

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, June 25, 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

Also attending throughout the day County Administrator Gene Roberts.

Recessed to Solid Waste: 9:04 AM

Reconvened: 9:11 AM

WATER RESOURCES

Present: Director Gene Roberts

Discussion:

1. Request approval for additional easement credit for flasher property for project RV-O (17-080), Chinn Regional Sewer improvements, Portage County Regional Sewer District, Ravenna Township.

Director Roberts explained an easement usually runs parallel to a property line, but this particular easement goes along the property line and turns across the property to connect to another property and continues south. The difference is about \$110.00 the property owner requests, and Director Roberts supports it. The issue will come back to the Board as a non-standard, but a special request when the department is ready to approve the easements. The remaining would be covered under the previously approved methodology of giving a trunk credit and this one includes a trunk credit plus another \$106.00. The Board agrees to move forward with the request.

2. 5075 State Route 43 Proposed Nursing Home (Meloy and SR 43)
The services areas generated between the City of Kent and Portage County are different for water and sewer. Portage County service area for water goes to Meloy Road along SR43 and the sewer area stops short of Meloy Road. The intent is to swap the 2 service

areas and allow the City of Kent to provide water to the property and the County would provide sewer. The City of Kent has water on the south side of Meloy Road, and it's a perfect solution and both the County and Brimfield Township benefit. Director Roberts supports moving forward with the request and the Board concurred. Director Roberts will prepare correspondence to the City of Kent notifying them to proceed with providing water service and the 208 Map Revision to include the area in Portage County for sanitary sewer service.

**RESOLUTION NO. 20-0402 - RE: GENERAL SEWER AGREEMENT FOR
SANITARY SEWER IMPROVEMENTS TO
MEADOW VIEW SUBDIVISION – PHASE 13,
PORTAGE COUNTY WATER RESOURCES
DEPARTMENT PROJECT NO. ST-4 20-020-
P.**

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

WHEREAS, FLG-Streetsboro, LLC (OWNER) will construct 1,404 linear feet of 8-inch sanitary sewer and 1,899 linear feet of 6-inch sanitary sewer and 9 sanitary manholes and all necessary appurtenances to provide sanitary sewer service to (44) sub-lots, within the Meadow View Subdivision - Phase 13, situated in the City of Streetsboro, Original Lots 66, 67 and 77, Portage County, Ohio; and

WHEREAS, after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and

WHEREAS, the OWNER has prepared plans and specifications for the MEADOW VIEW SUBDIVISION – PHASE 13 (PROJECT), County Project Number ST-4 20-020-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

RESOLVED, that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further

RESOLVED, the PROJECT will be constructed at the OWNER'S expense, for the sum of ONE HUNDRED THIRTY NINE THOUSAND TWO HUNDRED NINETY THREE DOLLARS AND ZERO CENTS (\$139,293.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (44) sub-lots, within the Meadow View Subdivision - Phase 13, situated in the City of Streetsboro, Original Lots 66, 67 and 77, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines 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 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;

RESOLUTION NO. 20-0403

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**RE: GENERAL SEWER AGREEMENT FOR
SANITARY SEWER IMPROVEMENTS TO
MEADOW VIEW SUBDIVISION – PHASE 14,
PORTAGE COUNTY WATER RESOURCES
DEPARTMENT PROJECT NO. ST-4 20-030-
P.**

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

WHEREAS, Frontier MV X LLC (OWNER) will construct 973 linear feet of 8-inch sanitary sewer and 1,329 linear feet of 6-inch sanitary sewer and 6 sanitary manholes and all necessary appurtenances to provide sanitary sewer service to (36) sub-lots, within the Meadow View Subdivision - Phase 14, situated in the City of Streetsboro, Original Lots 67, Portage County, Ohio; and

WHEREAS, after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and

WHEREAS, the OWNER has prepared plans and specifications for the MEADOW VIEW SUBDIVISION – PHASE 14 (PROJECT), County Project Number ST-4 20-030-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

RESOLVED, that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further

RESOLVED, the PROJECT will be constructed at the OWNER'S expense, for the sum of Seventy Eight Thousand Fifteen Dollars and Zero Cents (\$78,015.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (36) sub-lots, within the Meadow View Subdivision - Phase 14, situated in the City of Streetsboro, Original Lots 67, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines 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 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;

RESOLUTION NO. 20-0404

**- 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 (OWNERS) 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: Billy L. Cleary, Sr. & Margery A. Cleary (OWNERS)
Service Address: 362 Stillwood Drive
Kent, OH 44240

Parcel Number: 04-017-10-00-031-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: and known as being all of Lot Number 27

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 201918598 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 1.19% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of May 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;

JOURNAL ENTRY: The Board of Commissioners approved Portage County Water Resources to send a letter to the City of Kent stating they will not provide public water service to the proposed 90 bed nursing home on Meloy and State Route 43 in Brimfield Township and will provide sanitary sewer service as provided for in the two entities Service Area Agreements approved by Resolution Number 02-0890 and 03-0582.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Recessed: 9:17 AM

Reconvened: 9:20 AM

HUMAN RESOURCES

Present: Director Janet Kovick

Discussion:

1. 2020 Flu Vaccine Clinic

The flu vaccine clinic is usually held in the fall and the last several years, it's been combined with the wellness fair. This year, the County will not host a wellness fair, but Director Kovick wanted to see if there's any interest by the Board to provide the flu vaccine clinic to employees. The clinic offers vaccinations to all County employees, regardless of whether they have the County's health insurance.

Another suggestion would be for County employees to go to the Health District or to another location where they offer the service. It's easier to have the clinic in the Administration Building for employee's convenience. Commissioner Clyde asked if employees make appointments for their shots or just stop by during a certain time period, and Director Kovick noted employees usually stop by, but the Human Resources Department could schedule appointments due to COVID-19.

Commissioner Christian-Bennett asked if the Health Department has been contacted because they may have specific measures already in place and Director Kovick noted the Health Department is fine coming to the Administration Building to provide the service, but she will find out their procedure relative to COVID-19 and report back to the Board.

Commissioner Clyde would like to continue the flu vaccine clinic because it's important to keep people healthy and asked Director Kovick to schedule appointments and practice social distancing.

Recess: 9:25 AM

Reconvene: 9:26 AM

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: Director JoAnn Townend

Resolutions:

1. The Board of Commissioners accepts the proposal from John Wackerly Inspection, LLC for providing professional services for the Portage County 2020 Annual Bridge Inspection Program./Resolution No. 20-0405
 - It's time for the annual bridge inspections for the County Engineer and they sought proposals and the County Engineer would like the Board to accept the proposal from John Wackerly Inspections for 164 bridges at \$70.00/bridge.

RESOLUTION No. 20-0405 - RE: ACCEPT PROPOSAL FROM JOHN WACKERLY INSPECTION, LLC FOR PROVIDING PROFESSIONAL SERVICES FOR THE PORTAGE COUNTY 2020 ANNUAL BRIDGE INSPECTION PROGRAM.

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

WHEREAS, the Portage County Engineer received a proposal from John Wackerly Inspection, LLC to perform bridge inspections on the County's 164 bridges; and

WHEREAS, it is the recommendation of the Portage County Engineer that the proposal of John Wackerly Inspection, LLC be accepted to perform said bridge inspections; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of John Wackerly Inspection, LLC, 6270 Legends Court, Westerville, OH 43082, to perform bridge inspections on the County's 164 bridges at a cost of \$11,480.00, and be it further

RESOLVED, that a purchase order will be created, in the amount of \$11,480.00, to cover the cost of said inspections (\$70.00 per bridge x 164 bridges); 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;

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

Resolutions:

1. The Board of Commissioners agrees to transfer \$100,000.00 from Fund 1415, Child Welfare Special Levy Fund to fund 1410 Public Assistance Fund./Resolution No. 20-0406
 - This resolution is for shared costs for Child Welfare Levy for the costs that get paid out of the Public Assistance Fund.
 - This is payment for second quarter SFY2020 for \$100,000.

**RESOLUTION NO. 20-0406 - RE: TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND
1410 PUBLIC ASSISTANCE FUND**

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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 \$100,000.00 for the 2nd Qtr SFY2020 Pymt #2 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

\$100,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$100,000.00

; 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;

2. The Board of Commissioners agrees to transfer \$48,272.79 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0407
- This resolution is for their regular RMS costs coming from the Public Assistance Fund originally and the WIA fund pays back.
 - The adjustments are for March and April and the first payment for May 2020 from 1413 to Fund 1410 for \$48,272.79.

RESOLUTION NO. 20-0407 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff 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 \$48,272.79 for March 2020 Adj#2, April 2020 Adj#1 and May 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$ 8,511.10

Project 3B278

\$13,029.26

Project 3A259

\$ 9,055.81

Project 3B259

\$17,555.92

Project 3B277

\$ 120.70

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$48,272.79

; 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;

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg, Office of Homeland Security and Emergency Management
Ryan Shackelford.

Director Bragg explained the bill run contains fairly normal numbers and there are no late fees and the Then and Nows are standard items. There's a debt wire transfer, but nothing out of the ordinary.

Resolutions:

RESOLUTION NO. 20-0408 - RE: BILLS APPROVED AND ACH 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 June 25, 2020 in the total payment amount of **\$691,802.57** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, June 26, 2020, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee

on June 25, 2020 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0409 - 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 June 25, 2020 in the total payment amount as follows:

1. \$8,727.55 to Wage Works-Contributions
2. \$1,155.00 to Wage Works-Admin
3. \$133,012.66 to Medical Mutual-Claims; and

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

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

Wire Transfer on Friday, June 26, 2020 \$ 8,727.55
Wire Transfer on Friday, June 26, 2020 \$ 1,155.00
Wire Transfer on Friday, June 26, 2020 \$133,012.66

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. 20-0410 - 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:

06/25/20	647	\$592.53
06/25/20	659	68.00
06/25/20	660	46,317.34
06/25/20	661	283.59
06/25/20	662	154.69
06/25/20	695	22,083.20
06/25/20	707	37,460.47
06/25/20	708	105,566.29
06/25/20	711	1,607.17
06/25/20	719	149.69
06/25/20	720	171.88
06/25/20	721	455.47
06/25/20	722	145.37

06/25/20	723	124.69
06/25/20	724	74.92
06/25/20	725	8,291.68
06/25/20	726	275.00
Total		\$223,821.98

; 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. 20-0411 - 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 **\$80,791.31** dated **June 25, 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;

1. The Board of Commissioners agrees to approve a wire transfer to Ohio Water Development Authority Services approved and certified to the Portage County Auditor for payment./Resolution No. 20-0412
 - This is the debt wire transfer for Ohio Water Development Authority which includes 3 Water Resource projects (2 special assessment projects) and 1 for the Solid Waste loan for the purchase of additional trucks.

RESOLUTION NO. 20-0412 - RE: WIRE TRANSFER TO OHIO WATER DEVELOPMENT AUTHORITY SERVICES 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 Department of Budget and Financial Management or other designee on June 25, 2020 in the total payment amount of **\$ 474,451.31 for Ohio Water Development Authority** 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 interest and principal totaling \$ 474,451.31 as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, June 26, 2020 \$474.451.31

;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;

6. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0413
 - The Clerk of Courts has the largest amount on the resolution and it's generally the amount she declares as excess and returns to the County's General Fund.
 - The \$29,000 is for the Local Emergency Planning Commission.
-

**RESOLUTION NO. 20-0413 - 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: 1001	Certificate Of Title Administr		
500	Clerk of Courts		
	Certificate Of Title Admini OE		
10017		-	357,000
	Certificate of Title Admin ME		
10019		357,000	-
	MEMO TOTAL	\$ 357,000	\$ 357,000

Note:

Fund: 1014	Common Pleas Tech Spec Proj		
530	Common Pleas Court		
	Common Pleas Tech Spec Proj CS		
10144		6,000	-
	MEMO TOTAL	\$ 6,000	\$ -

Note:

Fund: 1170	Emergency Response LEPC/CERP		
931	Local Emergency Planning Commi		
	LEPC / CERP Salary & Fringes		
11703		4,000	-
	LEPC / CERP CS		
11704		24,000	-
	LEPC / CERP MS		
11705		1,000	-
	MEMO TOTAL	\$ 29,000	\$ -

Note: ADDING BUDGET FOR

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 392,000	\$ 357,000
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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;

PLEASE ADD TO YOUR AGENDA

Resolution:

1. Amendments to the General Fund 2020 Annual Appropriation Resolution No 19-0947 adopted December 19, 2019./Resolution No. 20-0414

RESOLUTION NO. 20-0414

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		
017	Microfilm		
00174	Microfilm Contract Services	620	-
00175	Microfilm Materials & Supplies	0	500
MEMO TOTAL		<u>\$ 620</u>	<u>\$ 500</u>

Note: Trans to phone line Appropriation

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 620</u>	<u>\$ 500</u>
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; and be it further

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

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

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

Roll call as Follows:

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

2. Create Fund 1500 CARES Relief./Resolution No. 20-415

- The County Auditor received an allocation from the State for all jurisdictions within the County and each jurisdiction must apply for their share.
- Since the money is in, it will need a fund to place the County's share of the CARES funding.
- The State distributed \$350 million and the County's share could be around \$ 1.5 million, but he will need to check.
- Commissioner Clyde asked for an update next week on the amount the County received, how it's being disbursed through the Local Government Fund formula locally, and the progress on expending the fund.
- Director Bragg mentioned very few departments have turned in a request for the funding and he will send a reminder.
- Director Bragg noted the November election warrants a discussion with the Board of Elections sooner than later to see if they need any additional purchases such as plexiglass partitions. This should be an expense that qualifies under CARES.
- Director Bragg wanted to stress that even if departments don't know if it's a qualified expense under CARES or EMA funding, turn the request in.
- Commissioner Clyde asked about the timing for the EMA funds and Director Bragg responded everything is due in October.
- Director Bragg has been told the CARES grant can be used as a 25% match on the Public Assistance funding.
- Director Bragg would like to see purchases in early so they can be refunded under the grants for this November's election.
- Commissioner Clyde remembered an article that may be in the CCAO publication about the controlling board approving CARES funding for election related expenses and suggests Director Bragg research it so that the County can take advantage of every opportunity it can.
- Administrator Roberts reported unspent funding needs to be returned by December 8th and the reference to October (27th) is any money the County doesn't spend or committed to spend, gets redistributed to Counties who have excess expenses.

RESOLUTION NO. 20-0415

-

RE: CREATE FUND 1500 – CARES RELIEF

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

WHEREAS, the County has received CARES funding from the state, which requires a separate fund for tracking grant related expenses and revenues, now therefore be it

RESOLVED, that Fund 1500 – CARES Relief be created for the purposes of accounting for revenues and expenditures associated with this grant, and be it further

RESOLVED, that a certified copy of this resolution be filed with 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners' agrees to sign the Satisfaction of Mortgage form for Christopher E. Eyerman, 6341 Wall Street, Ravenna, OH to secure payment of \$6,000.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: 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' agrees to sign the Satisfaction of Mortgage form for Christopher E. Eyerman, 6341 Wall Street, Ravenna, OH to secure payment of \$19,275.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: 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 agreed to sign the United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Department of Budget & Finance for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account No.
Jay E. Moore III & Sherri L Moore	2944 Douglas Street, Ravenna, OH	\$ 233.75	216-930-01

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Discussion:

1. **Proposed 2021 Tax Budget**

Director Bragg noted the only change to the General Fund was updating the property tax amount at the Auditor's recommendation. The Non General Fund tax budget and Solid Waste tax budget were presented yesterday and there's nothing out of the ordinary in terms of what departments submitted for requests versus what has been seen in prior years.

JOURNAL ENTRY: The Board of Commissioners authorize the Tax Budgets (County and Solid Waste Management District) to be on display for public review in the Board of Commissioners' Office and the County Auditor's Office beginning June 25, 2020 through July 9, 2020, as presented by Department of Budget and Financial Management Director Todd Bragg.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

COUNTY ADMINISTRATOR

Present: Gene Roberts, Office of Homeland Security and Emergency Management Director Ryan Shackelford, and Department of Budget and Financial Management Director Todd Bragg

1. **Budget Request for Homeland Security & Emergency Management Agency – Director Shackelford reported the following:**

- The Office of Homeland Security and Emergency Management FY2021 budget begins July 1, 2020 through June 30, 2021.
- Line items were decreased where possible.
- There was an increase in salary for the Deputy Director due to the Clemans-Nelson wage scale, but a decrease in health benefits because of the type of plan selected.
- Overall all, there's a nominal increase to the overall General Fund transfer request.
- The Office of Homeland Security and Emergency Management received higher than expected LEPC funding, which further limited the need for additional General Fund monies.
- Director Shackelford would like a verbal agreement to approve the budget as presented and it would be revisited next week to adopt the resolution.
- The negative in the EMA realm is due to not knowing the grant award until late August or September. A request has been sent to Ohio EMA to determine whether they will receive an increase in the EMPG because the County has always over expended the grant funding, but he has yet to receive any notice.
- Director Shackelford noted each time there's a storm event in Portage County, the Office of Homeland Security and Emergency Management goes out to assess the

damage. The software program streamlines the estimates and ties the tax assessment data to the homes they are assessing. It also streamlines the process to FEMA in event the department needs any threshold for disaster recovery. The software is good County-wide, including Townships, Villages and Cities.

- Commissioner Christian-Bennett asked about the decrease in the vehicle maintenance line of \$5,000 and Director Shackelford mentioned 6 years ago when he came on board, a lot of the equipment had significant maintenance issues and large expenses (ie. engine replacement, welding, electrical issues) as all were band-aided over the years. Since the Office of Homeland Security and Emergency Management department didn't have the budget to do everything at once, they've been working on a little each year and for the last 2 years, the department has been under budget in vehicle maintenance and hopefully doing the annual safety inspection helps mitigate catastrophic failures. It is a risk, but the department has been okay during the last several years.
- Commissioner Clyde appreciates the work Director Shackelford has done to keep his budget lower than last year's budget in the middle of a pandemic where the EOC is in partial activation.
- Commissioner Christian-Bennett commends Director Shackelford for maintaining a reasonable budget for maintenance over the past couple of years and Director Shackelford noted he's consolidated and parted ways with a lot of assets.
- Director Shackelford may need to make further reductions but would like to move forward with the software before July 1, 2020, as he is projected to be under budget \$63,000.
- Commissioner Kline asked the cost of the software maintenance and Director Shackelford responded it's \$4,700 per year.
- Administrator Roberts asked if the budget can be prepared as presented today and it will come back next week as a resolution and the Board agreed.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the June 18, 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

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the June 16, 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;

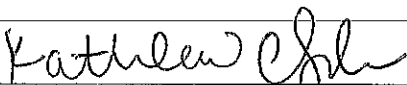
Motion Carries

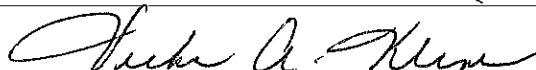
Administrator Roberts noted the only other issue remaining was relative to the Census Bureau asking for use of a portion of the Administration Building, but Commissioner Clyde contacted the Census Bureau and worked with Family and Community Services to host a location for the Census Bureau.

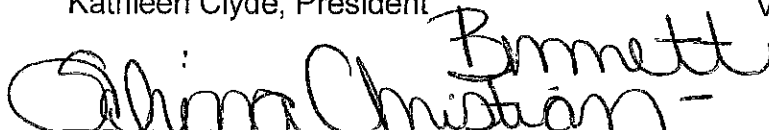
Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of June 25, 2020 at 10:05AM.

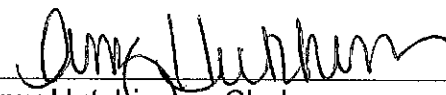
Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 25, 2020.


Kathleen Clyde, President


Vicki A. Kline, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk