



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, October 22, 2020

9:01 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: 9:01 AM into Solid Waste Management District Meeting
Reconvened: 9:04 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. 2020 Holiday Leave

In past years, the Board of Commissioners granted four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees. Employees had the option to use the paid holiday leave the day before or after Christmas Day or the day before or after New Year's Day.

For the 2020 holiday season, Christmas Day and New Year's Day fall on Fridays. Depending on the Board's decision, the dates of the holiday leave will be:

- Thursday, December 24, 2020 or
- Thursday, December 31, 2020

It should be noted that all County offices will remain open during normal business hours on the above dates. Holiday leave offered will be waived, if not used. Employees working on the above listed dates will not receive holiday pay. For the purposes of this request, "non-essential" shall be defined by the department director using his or her sound discretion.

Administrator Roberts asked if the holiday leave could include the following Mondays (December 28th or January 4th) to accommodate scheduling needs and the Board agreed to extend the holiday leave to include the two Mondays as well.

The Board agreed to move forward with the request and a journal entry will be presented on October 29, 2020.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the transfer of Miranda Lewis, Social Service Worker 3 to Social Service Worker 3 On Call, replacing the position previously held by Kelli Swigeart, for Portage County Job & Family Services. Anticipated start date is October 23, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the Job and Family Services department to use the most current applicant pool to fill the Social Service Worker 3 position replacing Miranda Lewis.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- Commissioner Christian-Bennett asked if the department wants to use the current applicant pool because they still have quite a few applicants they can utilize and Director Kovick agreed noting it's an allowable practice that is within their discretion.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Kathleen Hartswick as a Social Service Worker 3, replacing the position previously held by Miranda Lewis, for Portage County Job & Family Services. Anticipated start date is November 2, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Caleb Prange as a Social Service Worker 3 – Group Home, replacing the position previously held by Isaiah Jones, for Portage County Job & Family Services. Anticipated start date is November 9, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

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

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners accepts the cash donations from Lil Lambs Closet Church of the Lakes to support the Portage County Job and Family Services Group Home./Resolution No. 20-0631

RESOLUTION NO. 20-0631 - RE: ACCEPTANCE OF CASH DONATIONS FROM ORGANIZATIONS, BUSINESSES AND PRIVATE DONORS TO SUPPORT THE PORTAGE COUNTY JOB AND FAMILY SERVICES GROUP HOME.

It was moved by Vicki A. Kline, seconded Sabrina Christian-Bennett by to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received a total of \$1500.00 in cash donations from organizations, businesses and private donors; and

WHEREAS, the donation totaling \$1500.00 was received in the month of September 2020; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donation in the amount of \$1500.00 from the following organization, and/ or business; and be it further

Donor	Contact (Requirement)	Address	Donation
Lil Lambs Closet Church of the Lakes	Jennifer Milligan	5944 Fulton Rd. NW Canton Ohio 44718	\$1500

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

public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Kathleen Clyde

Vicki A. Kline

Sabrina Christian-Bennett

2. The Board of Commissioners agrees to transfer \$128,000 from fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0632
- This is the regular transfer resolution from Child Welfare Levy Fund to Public Assistance to cover shared costs.
 - This covers the reconciliation for 3rd quarter SFY2020 and the first payment of 4th quarter.

RESOLUTION NO. 20-0632 - 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 \$105,595.48 for 3rd Qtr SFY2020 reconciliation and \$22,404.52 for 4th Qtr payment #1 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

\$128,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 – JFS Shared
 Project 5SHAR

\$128,000.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

3. The Board of Commissioners agrees to transfer \$17,239.40 from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 20-0633
- This is the regular shared cost transfer from Child Support to Public Assistance for September.

RESOLUTION NO. 20-0633 - RE: TRANSFER FROM FUND 1414, CHILD SUPPORT ADMINISTRATION, TO 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 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 \$17,239.40 for September 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

\$17,239.40

TO:
 FUND 1410, PUBLIC ASSISTANCE
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 -- JFS - Shared
 Project 5SHAR \$17,239.40
 ; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to accept contract change order No. 1 and final to the construction agreement between the Board of Portage County Commissioners and Melway Paving, Inc. for the 2020 405 resurfacing project for the resurfacing of various Portage County roads./Resolution No. 20-0634
 - This resolution is for the County Engineer for a final change order for the resurfacing project for 2020.
 - The change order is for a decrease of \$95,166.42 to the original amount.

RESOLUTION No. 20-0634 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND MELWAY PAVING, INC. FOR THE 2020 405 RESURFACING PROJECT FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.

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

WHEREAS, Resolution 20-0301 accepted and awarded the bid of Melway Paving Company, Inc. for furnishing all labor, materials and equipment necessary to complete the **2020 405 Resurfacing Project** for the resurfacing of various Portage County roads, and

WHEREAS, a contract was entered into with Melway Paving Company, Inc. in the total amount of \$934,392.48, and

WHEREAS, modifications to the project specifications resulted in a cost decrease, now therefore be it

RESOLVED, that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Melway Paving Company, Inc. covering the **2020 405 Resurfacing Project** for the resurfacing of various Portage County roads, and be it further

RESOLVED, that this Contract Change Order decreases the contract between Melway Paving Company, Inc. and Portage County by \$95,166.42 to **\$839,226.06**, and be it further

RESOLVED, that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Melway Paving Company, Inc.; and be it further

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

There are a lot of Then and Now's this week, including the Regional Planning Commission's dues for \$158,000. There are several other charges, but nothing overly concerning. The rest of the bill run is normal.

RESOLUTION NO. 20-0635

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**RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 22, 2020 in the total payment amount of **\$979,562.85, including late fees finance charges, interest & penalties amounting to \$1.46 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0636 - 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 October 22, 2020 in the total payment amount as follows:

1. \$400,825.49 to Medical Mutual - Claims

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

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

Wire Transfer on Friday, October 23, 2020 \$400,825.49

;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. 20-0637 - 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:

10/22/20	710	\$2,504.30
10/22/20	716	34.00
10/22/20	748	8,377.00
10/22/20	749	44,685.52
10/22/20	750	113,571.60
10/22/20	755	3,099.26
10/22/20	758	7,491.00
10/22/20	761	13,095.00
10/22/20	762	2,207.29
10/22/20	764	13,368.00

10/22/20	767	735.20
10/22/20	835	581.75
10/22/20	836	3,584.00
10/22/20	837	7,959.00
10/22/20	944	34.00
10/22/20	945	26,025.29
10/22/20	946	4,630.05
10/22/20	947	2,085.54
Total		\$255,067.80

; 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. 20-0638 - 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 **\$365,903.00** dated **October 22, 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 transfer from fund 0001, General fund, to fund 1102, Marine Patrol Grant/Resolution No. 20-20-0639
 - This resolution is for the grant match for the Marine Patrol Grant for the Sheriff's Office.

RESOLUTION NO. 20-0639 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1102, M PATROL

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

WHEREAS, the current Marine Patrol grant requires a local match in the amount of \$7,843.00; now therefore be it;

RESOLVED, that the following transfer of funds be made:

Debit: 00100009 910000	\$7,843.00
Credit: 11027002 280000	\$7,843.00

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; and be it further

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

Roll call vote as follows:

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

2. The Board of Commissioners agrees to transfer \$145,000 from fund 0001, General fund, to fund 1481, VOCA./Resolution No. 20-0640
- This resolution is for the local grant match for the VOCA grant in response to the September 30th correspondence from Prosecutor Vigluicci regarding the reduction in grant.
 - Director Bragg believes it's the Board's intent to continue funding at its current level since most activities are mandated.
 - This resolution covers the match for that fund (\$60,000), but also the additional funds to make up for the difference in the loss of the grant.

RESOLUTION NO. 20-0640 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1481, VOCA.

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

WHEREAS, fund 1481 is in need of a transfer from the general fund to cover expenses not covered by the grant; now therefore be it;

RESOLVED, that the following cash advance be made,

Debit:

FUND 0001, GENERAL FUND	
ORGCODE- 00100009 910000	\$145,000.00

Credit:

FUND 1481 VOCA	
ORGCODE – 14813002 280000 XA575	\$145,000.00

;and be it further

RESOLVED, the advance will be repaid to the General Fund when the reimbursement is received, and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

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

meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

3. The Board of Commissioners agrees to close Fund 4246 – Chamberlain Road resurfacing./Resolution No. 20-0641
- This resolution closes an old project that has been completed on Chamberlain Road with a zero balance.

RESOLUTION NO. 20-0641 - RE: CLOSING OF FUND 4246 – Chamberlain Road Resurfacing

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

- WHEREAS,** fiscal activity has ceased in Fund 4246, all payments have been made and the Treasurer's Cash Balance for each is \$0.00; now therefore be it
- RESOLVED,** that Fund 4246 – Chamberlain Road Resurfacing, is hereby closed as recommended by the Director of Budget and Financial Management; 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:

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

4. The Board of Commissioners agrees to create Fund 4252 Silica Sand Road Bridge/Resolution No. 20-0642
- This resolution is opening up a new fund for a project that will start soon for the Silica Sand Road bridge.

RESOLUTION NO. 20-0642 - RE: CREATE FUND 4252 – Silica Sand Road Bridge

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

- WHEREAS,** a request for a new project fund was received from the County Engineer, therefore be it
- RESOLVED,** that Fund 4252 – Silica Sand Road Bridge be created for the purposes of accounting for revenues and expenditures associated with this project, 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:

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

9. The Board of Commissioners agrees to amend the General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019./Resolution No. 20-0643
- This resolution is primarily for the Sheriff's Office for their phonelines.
 - The phone bills have been highly variable not in the sense of totals, but in their breakout to various departments.
 - Also included in the resolution are several retirements and a health benefit adjustment for an employee that had a higher selection than the former employee they replaced (Domestic Court).
 - Commissioner Christian-Bennett asked if the Sheriff's Contract Services was \$150,000 because it's listed in the resolution as \$285,000 and Director Bragg responded the remaining amount is for the shortfall, he was actually overbudget already and the \$150,000 was for November and December.

RESOLUTION NO. 20-0643

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 a reviewed and recommended by the Director of Budget & Financial Management:

Fund: 0001		General Fund			
016		Building Maintenance			
00164	Building Maint Contract Svcs	0			
00166	Building Maint Capital Outlay	6,000			
MEMO TOTAL		\$ 6,000			

017 Microfilm					
00174	Microfilm Contract Services	6,000			
MEMO TOTAL		\$ 6,000		\$ -	
Note: Microfilming					

300 Prosecutor					
03003	Prosecutor Salary & Fringes	487			
MEMO TOTAL		\$ 487		\$ -	
Note:					

500 Clerk of Courts					
05003	Clerk of Courts Salary & Fring	4,431			
MEMO TOTAL		\$ 4,431		\$ -	
Note:					

<i>Increase</i>		<i>Decrease</i>	
<hr/>			
550 Domestic Relations			
05503	Domestic Ct Salary & Fringes	31,202	-
MEMO TOTAL		\$ 31,202	\$ -
<hr/>			
<i>Note:</i>			
700 Sheriff's Department			
07003	Sheriff Salary & Fringes	37,661	-
07004	Sheriff Contract Services	285,000	-
MEMO TOTAL		\$ 322,661	\$ -
<hr/>			
<i>Note:</i>			
902 Board Of Elections			
09023	Bd of Elections Salary&Fringes	2,650	-
MEMO TOTAL		\$ 2,650	\$ -
<hr/>			
<i>Note:</i>			
TOTAL MEMO BALANCE ALL AMENDMENTS			
		\$ 373,431	\$ 6,000

Increase

Decrease

; and be it further

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

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

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

Roll call as Follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

10. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019. /Resolution No. 20-0644

- The largest amount in this resolution is the \$800,000 for the Health Benefit adjustment for November and some expenses in December, which is not unusual.
- The remaining items are merely fund cleanups for the remainder of the year.

RESOLUTION NO. 20-0644

**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: 1201	Motor Vehicle And Gas Tax		
800	Engineer's Department		
	Engineer MVGT Salary&Fringes		
12013		142,168	-
	MEMO TOTAL	\$ 142,168	\$ -

Note:

Fund: 1301	Marriage Licenses		
560	Probate Court		
	Marriage Licenses CS		
13014		1,350	-
	MEMO TOTAL	\$ 1,350	\$ -

Note: increase appro to year

Fund: 1412	JFS Help Me Grow Allocation
051	Job And Family Services
	JFS Help Me Grow CS

14124		73,360	-
	MEMO TOTAL	\$ 73,360	\$ -

Note: PROJECTED NEED

	JFS WIA Allocation		
Fund:	1413		
	051 Job And Family Services		
	JFS WIA Allocation MS		
	14135	6,000	-
	JFS WIA Allocation ME		
	14139	-	6,000
	MEMO TOTAL	\$ 6,000	\$ 6,000

Note: PROJECTED NEED

	Central Services (Purchasing)		
Fund:	7000		
	012 Central Purchasing Services		
	Central Services Purchasing CS		
	70004	300,000	-
	MEMO TOTAL	\$ 300,000	\$ -

Note: Addt'l appropriation

	Health Benefits Program		
Fund:	7101		
	018 Human Resources		
	HR Health Benefits ME		
	71019	800,000	-
	MEMO TOTAL	\$ 800,000	\$ -

Note:

	Cafeteria Benefits Program Pkg		
Fund:	7102		
	018 Human Resources		

Cafeteria Benefits Program CS

71024

9,000

-

MEMO TOTAL

\$ 9,000

\$ -

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS

\$ 1,331,878

\$ 6,000

; and be it further

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

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

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

Roll call as Follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners authorized Commissioner Kathleen Clyde, President of the Board, to sign the Fourth Quarter Cash Reimbursement Request in the amount of \$26,781.07 for the EMPG FY20 Q-4 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This Journal Entry is submission for reimbursement for the EMPG grant.
- The expenses are eligible expenses and reflect what's occurred within the department.

WATER RESOURCES

Present: Gene Roberts

Resolutions:

1. The Board of Commissioners approves the request from Ryan Laney 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./Resolution No. 20-0645
 - This is a standard time tap for Ryan Laney.

**RESOLUTION NO. 20-0645 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

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

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

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

Applicant: Ryan M. Laney (OWNER)
Service Address: 371 Eckwood Drive
 Kent, OH 44240

Parcel Number: 04-017-10-00-019-000

Property Description: Situated in the Township of Brimfield, County of Portage,
 and State of Ohio: And known as being all of Lot No. 39 in
 Oakwood Acres as recorded in Volume 11, Page 16 of the
 Portage County Record of Plats, as recorded and more fully

described by Instrument Number 202015564 of the Portage County Records.

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 0.89% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of October 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the October 15, 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

Homeland Security & Emergency Management

1. The Board of Commissioners agrees to appoint Brett Lee to the Portage County Local Emergency Planning Committee (LEPC)./Resolution No. 20-0646

RESOLUTION NO. 20-0646

- **RE: RECOMMENDATION FOR APPOINTMENT
TO THE PORTAGE COUNTY LOCAL
EMERGENCY PLANNING COMMITTEE
(LEPC).**

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

WHEREAS, Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans; and

WHEREAS, ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district; and

WHEREAS, the State Emergency Response Commission, which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term; and

WHEREAS, by Resolution 19-0438, the Portage County Board of Commissioners made recommendations to the SERC for the term beginning August 17, 2019 and ending August 16, 2021; and

WHEREAS, it is necessary to replace a member to the Portage County Local Emergency Planning Committee (LEPC); and

WHEREAS, the Portage County LEPC has recommended to the Board of Commissioners that the member listing be updated as follows; now, therefore, be it

RESOLVED, that the Board of Commissioners does hereby recommend the following member to serve on the Portage County LEPC for the term ending August 16, 2021:

<i>Status</i>	<i>Name</i>	<i>Representing</i>
<i>Alternate</i>	<i>Brett Lee</i>	<i>Emergency Coordinator</i>
<i>(replacing Cody Brookover)</i>		

; and be it further

RESOLVED, that all applications for appointment to the Portage County LEPC will be forwarded by Emergency Management Office staff to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of September 2020, received on October 14, 2020 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the October 13, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

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

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

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

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

PLEASE ADD TO YOUR AGENDA:

October 22, 2020

1. Board of Commissioners' signature requested on the letter of Support for Community Action Council for Project HOPE./Journal Entry

JOURNAL ENTRY: The Board of Commissioners approves sending a letter to Community Action Council of Portage County, Inc., in support of their application for \$150,000 from the

Ohio Housing Trust fund, to continue the emergency home repair and accessibility project for a 2-year period beginning March 1, 2021.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

COUNTY ADMINISTRATOR

Discussion:

1. CARES Funding

Administrator Roberts reported on the front page of the County's website and on the front page of the Commissioners' website there's a link for CARES Grant funding and how to apply for it. There's also two additional links – one directly to Neighborhood Development Services and the other to Job and Family Services. Two applications have already been received.

Commissioner Christian-Bennett asked about the deadline for accepting applications and Administrator Roberts responded in order to be considered for the first round of funding, the deadline for receipt of applications is November 6th. The County will continue to accept applications after November 6th, but they will be considered if additional funding becomes available. If insufficient funding is received, the Committee will return to the Board for further direction on a percent distribution.

Commissioner Christian-Bennett asked if the Board planned on meeting Tuesday for the Regular meeting and the Board agreed to cancel. The Clerk will send notice to the Record Courier newspaper.

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of **October 22, 2020 at 9:28 AM.**

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

Motion Carries

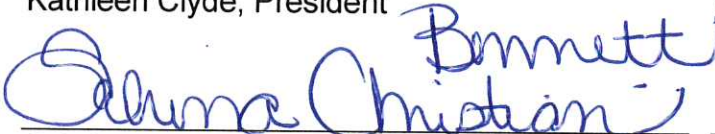
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of October 22, 2020.



Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk