, but the resolution could be put on hold.
  - Commissioner Kline noted it's just a suggestion not a mandate and Director Kovick agreed.

Recessed: 9:58 AM for the Regional Planning Commission's Public Hearing.

**General CDBG Public Hearing**  
Portage County Commissioners' Boardroom  
449 South Meridian Street  
Ravenna, Ohio 44266  
April 9, 2020  
10:00 AM  
via Zoom Video Conference

---

**Present:** Commissioner Kathleen Clyde, Commissioner Vicki A. Kline, Commissioner Sabrina Christian-Bennett, Attorney Chris Meduri, Clerk Amy Hutchinson, Internal Services Director JoAnn Townend, Regional Planning Commission Director Todd Peetz, and Lisa Reeves

Commissioner Clyde called the Public Hearing to Order at 10:00 AM

I. Purpose of Hearing - Lisa Reeves

This is the first of two public hearings that is required for any grant submitted through the Ohio Development Services Agency.

II. Discussion of the Neighborhood Revitalization Grant – Lisa Reeves

**HOUSING, SHELTER AND SUPPORTIVE HOUSING**

**COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

Application Due: May 20, 2020

Goals: Through an efficient and impactful approach, the CHIP will partner with Ohio Communities to preserve and improve the affordable housing stock for low and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

Eligible Jurisdictions: Counties and cities that are HUD Entitlement, Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved CHIP Policy and Procedures Manual. Communities may only apply every other year for funding.

Eligible Activities: **Rehabilitation Assistance**  
1. Owner Rehabilitation  
2. Rental Rehabilitation

**Repair Assistance**  
1. Owner Home Repair

## 2. Rental Home Repair

### Homeownership Assistance

1. Homeownership (Down Payment Assistance/Rehabilitation or Downtown Payment Assistance only)
2. New Construction - Habitat for Humanity

### Tenant-Based Rental Assistance Administration Costs Fair Housing

#### Maximum Grant Amount:

*Single-Community Applicants:* Single-Community Applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are able to partner, but are applying as a single-community applicant must refer to Column "A". The remaining single-community applicants must refer to Column "B".

	<u>Maximum Award</u>	
	<u>Option 1</u>	<u>Option 2</u>
• County	\$300,000	\$400,000
• City with a population of at least 15,000	\$250,000	\$350,000
• City with a population between 5,000 – 14,999	\$200,000	\$300,000

*Partnership Composition:* Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed two adjacent counties.
- An eligible city can only partner within its county, either with the county or another CHIP Program eligible city within the county. In a scenario where the city is 0an applicant and their county is a partner the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Regardless of the number of communities in the partnership, the maximum grant ceiling will be \$1.6 million. Prior to submitting the application, the partnership shall prepare a plan for expending the awarded funds throughout each jurisdiction. The plan shall be submitted in the application for evaluation by the Office of Community Development.

### HOMELESS CRISIS RESPONSE PROGRAM

Applications Due: June 25, 2020

Goal: To prevent individuals and families from entering homelessness, provide for emergency shelter operations and rapidly move homelessness to permanent housing.

The Homeless Crisis Response Program is divided into two components:

- 1) Emergency shelter operations and;
- 2) Homelessness prevention and rapid re-housing assistance

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government for emergency shelter activities and to State selected nonprofit organizations and local units of government for homelessness prevention and rapid re-housing activities.

To apply for Homeless Prevention and Rapid Re-housing funds, each region must have a collaborative, Regional Homeless Service Coordination Plan. Regional plans should include an agreed upon participant screening criteria, common assessment tools and referral processes and each participant in the region implementing the program must have the same forms.

Maximum Grant Amount:

**Maximum Award Amounts:**

<b><u>Category</u></b>	<b><u>Maximum Award</u></b>	<b><u>Grant</u></b>
<b><u>Period</u></b>		
Emergency Shelter:	Based on Previous Funding Level	1 or 2 Years
Homelessness Prevention & Rapid Re-Housing	By Formula Allocation	1 or 2 Years

Applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Crisis Response Program funds (A ratio of 1:2 other funds to grant funds). Grants or loans from the Ohio Development Services Agency cannot be used as match. No match is required for the Housing Stability Category.

**SUPPORTIVE HOUSING PROGRAM**

Application Due: June 2, 2020

Goal: To facilitate moving homeless persons to permanent housing by providing transitional housing and provide long-term permanent supportive housing to homeless persons with disabilities.

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government, Public Housing Authorities and Consortia of any eligible applicants are eligible to apply for funding. The priority for transitional housing is projects for facilities that either serve special homeless populations (i.e. transition age

youth, victims of domestic violence or persons with mental illness or persons in recovery from substance abuse and young families) that comply with national best practice or research supported design. The priority for permanent supportive housing is projects that meet the housing needs of homeless families and individuals with disabilities including Chronically Homeless persons.

Maximum Grant Amount: Amount to be determined.

Applicants must provide at least \$1 in local public or private resources for every \$2 in Supportive Housing Program funds for transitional housing and permanent supportive housing. Grants or loans from the Ohio Development Services Agency cannot be used as match.

### **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

Application Due: October 29, 2020

Goal: OCD provides eligible nonprofit organizations or units of local government with funds to devise long-term, comprehensive strategies to meet the housing and supportive service needs of persons with AIDS or HIV related diseases.

Eligible Jurisdictions: Private, nonprofit organizations incorporated and granted 501.C.3 status; and units of local government.

Eligible Activities:

- Short term rental, mortgage and/or utility assistance
- Acquiring, rehabilitating or constructing permanent housing
- Permanent housing placement
- Tenant based rental assistance
- Operating a community residence
- Permanent housing placement
- Referral to drug and alcohol abuse treatment and counseling
- Limited case management
- Respite care
- Food/Nutritional services
- Activities of daily living
- Day care
- Transportation
- General administration
- Housing information services

Maximum Grant Amount: Based on percentage of cases of persons living with HIV/AIDS within the projects service area when compared to the balance of State (Areas outside of Columbus, Cincinnati and Cleveland service areas) figures promulgated by the Ohio Department of

Health are used for this calculation. An adjustment factor 1.10 is used to account for increased need. Applicant must match the requested amount of HOPWA funds at a minimum of 1:1.

## **COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM**

**Goal:** To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of LMI benefit or Elimination of Slum and Blight.

### **Community Development Implementation Strategy:**

Communities receiving funds from OCD are required to conduct long-term planning. The Community Development Implementation Strategy (CDIS) is a tool to facilitate communication with stakeholders in eligible applicant communities. The CDIS will supplement the Citizen Participation process providing a format for disseminating information about the Community Development, Economic Development and Residential Public Infrastructure Grant and Target of Opportunity Programs and assist with identifying and prioritizing potential funding opportunities. The CDIS is required for application to the 2020 Community Development, Economic Development and Residential Public Infrastructure Grant Programs. The OCD recommends applicants to the PY 2021 Allocation Program conduct the CDIS in 2020 to allow adequate time for project identification and development; however, PY 2021 communities are not required to the CDIS until Allocation applications are due.

### **A. COMMUNITY DEVELOPMENT ALLOCATION GRANT**

**Application Due:** June 17, 2020

**Eligible Jurisdictions:** Under the FY 2020 Ohio State CDBG Program, the non-entitlement counties and small cities (identified as cities by the Secretary of State as of January 1, 2015) will be able to apply for access to funds based entirely on the number of LMI persons residing in the eligible community. Approximately 50 percent of the eligible communities will apply for funding in PY 2020. The remaining 50 percent will apply for funding in PY 2021.

**Eligible Activities:** Eligible activities are those contained in Title 1 of the Housing and Community Development Act of 1974, as amended.

Community Development Allocation Program funds cannot be used for housing activities, exception for Home Repair. OCD has funds set aside for these purposes through its Community Housing Impact and Preservation Program (CHIP). In the event a community applies, but is not funded for a CDBG eligible housing activity through the CHIP Program in the current or previous year's application cycle, OCD will consider a community's request to waive this requirement and use Community Development Allocation Program funds for other CDBG eligible housing activities. Consideration of a waiver will be based on the competitiveness of the CHIP application along with the community's demonstrated administrative capacity to administer a housing program.

Approximate Grant Amount: \$486,000. Funding allocations for communities are determined by dividing the number of low-moderate income (LMI) persons residing in the community by the total number of LMI persons residing in the non-entitlement areas of the state multiplied by the amount of CDBG Program funds allocated to the Community Development. The U.S. Department of Housing and Urban Development (HUD) provides the number of LMI persons and used the 2011 – 2015 American Community Survey Low/Moderate Income Summary Data (updated in 2019) as the basis for estimating LMI figures. "Direct cities" are cities with a total population of 15,000 or greater and a LMI population of at least 30 percent or greater. Total population was determined upon the 2010 Census and 2006 - 2010 American Community Survey Low/Moderate Income Summary Data (Updated in 2014). The funding allocation for cities that does not meet the direct city criteria will be awarded to the County of jurisdiction. The funding allocation for cities attaining a total population of 15,000 or greater and a LMI population of at least 30% with subsequent data releases (e.g. 2011-2015 American Community Survey Low-Moderate Income Summary Data (updated in 2019) will be provided as dedicated funding to the county of jurisdiction at the \$150,000 grant floor). Qualifying cities are referred to as dedicated cities. All communities within the County are encouraged to collaborate with the County for project funding. Direct cities will be awarded and will administer their own grants. As a result, the **City of Streetsboro will receive \$150,000 under the grant and Regional Planning will administer their selected project(s) on their behalf.**

Number of Projects: The number of projects a Community Development Allocation Program applicant may undertake with CDBG funds is limited based upon the available allocation. See table below for project eligibility by allocation funding level:

Allocation Funding Level

Projects Available

\$150,000 - \$224,999

4

\$225,000 - \$299,999

5

**\$300,000 or more**

**6**

**B. NEIGHBORHOOD REVITALIZATION GRANT**

Application Due: June 17, 2020

Eligible Jurisdictions: PY 2020 CDBG Allocation Counties and Direct Cities.

Maximum Grant Amount: \$750,000

Eligible Activities: Public facilities improvements such as constructing, reconstructing and/or rehabilitating infrastructure in targeted areas of distress that do not fit within the criteria of other Ohio State CDBG competitive programs. At a minimum, Neighborhood Revitalization Program Applications must include three activities, excluding administration. Demolition/Clearance activities are capped at \$175,000 or 25% of the project request, excluding administration.

**C. Critical Infrastructure Grants**

Application Due: **Round 1 Program Period**

Submission: June 17, 2020

Grant Award: September 1, 2020

Grantees committing PY 2020 Allocation Program grant funds to a Round-One Critical Infrastructure project must reprogram the Allocation funds to other CDBG eligible activities if the Critical Infrastructure application is not approved by September 1, 2020.

**Round 2 Program Period**

Submission: To be determined

Grant Award: To be determined

**Round 3 Program Period**

Submission: To be determined

Grant Award: To be determined

- Eligible Jurisdictions: PY 2019 and 2020 CDBG Allocation Program Counties and Direct Cities. Counties may apply on behalf of non-direct cities, villages and unincorporated areas.
- Maximum Grant Amount: \$500,000
- Goal: The Critical Infrastructure Grant was created to assist communities with funding for **high priority, single purpose** projects, such as roads, flood and drainage and other public facilities projects with high community-wide impact and that benefit primarily residential areas. Projects may include multiple activities that together contribute to a failed or failing condition.
- Eligible Activities: Eligible activities include constructing, reconstructing or rehabilitating infrastructure components. Eligible infrastructure components include streets, bridges sidewalks, flood and drainage water and sanitary sewer, fire protection and community facilities.

### **ECONOMIC DEVELOPMENT LOAN AND PUBLIC INFRASTRUCTURE GRANT PROGRAM**

Applicants are required to submit a pre-application to OCD for review to apply for funds. OCD will evaluate the proposed projects pre-application on its consistency with programmatic thresholds and public benefit before making the decision to invite an applicant to submit a full application.

#### **A. ECONOMIC DEVELOPMENT LOAN PROGRAM**

- Application Due: Applications will be accepted on a continuous basis, beginning July 1, 2020.
- Goal: To create and retain permanent, private sector job opportunities, principally for low and moderate-income persons through expanding and retaining business and industry in Ohio communities.
- Eligible Jurisdictions: Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.
- Eligible Activities: Eligible activities include providing financial assistance to private for-profit entities (through eligible units of general local government) to carry out economic development projects directly and primarily related to the creating, expanding or retaining a business. Financing may cover fixed assets, including land, building, machinery and equipment and site preparation directly

related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan.

In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.

Maximum Grant Amount: \$500,000 for direct loans; maximum grant ceiling includes project and program administration costs. A minimum of 51% of the jobs must be available to LMI persons.

#### **B. ECONOMIC DEVELOPMENT PUBLIC INFRASTRUCTURE GRANT PROGRAM**

Application Due: Project applications will be accepted on a continuous basis, beginning on July 1, 2020.

Goal: To create and retain permanent, private-sector job opportunities, principally for low and moderate income persons, through expanding and retaining of business and industry in Ohio communities.

Maximum Grant Amount: \$500,000 maximum for off-site infrastructure projects. Maximum grant ceiling includes project and program administration costs.

Eligible Jurisdictions: Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.

Eligible Activities: Eligible activities include providing financial assistance, through eligible units of general local government, for public improvements directly and primarily related to creating, expanding or retaining a particular business. Financing under the State CDBG Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and public benefit.

In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide

training for low-moderate income individuals whose positions were created or retained by the recipient business.

### **C. RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT PROGRAM**

Application Due: Applications may be submitted beginning July 1, 2020.

Goal: To create a safe and sanitary living environment for Ohio citizens by providing safe and reliable drinking water and proper disposal of sanitary waste disposal.

Eligible Jurisdictions: Non-Entitlement Counties, Cities and Villages. Counties must apply on behalf of townships, cities and villages that do not have a demonstrated capacity to operate a public water or wastewater system. Cities and Villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A County may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub-units of general local government (villages and cities) within the county's jurisdiction.

Jurisdictions which were funded under this program in FY 2019 will not be eligible for funding under the FY 2020 program, however Counties which were funded in FY 2019 can apply on behalf of a different sub-unit of Government within their jurisdiction.

Eligible Activities: The Residential Public Infrastructure Grant Program will only fund projects that provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Eligible on-site improvements include service laterals, septic tanks and well abandonment and CDBG eligible related fees. Applications where the primary objective is funding on-site improvements will not be considered. Funding for water and/or sanitary sewer projects that benefit primarily commercial and industrial users are more appropriate for the Economic Development Program.

Maximum Grant Amount: Maximum of \$750,000; Maximum grant ceiling includes a public water or sanitary sewer project, on-site improvements and program administration costs. On-site improvements are capped at \$200,000. A waiver is required from OCD to exceed the \$200,000 on-site cap.

### **TARGET OF OPPORTUNITY GRANT PROGRAMS**

Goal: To provide a means to fund worthwhile "target of opportunity" projects and activities that do not fit within the structure of existing program structures and to provide supplemental resources to resolve immediate and unforeseen needs.

## **A. Economic and Community Development**

**Application Due:** Project applications will be accepted on an open cycle basis, beginning July 1, 2020 until April 30, 2021 or until such time OCD commits available funding.

**Goals:** Provide funds for "targets of opportunity" investments in:

- Economic development projects which create and/or retain permanent job opportunities and are not eligible for Economic Development Program funding or feasible within the Economic Development Program guidelines.
- Community Development projects that is not feasible in other funding categories or eligible for Community Development Program Competitive Set-Aside or open-cycle Critical Infrastructure funds.
- Housing projects benefiting severely disabled adults.
- Youth Homelessness Demonstration Program projects.
- Imminent threat grants covered by the Federal CDBG Regulation.
- Initiatives of the Director of the Ohio Development Services Agency that include CDBG eligible activities.

**Eligible Jurisdictions:** Cities, Counties or Villages. All applicants must be able to demonstrate the ability to administer a Target of Opportunity Program. The OCD may require a County to apply for grant funds on the behalf of a City or Village within its jurisdiction if administrative capacity cannot be demonstrated by the city or village.

**Eligible Activities:** Any CDBG eligible activity.

**Maximum Grant Amount:** Based upon demonstrated need and availability of funds.

## **B. Downtown Revitalization Target of Opportunity Program**

**Application Due:** Applications may be submitted beginning July 1, 2020. A letter of interest is required prior to submitting a full application. The letter of interest must include the administrative contact, a description of the target area, national objective, addresses of the building(s) to be improved, preliminary scope of work for each building, draft sources and uses budget, and adoption of the Secretary of the Interior's Rehabilitation Standards (area only).

**Eligible Jurisdictions:** PY 2020 and 2021 Allocation Program counties and direct cities. Counties may apply on behalf of non-direct cities, villages and unincorporated areas.

**Eligible Activities:** Structural rehabilitation, façade improvements, interior and exterior building code violation corrections, historic preservation, direct administrative costs and architectural and engineering work related to specific revitalization activities.

**Maximum Grant Amount:** \$250,000 per award. Total funds may not exceed 50% of PY 2020 CDBG Target of Opportunity Grant Programs funding.

**C. New Horizons Fair Housing Assistance Program – Set-Aside**

**Application Due:** July 1, 2020 through March 31, 2021.

**Goal:** To provide funds to units of local government or consortia of units of local government, to affirmatively further fair housing and eliminate impediments to fair housing. Activities funded with New Horizons grants must be in addition to a grantees Standard Fair Housing Program, which is required as part of the Allocation Program and Community Housing Impact and Preservation (CHIP) Program applications. New Horizons fair housing strategies are to be based on locally assessed needs and further the State's fair housing goals.

Affirmative fair housing strategies are to be based on locally assessed needs and commitments, as well as to further the State Fair Housing goal.

**Eligible Jurisdictions:** Direct Community Development Allocation Cities or Counties. Consortium members may be direct Allocation Program cities or counties or CHIP Program CDBG eligible jurisdictions.

**Eligible Activities:** Implementing analysis of impediments to fair housing choice; activities that affirmatively further Fair Housing; and actions to remedy or mitigate conditions limiting fair housing choice. Activities must exceed minimum Standard Fair Housing Program requirements.

**Maximum Grant Amount:** Up to \$15,000 for one jurisdiction and up to an additional \$5,000 for each additional eligible jurisdiction for a maximum award not exceeding \$30,000. A maximum of 15% of the total grant request may be used for general administration.

The CDBG Allocation is \$630,000 and \$150,000 must be set aside for the City of Streetsboro for up to 3 projects; with the remaining \$480,000, \$72,000 will be deducted for administration

fees and \$10,000-\$12,000 from Fair Housing; Total \$396,000 (which is \$6,000 less than 2018 allocation).

Ms. Reeves sent letter to agencies and communities in Portage County to advise them about the funding and today's public hearing. Proposals are due back by the end of April 2020. At this point, the state has not relaxed any of the due dates for grants submission. Proposal presentations will be conducted on May 7, 2020 and the Board can have up to 6 projects.

The Chinn Allotment sewer construction project could be done through either the Critical Infrastructure grant or the Residential Public Infrastructure Grant, whichever the state feels more appropriate.

Director Peetz noted in September/October, his Department met with communities and they provided about 30 grant ideas they would like the Planning Commission to work on. They also met with the non-profits and County Departments to see what kinds of grants they are interested in. The Planning Commission, Neighborhood Development Services, and Department of Budget and Financial Management Director Todd Bragg have been working together to prioritize needs until the COVID-19 pandemic began.

Commissioner Clyde asked if the Neighborhood Development Services is closed or working remotely and Director Peetz noted they are working remotely, but it's difficult to get a hold of them. Director Peetz will try to get a meeting scheduled with them soon. Commissioner Christian-Bennett asked if Director Peetz would let the Board know when a meeting has been scheduled with Neighborhood Development Services.

III. Questions/Comments: None.

There being no further discussion, a motion was made by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Public Hearing of April 9, 2020 be adjourned at 10:12 AM.

Reconvene back into the Commissioners' regular session: 10:12 AM

Back in 2017, the Neighborhood Development Agency applied for a Critical Infrastructure Grant on behalf of the City of Ravenna for the Wichterman's Jones Allotment for the northwest quadrant of the City of Ravenna. The Ohio Development Services Agency stated the proposed project was more suitable for a Neighborhood Revitalization Grant and the City of Ravenna would like the Regional Planning Commission to write, submit, and administer the grant on their behalf. The project cost is approximately \$564,000 and the City of Ravenna will contribute \$284,000. The Board agreed to move forward with the request.

Commissioner Christian-Bennett asked if the City is required to have match and she responded they don't have to.

**JOURNAL ENTRY:** The Board of Commissioners authorized the Regional Planning Commission to write and administer the Neighborhood Revitalization Grant for the City of Ravenna as presented by the Regional Planning Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

Additionally, Ms. Reeves requests Commissioner Clyde's signature the Ohio Development Services Agency Local Government Innovation Fund Grant Program final report.

**JOURNAL ENTRY:** The Board of Commissioners authorizes Commissioner Clyde to sign the Ohio Development Services Agency Local Government Innovation Fund Grant Program final report, for Grant #SBIG20170346 PC Public Info & Branding Project Grant funds expended for \$47,194.07 as presented by the Regional Planning Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **INTERNAL SERVICES & PROSECUTOR'S OFFICE**

Present: JoAnn Townend and Attorney Chris Meduri

#### **Discussion:**

##### **1. Potential Sale of County Property on SR 88**

10:20 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session for the sale of property at competitive bidding if premature disclosure of information would give an unfair advantage to a person whose personal, private interest is adverse to the general public interest. Also present: Internal Services Director JoAnn Townend and Attorney Chris Meduri. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:58 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board took no action.

#### **PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES**

Present: JoAnn Townend

## Resolutions:

1. The Board of Commissioners authorizes the Portage County Engineer to participate in the Ohio Department of Transportation's annual winter road salt bid (018-21) for the 2020-2021 winter season.
  - ODOT provides subdivisions with the opportunity to join together to get better pricing on salt.
  - This resolution provides the authorization for the County Engineer to participate in that bid.

**RESOLUTION NO. 20-0243      -      RE:    AUTHORIZE THE PORTAGE COUNTY  
ENGINEER TO PARTICIPATE IN THE OHIO  
DEPARTMENT OF TRANSPORTATION'S  
ANNUAL WINTER ROAD SALT BID (018-21)  
FOR THE 2020-2021 WINTER SEASON.**

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

**WHEREAS,** the Portage County Commissioners, on behalf of the Portage County Engineer, hereby submits this written agreement to participate in the **Ohio Department of Transportation's (ODOT) Annual Winter Road Salt Bid (018-21)** in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the winter road salt contract; and

- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24, 2020 by 12:00 P.M. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request.

Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners authorize the Portage County Engineer to participate in the **Ohio Department of Transportation's Annual Winter Road Salt Bid** (Contract 018-21) for the 2020-2021 Winter Season; and be it further

**RESOLVED**, The Political Subdivision hereby requests through this participation agreement a total of **3,000 TONS** of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

**RESOLVED**, by the following authorized person(s) that this participation agreement for the ODOT winter road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT winter salt contract:



investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$401,210.00 for the period of January 1, 2020 through December 31, 2020; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Soil and Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of County Commissioners of Portage County duly adopted April 9, 2020 and appearing upon the official records of said Board, Volume, 93.

3. The Board of Commissioners declares obsolete and dispose of Portage County personal property located at the Portage/Geauga County Juvenile Detention Center.
  - This is an old Dodge van that was for the Job and Family Services Department and then transferred to the Juvenile Detention Center and it has reached the end of its useful life.

**RESOLUTION NO. 20-0245      -      RE:    DECLARE OBSOLETE AND DISPOSE OF  
PORTAGE COUNTY PERSONAL  
PROPERTY LOCATED AT THE  
PORTAGE/GEAUGA COUNTY JUVENILE  
DETENTION CENTER**

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

**WHEREAS**,            the Portage County personal property located at the Portage/Geauga County Juvenile Detention Center, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

**WHEREAS**,            due to the condition of the property it has no value; now therefore be it

**RESOLVED,**

that, in accordance with the Ohio Revised Code Section 307.12(I), the Board of County Commissioners authorizes the request to discard or salvage the following inventory:

2009 Dodge Caravan – Vin Number: 2D8HN44E09R654776

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

**Discussion:**

1. Authorization to Hire Larry Jones for Maintenance II position effective April 27, 2020 upon successful completion of drug screen and MVR, with 120 day probation.

**JOURNAL ENTRY:** The Board of Commissioners agrees to authorize the full time hire of Larry Jones as a Maintenance II, replacing the position previously held by Leland Hykes, for Portage County Maintenance. Anticipated start date is April 27, 2020. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**HUMAN RESOURCES & PROSECUTOR'S OFFICE**

Present: Director Janet Kovick, Attorney Chris Meduri and Water Resources Department Director Gene Roberts

11:06 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 moves into executive session to consider the employment of a public employee. Also present: Janet Kovick, Attorney Chris Meduri and Water Resources Department Director Gene Roberts

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

12:12 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board adopted the following Journal Entry:

**JOURNAL ENTRY:** After exiting Executive Session, the Board of Commissioners agreed to stay the succession plan for the Water Resources Director for the duration of the public health emergency.

**Motion:** Commissioner Clyde

**Seconded:** Commissioner Kline

All in Favor: Commissioner Clyde, Yea; Commissioner Kline, Yea;

All Opposed: Commissioner Christian-Bennett, Nay

**Motion Carries.**

#### **PROSECUTOR'S OFFICE**

Present: Attorney David Garnier

#### **Discussion:**

##### **1. NEOMED Bond Issue**

Northeast Ohio Medical University (NEOMED) in Rootstown Township, Portage County made a request for approval by the Board of Commissioners as applicable elected representatives of Portage County of NEOMED's issuance of Limited Available Receipts Bond Anticipation Notes, for improvements to its medical facility in Rootstown.

The required public hearing was held on March 26, 2020 and the advertisement was published on their website and in the Record Courier on March 12, 2020.

The improvements are for the renovation of the existing academics phase on the south part of the Medical School building, the renovation of the Medical Office building and Academic Learning Center phase and for the improvement and build out of the Research Lab and Facility Office. Each phase is approximately estimated to be \$6 million in improvements, with a principal count anticipated to be \$19,000,000. The Prosecutor's Office has reviewed the Resolution and their request and sees no legal issues with entering into this Resolution.

The notes will be issued as qualified 501C3 bonds under the IRC and a portion of the project will be leased to Summa Health Systems or its affiliates that qualify as 501C3 and in order for the bonds to qualify under the Federal Tax Law as tax exempt obligations, the issuer and the applicable elected representative must approve in which the bond financing facility will be located.

The public hearing allowed for the public to write in comments and the result was no public attendance at the hearing and no receipt of written comments from the public.

**Resolution:**

1. Draft resolution approving, solely for the purpose of section 147(f) of the internal revenue code of 1986, the issuance by northeast Ohio Medical University of its \$19,000,000 limited available receipt bond anticipation notes.

**RESOLUTION NO. 20-0246        -        RE:    RESOLUTION APPROVING, SOLELY FOR THE PURPOSE OF SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, THE ISSUANCE BY NORTHEAST OHIO MEDICAL UNIVERSITY OF ITS \$19,000,000 LIMITED AVAILABLE RECEIPT BOND ANTICIPATION NOTES.**

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

**WHEREAS**, Northeast Ohio Medical University (the "University"), proposes to issue its Limited Available Receipts Bond Anticipation Notes pursuant to Chapter 3345, Ohio Revised Code in the approximate aggregate principal amount of \$19,000,000 (the "Notes") to finance the costs of certain improvements to the University's medical school, research and graduate education, and medical office building facilities located on the University's campus at State Route 44 in Rootstown, Ohio (the "Project"), a portion of which will be leased to Summa Health System or its affiliates which qualify as Section 501(c)(3) organizations under the Internal Revenue Code of 1986, as amended (the "Code"); and

**WHEREAS**, the Notes will be special obligations of the University and will not constitute a debt or pledge of the faith and credit or the taxing power of the Portage County (the "County"), or any other political subdivision of the State of Ohio; and

**WHEREAS**, the University has at 10:30 a.m. on March 26, 2020 in Room 2014 of the University's NEW Center at 4209 State Rt. 44, Rootstown, Ohio held a public hearing concerning issuance of the Notes following reasonable public notice, all in accordance with Section 147(f) of the Code, and the board of trustees of the University has adopted a resolution authorizing the issuance of the Notes (the "Note Resolution"); and

**WHEREAS**, Section 147(f) of the Code requires, as a prerequisite to the issuance of the Notes, that this Board of County Commissioners approve the issuance of the Notes as the "applicable elected representative" for the University with respect to

the Project located within the jurisdiction of the County under, and solely for the purpose of satisfying, the requirements of Section 147(f) of the Code; and

**WHEREAS**, this Resolution is adopted at the request of the University; now therefore be it

**RESOLVED**, by the Board of County Commissioners of the County of Portage in the State of Ohio, that:

Section 1. This Board, as the "applicable elected representative" with respect to the University for purposes of Section 147(f) of the Code, and in reliance on the findings and determinations of the University contained in the Note Resolution and the University's Recommendation for Approval, hereby approves the issuance of the Notes by the University, in the approximate aggregate principal amount of \$19,000,000, for purposes of financing costs of the Project, as more particularly described in the University's notice of its public hearing, a copy of which, together with the Note Resolution and the University's Recommendation for Approval, is attached as Exhibit A hereto. The foregoing approval is given in accordance with and solely to satisfy the requirements of Section 147(f) of the Code and does not obligate the County in any way with respect to the Notes or the Project.

Section 2. The Notes and related expenses are an obligation of the University and shall not be an obligation of the County.

Section 3. This Board finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting 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.

Section 4. This Resolution will take effect and be in force immediately upon its adoption.

Roll call vote as follows:

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

**EXHIBIT A**

**RECOMMENDATION FOR APPROVAL BY APPLICABLE ELECTED REPRESENTATIVE  
OF PORTAGE COUNTY, OHIO**

To: Board of County Commissioners of Portage County, Ohio (the "County")

Northeast Ohio Medical University (the "University") is proposing to issue its Limited Available Receipts Bond Anticipation Notes (the "Notes"). For the purposes of complying with

Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), and based on the representations set forth below, the University hereby requests your approval of the Notes, as an "applicable elected representative" under the Code and under Section 9.97, Ohio Revised Code. The University hereby represents and certifies to the County as follows:

1. As required by Section 147(f) of the Code, a public hearing (the "Public Hearing") concerning the issuance of the Notes was held on March 26, 2020 commencing at 10:30 a.m. in Room 2014 of the University's NEW Center at 4209 State Rt. 44, Rootstown, Ohio, with respect to the proposed issuance of the Notes in the approximate aggregate principal amount of \$19,000,000. No written comments were received by the University and no persons appeared at the public hearing to ask questions or provide comments with respect to the proposed Notes to be issued to finance the Project (defined below and further described in the notice of the meeting), except for representatives of the University and bond counsel.
2. The Public Hearing was publicized by public notice at least fourteen days in advance of the hearing date published on the University's website where the University regularly posts its public notices (the "Public Notice"). The Public Notice is attached hereto.
3. Your approval is required pursuant to Section 147(f) of the Code for the issuance of the Notes as tax-exempt obligations.
4. The board of trustees of the University (the "Board") has considered and determined to issue the Notes. The proceeds of the Notes will be used to finance the costs of improvements to the University's medical school, research and graduate education and medical office building facilities located on the University's campus at State Route 44 in Rootstown, Ohio (the "Project"). A portion of the Project will be leased by the University to Summa Health System or its affiliates which qualify as Section 501(c)(3) organizations under the Code. The Project will be owned the University.
5. The University respectfully requests your approval of the Notes pursuant to Section 147(f) of the Code and Section 9.97, Ohio Revised Code.

Northeast Ohio Medical University

By: /s/ Mary Taylor

Mary Taylor, Vice President for Operations  
and Finance

Dated: March 26, 2020

#### **APPROVAL**

Pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 9.97, Ohio Revised Code, the undersigned duly elected Commissioners of Portage County, Ohio (the "applicable elected representative" within the meaning of said Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 9.97, Ohio Revised Code),

hereby approve Northeast Ohio Medical University Limited Available Receipts Bond Anticipation Notes, Series 2020 for the Project as described in the recommendation of the Northeast Ohio Medical University.

Portage County, Ohio

\_\_\_\_\_  
Sabrina Christian- Bennett, Commissioner

\_\_\_\_\_  
Kathleen Clyde, Commissioner

\_\_\_\_\_  
Vicki A. Kline, Commissioner

Dated: March \_\_, 2020

### **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the March 24, 2020 and April 2, 2020 regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

### **Homeland Security & Emergency Management**

#### **Resolutions:**

1. The Board of Commissioners accepts the donations to the Office of Homeland Security and Emergency Management for COVID-19 response.

**RESOLUTION NO. 20-0247**

-

**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT FOR COVID-  
19 RESPONSE**

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

**WHEREAS,** COVID-19 is rapidly spreading, as persons throughout the State have been infected with the disease and the shortage of personal protective equipment for frontline responders is in jeopardy due to the outbreak of a deadly infectious respiratory disease identified as the Coronavirus disease (COVI D-19); and

**WHEREAS,** all members of EMS, Police and Fire need to follow procedures regarding personal protective equipment as they respond to any assignments pertaining to the COVID-19 virus or other infectious diseases; and

**WHEREAS,** health officials have called on veterinarians, health care providers, and food-service businesses to donate unused gloves, masks and other personal protective equipment to their local emergency management agencies; now, therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept the following donations in accordance with Resolution No. 13-1010, adopted on October 3, 2013, on behalf of the Portage County Office of Homeland Security and Emergency Management:

Donor	Contact (Requirement)	Address	Donation
PC Resident	Linda Ferlito	1464 River Trail, Kent, OH	100 gloves (value \$15)
PC Resident	Tim DeFrang	1142 Munroe Falls Kent Rd., Kent, OH	(2) 3M N95 (value \$10)

; and be it further

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

Roll call vote as follows:

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

#### Commissioners

#### **Resolution:**

1. The Board of Commissioners agrees to amend Resolution No. 20-0056, adopted January 28, 2020, Portage County Commissioners board appointments for year 2020.

Commissioner Christian-Bennett asked if this amendment to the resolution is necessary because the Board asked the Regional Planning Commission to reduce the number of Commissioners on the Board from 3 to 1 with an alternate and Commissioner Clyde responded it is and since Commissioner Christian-Bennett is the member of the Executive

Committee, she would support her being the representative on the Planning Commission, with Commissioner Kline being the alternate. Commissioner Christian-Bennett asked if notification has gone out to the Commissioners' alternates and Commissioner Clyde noted she didn't have an alternate and Commissioner Kline responded the Clerk sent notification to her alternate.

**RESOLUTION NO. 20-0248       -       RE:   AMEND RESOLUTION NO. 20-0056,  
ADOPTED JANUARY 28, 2020, PORTAGE  
COUNTY COMMISSIONERS BOARD  
APPOINTMENTS FOR YEAR 2020.**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 20-0056 on January 28, 2020, making various board appointments for the year 2020; and

**WHEREAS,** Resolution No. 20-0056 was amended on February 6, 2020 via Resolution No. 20-092 and then on February 11, 2020 via Resolution No. 20-098; and

**WHEREAS,** the Regional Planning Commission has amended its by-laws by removing the requirement of three Commissioners and three alternates serving to one Commissioner and one alternate serving on their Board; now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to amend Resolution 20-0056, adopted January 28, 2020 Board Appointments for 2020 as follows:

1. Appointing Commissioner Christian-Bennett as representative and  
Commissioner Vicki A. Kline as alternate.

**RESOLVED,** that the above mentioned appointments are effective immediately through the next organizational meeting of the Board or passage of said Board appointment Resolution; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Commissioners, Commissioners' Clerk, and the Regional Planning Commission; and be it further

**RESOLVED,** that all other appointments on Resolution No. 20-0056 remain intact as set forth in the attached Exhibit A; 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 was as follows:

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

**Exhibit A**

**RESOLUTION NO. 20-0056 - RE: PORTAGE COUNTY COMMISSIONERS' BOARD APPOINTMENTS FOR THE YEAR 2020.**

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

**RESOLVED**, by the Board of Commissioners of Portage County, that the following board appointments be made:

BOARD	REPRESENTATIVE	ALTERNATE
<b>911 Planning Committee</b>	Kathleen Clyde	Vicki A. Kline
President (ORC 128.06)		
<b>AMATS Policy Committee</b>	Kathleen Clyde	Frank Hairston
Board of Commissioners (AMATS bylaws)	Vicki A. Kline	Melissa Long
	Sabrina Christian-Bennett	Michael Hlad
<b>AMATS Technical Advisory Committee</b>	Tom Hardesty	N/A
Portage County Small Villages (TAC bylaws)		
<b>Board of Revisions</b>	Kathleen Clyde	Michelle Crombie
1 Commissioner (ORC 5715.02)		
<b>Combined General Health District Advisory Council</b>	Kathleen Clyde	N/A
President (ORC 3709.03)		
<b>Community Corrections Board</b>	Kathleen Clyde	Sabrina Christian-Bennett
1 Commissioner (ORC 5149.34)		
<b>CCAO Service Corporation Energy Program Board of Participants</b>	Michelle Crombie	JoAnn Townend
Appointing Representative & Alternate		

to Natural Gas Purchase Program		
<b>County Commissioners' Association of Ohio (CCAO) Voting Member at the Annual Meeting</b>	Kathleen Clyde	Sabrina Christian-Bennett
Representative and Alternate		
<b>Data Processing Board</b>	Vicki A. Kline	Kathleen Clyde
Commissioner (ORC 307.84)		
<b>Emergency Food and Shelter Board of Portage County (Federal Board)</b>	Kathleen Clyde	Kellijo Jeffries
BOC President & EMA (EFSB Responsibilities & Requirements Manual)	Ryan Shackelford	N/A
<b>Emergency Management Agency Advisory Council</b>	Kathleen Clyde	Sabrina Christian-Bennett
One Commissioner and One Alternate		
<b>Family and Children's First Council</b> (ORC 121.37)	Kathleen Clyde	Vicki A. Kline
<b>Investment Advisory Committee</b>	Vicki A. Kline	N/A
Two commissioners (ORC 135.341)	Kathleen Clyde	N/A
<b>Landbank Board of Directors</b>	Vicki A. Kline	Sabrina Christian-Bennett
Two commissioners (ORC 1724.03, bylaws)	Kathleen Clyde	
<b>Local Emergency Planning Commission</b> (ORC 3750.03)	Vicki A. Kline	Sabrina Christian-Bennett
<b>Northeast Consortium Council of Government (NOC COG)</b>	Sabrina Christian-Bennett	Kathleen Clyde
Local Elected Official		
<b>Northeast Ohio Four County Regional Planning and Development Org. (NEFCO)</b>	Gene Roberts	Tia Rutledge
Board of Commissioners has 6 reps.	Todd Peetz	Patrik Holland
	Joseph Diorio	Mary Helen Smith

	Vicki A. Kline	Sabrina Christian-Bennett
	John Zizka	N/A
	James Bierlair	Amos Sarfo
<b>NEFCO Environmental Technical Advisory Committee (ERTAC)</b>	Ron Etling	N/A
NEFCO ERTAC Bylaws (also 16-0106)		
<b>NEFCO Comprehensive Economic Development Strategy (CEDS) Committee</b>	Brad Ehrhart	Diana Fierle
<b>Ohio Public Works District 7 Integrating Committee</b>	Sabrina Christian-Bennett	Vicki A. Kline
See 18-0347, 3 yr term ending 5-30-2021	Michael Marozzi	Larry Jenkins
<b>Portage Development Board Executive Committee</b>	Kathleen Clyde	Sabrina Christian-Bennett
<b>Portage-Geauga Joint BOC</b>	Vicki A. Kline	N/A
Board of Commissioners	Kathleen Clyde	N/A
	Sabrina Christian-Bennett	N/A
<b>Ravenna Arsenal Restoration Board</b>	Ryan Shackelford	N/A
(RAB operating policy)		
<b>Records Commission</b>	Vicki A. Kline	N/A
1 Commissioner (ORC 149.38)		
<b>Regional Planning Commission</b>		
Board of Commissioners	Sabrina Christian-Bennett	Vicki A. Kline
(RPC bylaws)		
	Gene Roberts	Tia Rutledge
	Michael Marozzi	Larry Jenkins
	James Bierlair	Eric Long
<b>Solid Waste Management District Policy Committee</b>	Kathleen Clyde	N/A
ORC 3734.54		
<b>Storm Water Task Force</b>	Vicki A. Kline	Jim Greener

**RESOLVED**, that the above-mentioned appointment is effective immediately through the next organizational meeting of the Board or passage of said Board appointment Resolution; and be it further

**RESOLVED**, that a copy of this resolution be forwarded to the Commissioners' Clerk, each Commissioner, representative, and alternate; 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 was as follows:

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

Commissioner Clyde mentioned Director Shackelford has asked to hire an additional temporary employee because of the workload in light of the declared emergency and the operation of the Emergency Operations Center. Intern, Noah Culbertson has been volunteering since his internship expired and he would like to hire him temporarily. Director Shackelford checked with the state and Noah's salary would be reimbursable. The proposal would be to pay him \$15.00 per hour and Commissioner Clyde has checked with Human Resources and the Department of Budget and Financial Management with no objections noted.

Commissioner Kline asked if this would be a full time position and Commissioner Clyde noted it's a temporary full time position. Commissioner Clyde noted the expense is reimbursable and Noah has been working since his internship ended and the expense is reimbursable back when the Emergency Operations Center was activated. Commissioner Christian-Bennett doesn't believe it can be back dated and asked if the Human Resources had any problem with the request and Commissioner Clyde said she was comfortable with the Journal Entry language. Commissioner Clyde noted if it needs amended, the Board could revisit in the future. The Board agreed to move forward with the request.

**JOURNAL ENTRY:** The Board of Commissioners agreed to authorize the temporary hire of Noah Culbertson as an Emergency Management Specialist I, for the Portage County Office of Homeland Security and Emergency Management with a start date of March 18, 2020.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **Journal Entries:**

1. Acknowledge the receipt of the Sheriff's monthly Jail Report.

**JOURNAL ENTRY:** In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for February and March 2020.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Discussion:**

1. Part-time County Administrator - supplemental position

12:36 PM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss the employment of a public employee. Also present: Commissioners only. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

1:16 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board acted by Journal Entry.

**JOURNAL ENTRY:** The Board of Commissioners agreed to extend an offer of employment for the County Administrator – Supplemental position to a Department Director interviewed on April 7, 2020

**Motion:** Commissioner Clyde

**Seconded:** Commissioner Kline

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

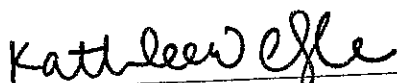
**Motion Carries**

A motion was made by Commissioner Clyde, seconded by Commissioner Kline to adjourn the Official Meeting of April 9, 2020 at 1:16 PM.

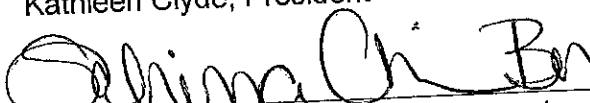
All in Favor: Commissioner Clyde, Yea;  
Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;

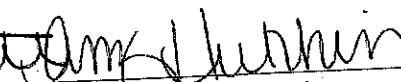
**Motion Carries.**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of April 9, 2020.

  
Kathleen Clyde, President

  
Vicki A. Kline, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk