



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

Thursday, April 30, 2020

9:04 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 via Zoom video conference.

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

Commissioner Clyde asked for a brief moment of silence for the Portage County residents who have died as a result of the pandemic. Our thoughts are with the families, friends, and neighbors of our fellow residents.

Recessed: 9:05 AM into Solid Waste Management District Meeting  
Reconvened: 9:07 AM

### **HUMAN RESOURCES**

Present: Director Janet Kovick

### **Discussion:**

#### **1. Employee Appreciation Luncheon**

This year's Employee Appreciation Luncheon was scheduled for Friday, June 19, 2020, but with the COVID-19 pandemic, Director Kovick would like Board direction on how to move forward. Commissioner Christian-Bennett suggests postponing it until later this year and Commissioner Clyde noted the Board should wait and see what the reconstitution plan dates are and when we are closer to normal operations, Director Kovick should come back to the Board for further discussion.

#### **2. Turnover Report**

Director Kovick asked if the Board would still like her to present and discuss the Turnover Report and the Board agreed it would like her to continue.

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize the transfer of Gretchin Miller, Social Service Worker 3 to Social Service Worker 3 - Group Home, replacing the position previously held by Margarite Wilkey, effective May 4, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

- An interview panel felt that Ms. Miller was the most qualified.

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize the three-day internal posting of the full time Social Service Worker 3, replacing Gretchin Miller for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize a wage increase for Rebecca Dunham, CSEA Lead Attorney for Portage County Job & Family Services, due to successfully completing the 120-day probationary period, effective April 14, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize a wage increase for Melissa Boyd, PCSA Administrative Assistant for Portage County Job & Family Services, due to successfully completing 1 year of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective April 29, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize a wage increase for Lori Swickheimer, PCSA Supervisor for Portage County Job & Family Services, due to successfully completing 5 years of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective May 4, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize a professional

development wage increase for Ricky Raber, Collection Systems Operator in Training, for Portage County Water Resources, effective April 20, 2020, for receiving his Collection Systems Operator I License. This qualifies him for the Collection Systems Operator I title.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize the seasonal hire of Nicholas Lindsay as an Apiary Inspector. Anticipated start date is May 11, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to approve a 3 day unpaid suspension for a Job & Family Services employee.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

#### **PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES AND PROSECUTOR'S OFFICE**

Present: Director JoAnn Townend and Attorney Chris Meduri

#### **Resolutions:**

1. Accept proposal of Environmental Design Group to perform a safety study and prepare a funding application for Old Forge Road (CH 82) and Mogadore Road (CH 81) in Brimfield Township, Portage County.
  - This resolution is for the County Engineer who is seeking funding for a safety study and work to be done on Old Forge Road and Mogadore Road in Brimfield and this is to accept the proposal and enter into an agreement with Environmental Design Group.

**RESOLUTION No. 20-0280**

**RE: ACCEPT PROPOSAL OF ENVIRONMENTAL  
DESIGN GROUP TO PERFORM A SAFETY  
STUDY AND PREPARE A FUNDING  
APPLICATION FOR OLD FORGE ROAD (CH  
82) AND MOGADORE ROAD (CH 81) IN**

**BRIMFIELD TOWNSHIP, PORTAGE  
COUNTY**

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

**WHEREAS**, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform a safety study and prepare a funding application for Old Forge Road (CH 82) and Mogadore Road (CH 81) in Brimfield Township, Portage County, and

**WHEREAS**, the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2019 and 2020; and

**WHEREAS**, the Portage County Engineer selected **Environmental Design Group** from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to perform said safety study; and

**WHEREAS**, the Portage County Engineer, upon review of the proposal from **Environmental Design Group**, recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners does hereby accept the proposal of **Environmental Design Group** and authorizes the Portage County Engineer to sign said proposal to perform a safety study and prepare a funding application for Old Forge Road (CH 82) and Mogadore Road (CH 81) in Brimfield Township, Portage County; and be it further

**RESOLVED**, that a purchase order will be generated for **Environmental Design Group**, 450 Grant Street, Akron, Ohio 44311, for the proposal amount of \$27,813.00, and be it further

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

2. Agree to authorize and enter into an Energized Community Grant (NEC Grant) with the Northeast Ohio Public Energy Council (NOPEC)
- This is a yearly grant for the County to do energy conservation improvements on County buildings for the 2020 grant year.

**RESOLUTION NO. 20-0281      -      RE:      AUTHORIZE AND ENTER INTO AN  
ENERGIZED COMMUNITY GRANT (NEC  
GRANT) WITH THE NORTHEAST OHIO  
PUBLIC ENERGY COUNCIL (NOPEC).**

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

- WHEREAS,** Portage County, Ohio is a member of the Northeast Ohio Public Energy Council (NOPEC) and is eligible for one or more NOPEC Energized Community Grant(s) for 2020 (NEC Grant(s) as provided for the NEC Grant Program guidelines; and
- WHEREAS,** Portage County wishes to enter into a grant agreement with NOPEC, Inc. to receive one or more NEC Grant(s) for 2020; now therefore be it
- RESOLVED,** that the Board of Commissioners finds and determines that it is in the best interest of the County to accept the NEC Grant(s) for 2020 and authorizes the President of the Board to execute the grant agreement with NOPEC, Inc.; and be it further
- RESOLVED,** that this resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of Portage County, wherefore, this resolution shall be in full force and effect immediately upon its adoption by the Portage County Board of Commissioners; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Portage County Internal Services Department; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

9:16 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the sale of a property in accordance with section 505.10 of the Ohio Revised Code, if premature disclosure of information would give an unfair competitive or bargaining 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: Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

9:36 AM Upon conclusion of the above referenced discussion, it was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board took no action.

#### **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg

#### **Resolutions:**

This bill run shows nothing unusual and is slightly lighter, which could indicate expenditures are slowing down or it could mean they are building up and in August or September they may explode.

#### **RESOLUTION NO. 20-0282       -       RE:   BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,**       that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on April 30, 2020 in the total payment amount of **\$446,257.02, including late fees finance charges, interest & penalties amounting to \$69.69 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;

The Then & Now had one payment for \$199,000 and if that number is removed, it's very light. Nothing else to report on the routine resolutions.

**RESOLUTION NO. 20-0283 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on April 30, 2020 in the total payment amount as follows:

1. \$99,492.94 to Medical Mutual – Claims; and
2. \$1,155.00 to Wage Works - Admin; and
3. \$8,727.55 to Wage Works – Claims; and

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

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

Wire Transfer on Friday, May 1, 2020	\$ 99,492.94
Wire Transfer on Friday, May 1, 2020	\$ 1,155.00
Wire Transfer on Friday, May 1, 2020	\$ 8,727.55

;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;

**RESOLUTION NO. 20-0284****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

- WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and
- WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and
- WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it
- RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

04/30/20	800	\$87,441.06
04/30/20	801	20,761.71
04/30/20	825	50.00
04/30/20	877	510.00
04/30/20	878	15,120.00
04/30/20	879	1,060.00
04/30/20	880	491.34
04/30/20	881	2,703.71
04/30/20	965	274.36
Total		\$128,412.18

; 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;



RESOLUTION NO. 20-0285

RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$228,854.73** dated **April 30, 2020** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

5. Amend the General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019./20-0286
  - These items came in last week, so Director Bragg processed the requests. He will be meeting with Administrator Roberts tomorrow to discuss the process.
  - The amounts are for Internal Services to proceed with the Pretty Glenn dam expenses.

RESOLUTION NO. 20-0286

RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION  
NO. 19-0947 ADOPTED DECEMBER 19, 2019

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

**RESOLVED,** that it has become necessary to amend the General Fund 2020 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund		
012 Central Purchasing Services		
00124 Internal Svcs Projects CS	80,000	-
00126 Internal Svc Capital Outlay	153,732	-
MEMO TOTAL	<u>\$ 233,732</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 233,732</u>	<u>\$ -</u>
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*Increase**Decrease*

; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

6. Amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019.

- This resolution moves funding for Job and Family Services.
- The \$153.00 is a refund from the dental program as two employees left employment and medical was removed from their vacation payout and it shouldn't have been as they weren't working during that period.

RESOLUTION NO. 20-0287

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

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2020 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1415	Child Welfare - Special Levy		
051	Job And Family Services		
14153	JFS Child Welfare Salary&Fring	60,000	-
14154	JFS Child Welfare Levy CS	-	70,000
14155	JFS Child Welfare Levy MS	10,000	-
	<b>MEMO TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
Fund: 7102	Cafeteria Benefits Program Pkg		
018	Human Resources		
71027	Cafeteria Benefits Program OE	153	-
	<b>MEMO TOTAL</b>	<b>\$ 153</b>	<b>\$ -</b>

Note:

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b>\$ 70,153</b>	<b>\$ 70,000</b>
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; and be it further

- RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

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

**Discussion:**

1. Memorial Day Expense

Director Bragg received a call from the Veteran Services Department, who indicated a lot of communities are cancelling their Memorial Day parades due to the COVID-19 pandemic. Historically, the Board provided minimal funding to help offset the costs of the parades. The Veteran Services Department asked if the Board would move funding back until June 14<sup>th</sup> (Flag Day) so they can still find a way to honor veterans. The Board asked Director Bragg to bring this item back for additional discussion next week.

2. Revolving Loan Funds

Neighborhood Development Services would like to prepare information packets for a two year loan with 2% interest that businesses could apply for up to \$10,000 each, to be used for anything that would allow them to get their businesses up and running after the COVID-

19 pandemic. The focus of the funding would be targeted to smaller businesses and businesses who either did not qualify or did not receive Federal assistance.

There's \$143,000 available in the Economic Development Revolving Loan Fund and Neighborhood Development Services would like to see the amount around \$250,000. If the Board would go beyond that figure, it would need to utilize Housing funds and would need to obtain a waiver.

Director Bragg recommends the Board set aside \$160,000 from the Housing funds (which currently has \$270,000) and \$143,000 of the Economic Development Revolving Loan Fund for the County's share of around \$300,000. Neighborhood Development Services is contributing a portion of their funding, along with the City of Ravenna's contribution of Revolving Loan funds.

Director Bragg suggests the Board start with a contribution of \$143,000 and if there are more applicants, the County could move funding from the Housing fund.

Commissioner Clyde noted other communities are doing something in the ball park around \$5,000 and is that number still being discussed and Director Bragg replied this funding would be a loan that will be paid back, and businesses aren't required to take the entire \$10,000, but it's up to the Board to establish the final amount.

Neighborhood Development Services will still be coming to the Board to discuss the program, each project will have to meet the required loan guidelines and each project will still come before the Board individually for approval. The County's share of funding will go towards businesses in the unincorporated areas of the County, Ravenna would cover their area, and Neighborhood Development Services will cover the entire County, as well.

The Board expressed support for this collaboration and will continue to hear from Neighborhood Development Services about their proposal. Commissioner Clyde noted Summit County and Stark County had some small business grant and loan programs like to this and the demand was very high. It's important to help as many people as possible and if \$5,000 or \$7,500 is still impactful and the Board is able to help more businesses, it's something to think about and Director Bragg can communicate that to Neighborhood Development Services. Commissioner Christian-Bennett believes the Board can do an 'up to \$10,000' loan. Commissioner Christian-Bennett expressed that there's a lot of small businesses who didn't receive the first round of the PPP (Paycheck Protection Program) funding and the second round of PPP funding has opened and there's problems with the system. There's a lot of small businesses that desperately need assistance in order to survive and if the County doesn't use the funding, it is in danger of losing it. Commissioner Clyde agrees and she contacted the Portage Development Board when she saw that Summit, Stark, Franklin and Cuyahoga Counties had programs like this and she would like help for Portage County's small businesses as well if possible. Portage Economic Development Board and Neighborhood Development Services work together to brainstorm how they can help small businesses.

Commissioner Clyde would like to move forward with a Journal Entry next week and to have Neighborhood Development Services present at the Commissioners' meeting as soon as they are ready to present the details. Director Bragg will reach out to Neighborhood Development Services for an appointment next week. Commissioner Clyde asked if Director Bragg wanted the Board to adopt a Journal Entry today and Director Bragg will prepare draft language for adoption today.

### 3. Budget Letter

The Tax Budgets should be started May 1, 2020, and the tax budgets are to be adopted by July 15, 2020, which is a Wednesday, so it should be adopted July 9, 2020. The letter needs signed by the Board or Administrator Roberts and sent no later than the end of next week. Commissioner Clyde noted the letter is fine and should go out from the Commissioners. Commissioner Christian-Bennett pointed out that she was on a conference call with CCAO and counties in general are anticipating a 20% reduction at least in revenue and cuts. They should know more during the second quarter after seeing where tax revenues are. Director Bragg mentioned the state's budget is July-June and that's the guidance the state is putting out for state departments, but it's the general guidance at the moment.

## **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the April 23, 2020 regular meeting minutes.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

## **Water Resources**

### **Resolutions:**

1. Approve a request for installment payments for Christopher K. Schultz 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.

**RESOLUTION NO. 20-0288      -      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 Vicki A. Kline, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

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

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

Applicant: Christopher K. Schultz (OWNER)  
Service Address: 347 Eckwood Drive  
Kent, OH 44240

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

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of Lot Number 41 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 200809566 of the Portage County Records, Brimfield Twp. Lot 17, Portage County, State of Ohio.

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

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

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER 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 1.09% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of April 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;

### **Commissioners**

**JOURNAL ENTRY:** The Board of Commissioners acknowledged receipt of the April 20, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of March 2020, received on April 20, 2020 as presented by the County Auditor and County Treasurer. (See back up in email)

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

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### **PLEASE ADD TO YOUR AGENDA**

April 30, 2020

1. Authorizing the County Administrator to exercise powers delegated hereby under the R.C. 305.30(J)./20-0289

Commissioner Clyde had an add on resolution today after earlier discussions this week about the reconstitution plan and the role of the County Administrator. A resolution has been put together working with Office of Homeland Security and Emergency Management, Director Roberts and the Prosecutor's Office, to ensure the language was correct and it authorizes the County Administrator to exercise powers delegated under Ohio Revised Code § 305.30(J) – emergency authority. She anticipates next week, the Board could create a broader resolution with more discussion about the other duties and powers under 305.30, but today is just for emergency authority.

**RESOLUTION No. 20-0289**

**- RE: A RESOLUTION AUTHORIZING THE  
COUNTY ADMINISTRATOR TO EXERCISE  
POWERS DELEGATED HEREBY UNDER  
R.C. § 305.30 (J)**

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

**WHEREAS**, the Portage County Board of Commissioners by Resolutions No. 20-0250 previously created the position of County Administrator – Supplemental (Administrator) which became effective on April 27, 2020; and

**WHEREAS**, Ohio Revised Code § 305.30 provides that the board may delegate certain of its powers to be exercised by the Administrator; and

**WHEREAS**, this board desires to delegate certain powers to the Administrator specific to disaster and emergency functions provided for in ORC 305.30, paragraph (J); now therefore be it

**RESOLVED**, that the Board of Commissioners hereby authorizes County Administrator – Supplemental, Gene Roberts, be authorized to exercise the powers of the board within the limitations and guidelines set forth below:

#### **DISASTER AND EMERGENCY FUNCTIONS:**

##### **Part I**

"Disaster" means any imminent threat or actual occurrence of widespread or severe damage to or loss of property, personal hardship or injury, or loss of life that results from any natural phenomenon or act of a human. R.C. § 5502.21.

"Emergency" means any period during which the congress of the United States or a chief executive, as defined in R.C. § 5502.21 (C), has declared or proclaimed that an emergency exists. R.C. § 5502.21.

##### **Part II**

Pursuant to R.C. § 305.30(J), the Administrator is hereby authorized in the absence of the Board of County Commissioners to carry out the functions conferred or incumbent upon the Board of County Commissioners in a disaster or emergency situation and to perform such duties during a disaster or emergency situation as assigned by the Board of County Commissioners to be performed on their behalf as outlined below, except to the extent that this delegation is prohibited by law:

- a. To activate the Emergency Management Agency.

b. To authorize the utilization of all resources and personnel of the Board of County Commissioners to respond to the disaster or emergency.

c. To make purchases exempt from the competitive bidding requirements of R.C. § 307.86, provided one of the following applies:

1. The purchase is for less than \$100,000, but more than \$50,000 and the County Administrator has obtained not less than three (3) informal estimates from persons who could perform the contract. The records of the names and estimates of each vendor solicited shall be kept for not less than one (1) year.

2. There is an actual physical disaster to structures, radio communications equipment, or computers, regardless of cost.

d. To make requests for aid under existing mutual aid agreements with neighboring jurisdictions.

### Part III

The County Administrator shall, at the first opportunity but no later than the next meeting of the Board of Commissioners, give a report to the board which shall contain the following:

a. The reasons necessary for declaring a disaster or that real or present emergency exists.

b. All actions taken by the County Administrator.

c. All contracts let without competitive bidding and the reasons for letting the contracts, and

d. All mutual aid rendered to or given by the employees of the Board.

That the report of the Administrator shall be entered into the minutes of the Board of County Commissioners.

### Part IV

That the authority of the Administrator to act under this resolution for any particular disaster or emergency shall continue until such disaster or emergency is declared over or when a majority of the Board of Commissioners declares itself present and available to exercise its emergency powers or unless the Board of County Commissioners requests the Administrator to the continue to exercise emergency authority under R.C. § 305.30 (J) for the particular emergency. So long as the Administrator continues the functions incumbent upon the Board of County Commissioners in a disaster or emergency the Administrator shall continuously provide the Board of County Commissioners with status reports.

### Part V

That after the declaration of an emergency, the County Administrator be, and hereby is, authorized and directed to take those actions as necessary and appropriate, including the delegation of administrative and ministerial functions among responsible staff to assure proper implementation in exercising this authority.

**RESOLVED**, the powers delegated to the Administrator as set forth herein shall be effective only so long as Gene Roberts is the incumbent Administrator. If, for any reason, Gene Roberts is no longer the Administrator, all powers delegated hereby are suspended pending reconsideration by the Board of County Commissioners. This resolution, or any part thereof, may be repealed by the Board of County Commissioners at any time; 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 the 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;

**JOURNAL ENTRY:** The Portage County Board of Commissioners agrees to set aside \$140,000 from the Economic Development Revolving Loan fund, and up to \$160,000 from the CDBG Housing Revolving Loan Fund if needed, contingent on receiving a waiver for such use from the state, for COVID-19 Business Start Up funding to assist Portage County Businesses with starting back up after the shutdown related to the COVID-19 health emergency.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett that the Board adjourn the Meeting of April 30, 2020 at 10:03 AM.

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, 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 30, 2020.



Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk