



Portage County Board of Commissioners
Meeting Minutes

0334

449 South Meridian Street
Ravenna, OH 44266

<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk
330-297-3600

Thursday, July 23, 2020

9:07 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	Absent
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day County Administrator Gene Roberts.

Recessed to Solid Waste: 9:08 AM

Reconvened: 9:22 AM

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

The first 3 resolutions are for leases that started in January, but Maximus changed staffing and they needed to ensure the County received the correct billable rates.

Commissioner Christian-Bennett asked if Job and Family Services moved out of the annex building and Director Townend responded the employees are gone, but there is still furniture and boxes of records left in the area that are scheduled to be removed by the end of this month.

RESOLUTION NO. 20-0458 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 466 SOUTH CHESTNUT STREET (ANNEX BUILDING) RAVENNA, OH WITH JOB & FAMILY SERVICES.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 466 S. Chestnut St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services have an interest in leasing said property at the Annex Building; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services beginning January 1, 2020 until they have moved completely out of the building; and be it further

RESOLVED, that the amount of rent shall be \$6.02 per sq. ft. (total of 10,800 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of five thousand, four hundred eighteen dollars (\$5,418.00) each payable on the 1st day of each month; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0459 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 209 SOUTH CHESTNUT STREET (RIDDLE BLOCK) RAVENNA, OH WITH JOB & FAMILY SERVICES.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 209 S. Chestnut St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services have an interest in leasing said property at the Riddle Block on floors 2 and 4; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2020 and ending December 31, 2020; and be it further

RESOLVED,

that the amount of rent shall be \$13.68 per sq. ft. (total of 5,978 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of six thousand eight hundred fourteen dollars and ninety-two cents (\$6,814.92) each payable on the 1st day of each month; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0460

RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH JOB AND FAMILY SERVICES FOR OFFICES ON FLOORS TWO AND THREE.

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

WHEREAS,

the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and

WHEREAS,

the Portage County Department of Job & Family Services have an interest in leasing said property on floors two and three; now therefore be it

RESOLVED,

that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2020 and ending December 31, 2020; and be it further

RESOLVED,

that the amount of rent shall be \$10.28 per sq. ft. for floors two and three (total of 35,049 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of thirty thousand twenty five dollars and thirty-one cents (\$30,025.31) each payable on the 1st day of each month; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

1. The Board of Commissioners agrees to enter into amendment No. 1 for copier equipment and maintenance between the Board of Commissioners on behalf of Portage County Job & Family Services and Meritech, Inc./Resolution No. 20-0461
 - This is an extension of a current agreement for copier equipment and maintenance for the Job and Family Services with Meritech, Inc.
 - The bid was prepared so that it could be extended through the end of September 2021.

**RESOLUTION NO. 20-0461 - RE: ENTER INTO AMENDMENT NO. 1 FOR
COPIER EQUIPMENT AND MAINTENANCE
BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND MERITECH, INC.**

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20170411 (the "Original Contract") on September 26, 2017 by Resolution No. 17-0712 to provide networked multifunctional office equipment, monitoring system and services; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Meritech, Inc. to extend the agreement one (1) additional year from October 1, 2020 to September 30, 2021; and be it further

RESOLVED, that the parties mutually agree to maintain the minimum monthly base service charge of Two thousand five hundred forty-seven and 00/100 dollars (\$2,547.00) which entitles Portage County Job & Family Services to produce a minimum number of one hundred twenty-five thousand (125,000) black and white impressions per month and eight thousand three hundred thirty-four (8,334) color impressions per month; and be it further

RESOLVED, that the parties mutually agree to maintain the usage/overage charges in excess of the minimum number of copies and shall be invoiced on a semi-annual basis at \$0.0029 per black and white impression and \$0.039 per color impression; and be it further

RESOLVED, that funding for this agreement will come Job & Family Services fund 1410 and 1414; and be it further

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

Roll call vote as follows:

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

2. The Board of Commissioners agrees to enter into a copier lease agreement between the Portage County Board of Commissioners and Wells Fargo Leasing, Inc. on behalf of the Portage County Sheriff./Resolution No. 20-0462

- This is a new lease agreement for the Sheriff's Department.

RESOLUTION NO. 20-0462 - RE: ENTER INTO A COPIER LEASE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND WELLS FARGO LEASING, INC. ON BEHALF OF THE PORTAGE COUNTY SHERIFF.

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

WHEREAS, the Portage County Sheriff wishes to lease a copier for the jail; and

WHEREAS, Wells Fargo Leasing desires to lease the copier to the Portage County Sheriff for a period of sixty-three (63) months at the amount of \$222.00 per month; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a copier lease with Wells Fargo Leasing, 800 Walnut, 4th floor, Des Moines, Iowa 50309; to provide the copier as stipulated in the lease agreement; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

3. The Board of Commissioners approves specifications and set bid date for providing a three year biosolids disposal contract for the Portage County Water Resources Department./Resolution No. 20-0463

- This resolution is to bid the disposal of biosolids for Water Resources for 3 years.

RESOLUTION NO. 20-0463 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR PROVIDING A THREE YEAR BIOSOLIDS DISPOSAL CONTRACT FOR THE PORTAGE COUNTY WATER RESOURCE DEPARTMENT.

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

RESOLVED, that the bid specifications, as submitted for receiving bids for providing a three-year biosolids disposal contract for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:00 p.m. on August 12, 2020; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on July 29, 2020, posted and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

4. The Board of Commissioners approves specifications and set bid date for purchasing UV disinfection units for Portage County./Resolution No. 20-0464

- This resolution sets the bid date for the purchase of UV disinfection units.
- The only equipment that can be purchased when the Governor signed the Senate Bill is wearable equipment and the UV units do not apply for PPE funding.

RESOLUTION NO. 20-0464 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR PURCHASING UV DISINFECTION UNITS FOR PORTAGE COUNTY.

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

RESOLVED, that the bid specifications, as submitted for receiving bids for purchasing UV disinfection units for Portage County buildings be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:00 p.m. on August 5, 2020; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on July 24, 2020, posted and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator Job and Family Services

1. The Board of Commissioners agrees to transfer \$20,882.46 from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 20-0465

- This is the regular monthly share transfer from the Child Support fund to the Public Assistance fund for shared costs that originate in the Public Assistance fund for June 2020.

**RESOLUTION NO. 20-0465 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

WHEREAS, the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

WHEREAS, it is necessary to do a transfer of funds to cover these costs; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$20,882.46 for June 2020 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$20,882.46

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$20,882.46

; 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to rescind Resolution No. 20-0165 to transfer \$12,422.45 from fund 1415, Child Welfare Special Levy fund to fund 8800 Family & Children First Council./Resolution No. 20-0466

- A resolution was done in March to transfer money from 1415 Child Welfare to 8800 Family & Children first council.
- The funding was multi-system youth money and 5% of the allocation was expected to transfer to Family and Children First. The payment should have been sent via check instead of transfer and this resolution requests that the Board rescind Resolution No. 20-0165 to reverse the transfer so that Job and Family Services can issue a check to Family and Children First.

**RESOLUTION NO. 20-0466 - RE: RESCIND RESOLUTION NO. 20-0165
TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND
8800 FAMILY & CHILDREN FIRST COUNCIL**

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

WHEREAS, moving money by transfer can only be done if both funds are under the control of the same board; and

WHEREAS, resolution 20-0165 moved money between fund 1415 controlled by the Board of County Commissioners (JFS) and fund 8800 controlled by Family & Children First Council: and

WHEREAS, it is necessary to reverse said transfer, now therefore be it

RESOLVED, that the following reversal of transfer of funds be made in the amount of \$12,422.45 which represents 5% of the \$248,449.00 allocation allotted for SFY20 Multi-System Youth Program as reviewed and recommended by the Department of Job & Family Services:

TO:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND
ORGCODE - 14150519

Credit Expense Account

Object: 910000 – Transfers Out
Project

\$12,422.45

FROM:

FUND 8800, Family & Children First Council
ORGCODE - 88009142

Debit Revenue Account

Object: 280000 – Transfer In
Project

\$12,422.45

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said reversal 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg indicated the Then and Now showed several older invoices from February and May of 2019, however some of the entities may have delayed, otherwise the bill run shows nothing out of the ordinary and nothing of concern.

Commissioner Clyde would like Director Bragg to track when invoices are received because they may be marked February or March and it does appear to be a reoccurring issue that the County is receiving invoices late.

**RESOLUTION NO. 20-0467 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on July 23, 2020 in the total payment amount of **\$828,266.88 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, July 24, 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 July 23, 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, Absent; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0468 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on July 23, 2020 in the total payment amount as follows:

1. \$8,707.55 to Wage Works – Contributions
2. \$189,028.63 to Medical Mutual - Claims
3. \$129,857.70 to Medical Mutual - Admin; 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, July 24, 2020	\$ 8,707.55
Wire Transfer on Friday, July 24, 2020	\$189,028.63
Wire Transfer on Friday, July 24, 2020	\$129,857.70

;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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0469 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

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

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

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

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

07/23/20	617	\$15,232.10
07/23/20	618	9,903.29
07/23/20	619	170.00
07/23/20	620	46,317.34
07/23/20	621	6,175.08
07/23/20	664	20,465.63
07/23/20	673	795.74
07/23/20	696	97.50
07/23/20	778	146.32
07/23/20	779	7,042.04
07/23/20	781	4,508.08
Total		\$ 110,863.12

; 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, Absent; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0470 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed are properly certified by the County Auditor in the amount of **\$186,662.04** dated **July 23, 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, Absent; Sabrina Christian-Bennett, Yea;

Director Bragg also mentioned that moving into August, the Board should begin preparing its proposed 2021 budget as normally, they are sent to each department in September for review.

WATER RESOURCES

Present: Gene Roberts

Resolutions:

**RESOLUTION NO. 20-0456 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

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

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

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

Applicant: John Michael Cevasco (OWNER)
Service Address: 4735 Loraine Drive
Kent, OH 44240

Parcel Number: 04-017-10-00-003-000

Property Description: Situated in the Township of Brimfield, County of Portage and State of Ohio; And known as being all of Lot No. 55 in the Oakwood Acres Subdivision, as recorded in Plat Book 11,

Page 16 of Portage County Records of Plats. Be the same more or less, but subject to all legal highways.

Address: 4735 Loraine Drive, Kent, Ohio.
Prior instrument reference: 201812514

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 1.22% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of June 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

1. The Board of Commissioners accepts the bid and awards the contract for project No. SH-W (19-160), Streetsboro State Route 14 Water Main Replacement, in the Portage County Regional Sewer District, Brimfield Township./Resolution No. 20-0457
 - Originally this was part of an Ohio Department of Transportation project and they were asking for around \$1.1-\$1.2 million dollars.
 - The Engineers at Water Resources Department put together the project quickly with an estimate of \$850,000 and Spano Brothers came in at \$822,000, which is a substantial savings.

**RESOLUTION NO. 20-0457 - RE: ACCEPT BIDS AND AWARD CONTRACT
FOR PROJECT NO. SH-W (19-160),
STREETSBORO STATE ROUTE 14 WATER
MAIN REPLACEMENT, IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT,
BRIMFIELD TOWNSHIP.**

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

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

WHEREAS, Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and

WHEREAS, Resolution No. 10-1141, adopted December 16, 2010, amended the general plan of water; and

WHEREAS, this Board by Resolution 20-0361 adopted, June 4, 2020, set the date and time for bidding of Project No. SH-W (19-160), "Streetsboro State Route 14 Water Main Replacement", hereinafter referred to as the "PROJECT"; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on June 8 and June 15, 2020; and

WHEREAS, nineteen (19) potential bidders received plans and specifications for the PROJECT; and

WHEREAS, seven (7) bids were received, opened and tabulated by the Department of Internal Services on July 1, 2020; as follows:

Spano Brothers Construction Co., Inc	\$ 822,516.80
M Campbell Contracting	\$ 824,082.10
Fechko Excavating LLC	\$ 826,542.00
Utility Contracting Inc.	\$ 858,249.00
S.E.T. Inc.	\$ 877,523.16
Northeast Ohio Trenching Services, Inc.	\$ 898,350.00
X-press Underground, Inc	unresponsive

WHEREAS, in accordance with Ohio Revised Code Section 9.312, the bid of X-Press Underground, Inc. was found not to be responsive due to failure to acknowledge Addendum #1 and therefore excluded from further consideration; and

WHEREAS, the Engineer's Estimate was \$ 850,000.00; and

WHEREAS, based upon the analysis of the bids received (bid tabulation above), the Portage County Water Resources Department has made a recommendation for award; now therefore be it

RESOLVED, that the bid received from Spano Brothers Construction Co., Inc, 2595 Pressler Road, Akron, Ohio 44312 in the amount of \$ 822,516.80 be accepted and awarded as the lowest and best bid received; and be it further

RESOLVED, that the Water Resources Department is hereby authorized and directed to issue the Notice of Award to Spano Brothers Construction Co., Inc.; and be it further

RESOLVED, that the funds to cover the cost of the PROJECT are budgeted in Fund 5400, Org. 540040W6, Object 685000, Project No. 19160; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor and the Department of Budget and Financial Management within 15 days after its passage; 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 adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

PLEASE ADD TO YOUR AGENDA:

1. Acceptance of the grant from the Ohio Secretary of State for use by the Portage County Board of Elections/Resolution No. 20-0471

RESOLUTION NO. 20-0471 - RE: ACCEPTANCE OF GRANT FROM THE OHIO SECRETARY OF STATE FOR USE BY THE PORTAGE COUNTY BOARD OF ELECTIONS

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

WHEREAS, the Ohio Secretary of State's office is providing one-time grant funding in the amount of \$40,000.00 to assist the Portage County Board of Elections to implement the terms of Ohio Secretary of State Directive 2020-12; and

WHEREAS, the Portage County Board of Elections has entered into the "Security and Accessibility Grant Agreement" with the Ohio Secretary of State, a copy of which is attached to this resolution (hereinafter "Agreement") in order to receive this one-time grant: and

WHEREAS, in accordance with the Agreement, the Board of Elections may use the same fund that was created for the Elections Security Grant associated with Directive 2019-33, which is a separate interest bearing account of the Board of Elections and shall not be deposited into the General Fund, therefore be it

RESOLVED, that the Security and Accessibility Grant funds are to be deposited into currently existing Fund 1091, an interest bearing account for the purposes of accounting for revenues and expenditures associated with the Security and Accessibility Grant, 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 taken in an open meeting of this Board 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. Acceptance of the CARES Act grant from the Ohio Secretary of State for use by the Portage County Board of Elections/Resolution No. 20-0472

**RESOLUTION NO. 20-0472 - RE: ACCEPTANCE OF CARES ACT GRANT
FROM THE OHIO SECRETARY OF STATE
FOR USE BY THE PORTAGE COUNTY
BOARD OF ELECTIONS**

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

WHEREAS, the Ohio Secretary of State's office is providing one-time grant funding in the amount of \$126,451.00 to assist the Portage County Board of Elections to implement the terms of Ohio Secretary of State Directive 2020-11 and prepare for the November 3, 2020 General Election; and

WHEREAS, the Portage County Board of Elections has entered into the "Cares Act Grant Agreement" with the Ohio Secretary of State, a copy of which is attached to this resolution (hereinafter "Agreement") in order to receive this one-time grant: and

WHEREAS, in accordance with the Agreement, the Board of Elections may use the same fund that was used for the Elections Security Grant associated with Directive 2019-33, which is a separate interest bearing account of the Board of Elections and said grant monies shall not be deposited into the General Fund, therefore be it

RESOLVED, that Cares Act Grant funding be deposited into currently existing Fund 1091, an interest bearing account for the purposes of accounting for revenues and expenditures associated with Cares Act Grant, 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 taken in an open meeting of this Board 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the July 16, 2020 regular meeting minutes.

Motion: Commissioner Clyde

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Human Resources

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Kimberly Kitchen, Social Service Worker 3, effective August 7, 2020.

Motion: Commissioner Clyde

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agrees to authorize the three-day internal posting of the full time Social Service Worker 3, replacing Kimberly Kitchen for Portage County Job & Family Services, with external posting if no internal appointment is made. The vacant position will be posted once the hiring freeze is lifted.

Motion: Commissioner Clyde

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

JOURNAL ENTRY: In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for June 2020, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Clyde

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the July 10, 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 Clyde

Seconded: Commissioner Christian-Bennett

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

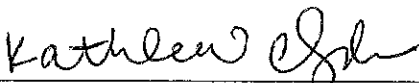
Motion Carries

Commissioner Clyde notified the Clerk that the meeting on Tuesday, July 28, 2020 is not necessary and the Clerk will advertise the cancellation.

Motion: by Commissioner Clyde, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of July 23, 2020 at 9:43 AM.

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

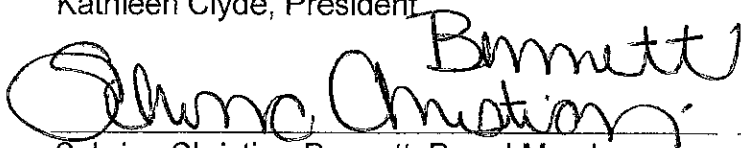
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of July 23, 2020.



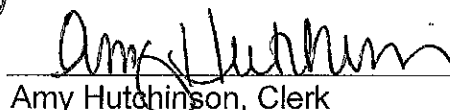
Kathleen Clyde, President

ABSENT

Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk