



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 29, 2020

9:05 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.

Commissioner Clyde asked for a brief moment of silence for the Portage County residents who lost their lives this week battling the COVID-19 virus. Our thoughts are with their families and loved ones in the community at this difficult time.

Commissioner Clyde also thanked all Portage County residents that have helped get us through this virus and she encouraged people to continue to wear a mask, maintain social distancing, stay home and avoid gatherings as much as possible as we are all in this together and hope to get through this soon.

Recessed: 9:06 AM into Solid Waste Management District Meeting
Reconvened: 9:08 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Turnover Report.

Director Kovick presented and reviewed the January 1, 2020 to September 30, 2020 Turnover Report, which includes voluntary and involuntary turnover equating to 10.09% voluntary and 8.9% involuntary.

The top termination reasons include work life (work hours) and career potential (lack of growth within the department).

Director Kovick looked at the tenure of the employees that resigned and 34 employees who resigned were around 4.56 years of service. Three employees were removed as they

retired and their years of service was 3.32 years. Director Kovick would like to work with the Directors on how to attract and keep employees.

Commissioner Kline asked about the works hours and Director Kovick responded out of the four employees who named work hours as the reason for resigning, it was specifically the length of work hours.

Commissioner Kline asked about the removals and asked if two employees who left during their probation or were they let go and Director Kovick responded they were let go.

Commissioner Clyde noted the 8.9% voluntary turnover seems low and that the County is doing well and Director Kovick responded the turnover isn't typically high, but she is concerned with the five people who left the County due to lack of job growth, but on the other hand, it's out of three hundred thirty seven employees.

Commissioner Christian-Bennett asked if Director Kovick would investigate the same data from last year and Director Kovick will discuss during her next meeting.

1. **JOURNAL ENTRY:** The Board of Commissioners agreed to authorize the creation of the Part Time Social Service Worker 3 – Group Home position and approve the respective job description.

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 noted this position is being created to help eliminate overtime for the current full-time employees and so that they are able to take vacation.

2. **JOURNAL ENTRY:** The Board of Commissioners agreed to authorize the three-day internal posting of the part time Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

3. **JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Regina Frank, CSEA Attorney for Portage County Job & Family Services, effective November 6, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

4. **JOURNAL ENTRY:** The Board of Commissioners agreed to authorize the concurrent three-day internal posting and two-week external posting of the full time CSEA Attorney, replacing Regina Frank, for Portage County Job & Family Services.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

5. **JOURNAL ENTRY:** The Board of Commissioners approved the new Water Treatment Facilities Mechanic job description for Portage County Water Resources.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- Administrator Roberts noted in each section of the Water Resources operations, they have the plan to put in place a Chief Operator and a Mechanic for all four sections – Streetsboro, Regional Wastewater, Drinking Water and Collections. This is the next one in a series that will be coming.
- The job descriptions are being prepared with the intent that once the hiring freeze is over, they would start promotions.

6. **JOURNAL ENTRY:** Notwithstanding and as an exception to Section 23 (D)(1) of the Personnel Policy Manual, each Commissioners' Department Director is authorized, not required, to grant 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, which may be used on:

- Thursday, December 24, 2020; or
- Monday, December 28, 2020; or
- Thursday, December 31, 2020; or
- Monday, January 4, 2021.

Notwithstanding, all County offices will remain open during current business hours on the above dates. Holiday leave offered hereunder is waived if not used, and employees working on the above dates will not receive holiday pay. For the purposes of this order, "non-essential" shall be defined by the department director in a non-discriminatory manner using his or her sound discretion.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- Commissioner Kline asked if a full-time employee can split up the 4 hours and the Board agreed it would be up to the Director to decide.

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

1. The Board of Commissioners Agrees to transfer \$2,973.18 from Fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 20-0647
 - This is the normal 4-D contract payments made in July and the September payment for Domestic Court May-June and Clerk of Courts April-May.

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

RESOLVED, that the following transfer of funds be made in the amount of \$2,973.18 for July & September 2020 IV-D contract payments local match for Domestic Court May-June 2020 and Clerk of Court April-May 2020 services as reviewed and recommended by the Department of Job & Family Services:

\$2,973.18

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;

2. The Board of Commissioners agrees to transfer \$60,966.64 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0648
- This is the regular WIA transfer for shared costs for July Adjustment 3, August Adjustment 2, September Adjustment 1, and October.

RESOLUTION NO. 20-0648 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$60,966.64 for July Adj#3, August Adj#2, September Adj#1 and October 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1413, JFS WIA FUND
 ORGCODE - 14130519
 Debit Expense Account
 Object: 912000 – JFS Shared
 Project 3A258
 Project 3B278
 Project 3A259
 Project 3B259
 Project 3B277

\$ 6,101.53
 \$17,193.72
 \$21,062.06
 \$ 7,736.29
 \$ 8,873.04

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account

Object: 282000 – JFS Shared
Project 5SHAR

\$60,966.64

; 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 accepts the cash donations from Portage County Job and Family Services employees who participated in Wear Blue for Child Abuse and Neglect Awareness Month and made cash donations to the miscellaneous Child Welfare Fund./Resolution No. 20-0649

- When COVID hit, donations were received, but not adopted by resolution and the following resolutions will complete the process.

RESOLUTION NO. 20-0649 - RE: ACCEPTANCE OF CASH DONATIONS FROM PORTAGE COUNTY JOB AND FAMILY SERVICES EMPLOYEES WHO PARTICIPATED IN WEAR BLUE FOR CHILD ABUSE AND NEGLECT AWARENESS MONTH AND MADE CASH DONATIONS TO THE MISCELLANEOUS CHILD WELFARE FUND.

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 \$115.50 in various case donations from 72 JFS employees in April 2020; and

WHEREAS, the donations totaling \$115.50.00 were received in April 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 donations in the amount of \$115.50 from the Portage County JFS employees; and be it

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;

4. The Board of Commissioners accepts the cash donations from Portage County Job and Family Services employees who participated in two dress down days to support the agency's Employee Enhancement Committee./Resolution No. 20-0650

RESOLUTION NO. 20-0650 - RE: ACCEPTANCE OF CASH DONATIONS FROM PORTAGE COUNTY JOB AND FAMILY SERVICES EMPLOYEES WHO PARTICIPATED IN TWO DRESS DOWN DAYS TO SUPPORT THE AGENCY' EMPLOYEE ENHANCEMENT COMMITTEE

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 \$154.00 in \$1 cash donations from 154 JFS employees on two specific dress down days in February 2020; and

WHEREAS, the donations totaling \$154.00 were received in February 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 donations in the amount of \$154.00 from the Portage County JFS employees; and be it

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;

5. The Board of Commissioners accepts the cash donations from organizations, businesses and private donors to support educational needs for youth receiving Case Management Services from the Portage County Job and Family Services./Resolution No. 20-0651

RESOLUTION NO. 20-0651 - RE: ACCEPTANCE OF CASH DONATIONS FROM ORGANIZATIONS, BUSINESSES AND PRIVATE DONORS TO SUPPORT EDUCATIONAL NEEDS FOR YOUTH RECEIVING CASE MANAGEMENT SERVICES FROM THE PORTAGE COUNTY JOB AND FAMILY SERVICES

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 \$1000.00 in cash donations from organizations, businesses and private donors; and

WHEREAS, the donation totaling \$1000.00 was received on May 15, 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 \$1000.00 from the following organization, and/ or business; and be it further

| Donor | Contact (Requirement) | Address | Donation |
|-----------------------|-----------------------|------------------------------------|----------|
| Craig and Karen Wilde | | 6164 Second Ave Kent Ohio 44240 | \$1000 |

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;

6. The Board of Commissioners accepts cash donations from organizations, businesses and private donors to support the Portage County Job and Family Services Children Services Division./Resolution No. 20-0652

RESOLUTION NO. 20-0652 - RE: ACCEPTANCE OF CASH DONATIONS FROM ORGANIZATIONS, BUSINESSES AND PRIVATE DONORS TO SUPPORT THE PORTAGE COUNTY JOB AND FAMILY SERVICES CHILDREN SERVICES DIVISION

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 \$100.00 in cash donations from organizations, businesses and private donors; and

WHEREAS, the donation totaling \$100.00 was received on August 25, 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 \$100.00 from the following organization, and/ or business; and be it further

| Donor | Contact (Requirement) | Address | Donation |
|------------------|-----------------------|---------------------------------------|----------|
| Portage Patchers | Toni Markulis | 340 Patterson Ave Akron Ohio 44310 | \$100 |

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;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to Amend Resolution No. 19-0065 to modify the list of bridges posted for weight reductions in Portage County./Resolution No. 20-0653
 - The County Engineer's office has asked to add two additional bridges to the list – Silica Sand Road bridge in Windham and the second is the Newton Falls bridge over West Branch in Ravenna Township.

**RESOLUTION No. 20-0653 - RE: AMEND RESOLUTION NO. 19-0065 TO
MODIFY THE LIST OF BRIDGES POSTED
FOR WEIGHT REDUCTIONS IN PORTAGE
COUNTY.**

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

WHEREAS, Resolution No. 19-0065, adopted January 24, 2019, and appearing in Commissioners' Journal Volume 91, established and updated bridges currently posted for weight reductions in Portage County; and

WHEREAS, Resolution 19-0764, adopted October 24, 2019, amended Resolution 19-0065, and

WHEREAS, Resolution 20-0584, adopted September 24, 2020, amended Resolution 19-0065, and

WHEREAS, as a result of Special Hauling Vehicle (SHV) and Emergency Vehicle (EV) load ratings, the following bridge, which had no weight restrictions, will need to be posted:


Silica Sand Road Bridge (WIN 163, CH 253)

Over Eagle Creek, between Colton Road and Newell Ledge Road, in Windham Township; and

WHEREAS, the **Newton Falls Road Bridge (RAV 126, CH 177)**, over the West Branch of the Mahoning River in Ravenna Township, will be load restricted; now therefore be it

RESOLVED, that the Portage County Engineer, Michael A. Marozzi, recommends that Resolution No. 19-0065 be amended as follows:

Silica Sand Road Bridge (WIN 163, CH 253), over Eagle Creek in Windham Township, which had no weight restrictions, will need to be posted as follows:

| WEIGHT LIMIT SINGLE UNIT | | |
|---|------|--|
| 2 AXLE | 15 T | |
| 3 AXLE | 23 T | |
| 4 AXLE | 23 T | |
| 5 AXLE | 24 T | |
| 6+ AXLE | 24 T | |
|  | 38 T | |

The following bridge is to be added to the list of bridges posted for weight reductions in Portage County:

| <u>Bridge Number</u> | <u>Location</u> | <u>Limit</u> |
|----------------------|--------------------------------------|--------------|
| RAV 126, CH 177 | Newton Falls Road (Ravenna Township) | 3 Tons |

;and be it further

RESOLVED, that these newly posted bridges are in addition to the bridges posted for weight reductions per Resolution 19-0065; and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, the Portage County Sheriff's Department and the Ohio Highway Patrol; 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;

2. The Board of Commissioners agrees to amend Resolution No. 20-0489, adopted on August 6, 2020, approving the fulfilling of the requirements of Ohio Senate Bill 310 for the passage of a resolution in order to receive and expand Federal funds under Section 5001 of the coronavirus aid, relief, economic security (CARES) act./Resolution No. 20-0654

- This amendment allows the setup of Department 051 (Job and Family Services) and allows three of their employees to process mortgage/rent payments for individuals.

**RESOLUTION NO. 20-0654 - RE: AMEND RESOLUTION 20-0489, ADOPTED
ON AUGUST 6, 2020, APPROVING THE
FULFILLING OF THE REQUIREMENTS OF
OHIO SENATE BILL 310 FOR THE
PASSAGE OF A RESOLUTION IN ORDER**

**TO RECEIVE AND EXPAND FEDERAL
FUNDS UNDER SECTION 5001 OF THE
CORONAVIRUS AID, RELIEF, ECONOMIC
SECURITY (CARES) ACT.**

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

WHEREAS, the Board of Commissioners adopted Resolution 20-0489 on August 6, 2020, approving the fulfilling of the requirements of Ohio senate bill 310 for the passage of a resolution in order to receive and expend federal funds under section 5001 of the Coronavirus Aid, Relief, Economic Security (CARES) Act; and

WHEREAS, to allow for the addition of processing purchase and payment requests for utility, mortgage and rent assistance and that the MUNIS department code 051 be set up by the Portage County Auditor and utilized within fund 1500 and that the following Job & Family Services employees (Michelle Wiley, Donna Fortney and Sue Brannon) be added and authorized to enter the utility, mortgage and rent purchase and payment requests into MUNIS; and

RESOLVED, that the Board of Commissioners agrees to amend the resolution to reflect the above change; and be it further

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

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R E S O L U T I O N

NO. 20-0654

RE: APPROVING THE FULFILLING OF THE REQUIREMENTS OF OHIO SENATE BILL 310 FOR THE PASSAGE OF A RESOLUTION IN ORDER TO RECEIVE AND EXPAND FEDERAL FUNDS UNDER SECTION 5001 OF THE CORONAVIRUS AID, RELIEF, ECONOMIC SECURITY (CARES) ACT

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

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in Amended Substitute Senate Bill 310 of the 133rd General Assembly (S.B. 310); and

WHEREAS, the Portage County Board of Commissioners is requesting its share of funds from the County Coronavirus Relief Distribution Fund; now therefore be it

RESOLVED, by the Portage County Board of Commissioners affirms that all funds received from the County Coronavirus Relief Distribution Fund pursuant to S.B. 310 be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in Portage County's most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and be it further

RESOLVED, by the Portage County Board of Commissioners that the Portage County Administrator is identified as the Responsible Authority, the Budget & Finance Director as the Primary Contact and the Director of Internal Services is authorized to purchase supplies, materials, services and equipment and to submit invoices for payment, and that once set up in the financial system by the Portage County Auditor that the following Job & Family Services employees (Michelle Wiley, Donna Fortney and Sue Brannon) are authorized to enter purchase requisitions and submit the invoices for payment of utilities, mortgage and rent assistance under department code 051 and shall take the following actions and all other necessary actions to remain in compliance with S.B. 310:

- (1) To process purchase requests and payments from fund 1500, department 051 in the MUNIS County Financial System;
- (2) Provide any information related to any payments received under S.B. 310 to the Director of the Ohio Office of Budget and Management as requested.

; and be it further

RESOLVED, that the Clerk to the Board is hereby authorized and instructed to transmit a certified copy of this resolution to the County Auditor, the Director of the Ohio Office of Budget and Management and to the Director of Internal Services; and be it further

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

Roll Call vote as follows:

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

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

The bill run included a large late fee this week, but it was a single item and everything else is normal.

RESOLUTION NO. 20-0655 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 29, 2020 in the total payment amount of **\$1,432,638.17, including late fees finance charges, interest & penalties amounting to \$94.86 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, October 30, 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 October 29, 2020 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0656 - 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 29, 2020 in the total payment amount as follows:

1. \$66,724.42 to Medical Mutual - Admin
2. \$197,915.85 to Medical Mutual – Claims
3. \$1,155.00 to Wage Works – Admin
4. \$8,340.25 to Wage Works Contributions; 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, October 30, 2020 | \$ 66,724.42 |
| Wire Transfer on Friday, October 30, 2020 | \$197,915.85 |
| Wire Transfer on Friday, October 30, 2020 | \$ 1,155.00 |
| Wire Transfer on Friday, October 30, 2020 | \$ 8,340.25 |

;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. 20-0657

**- 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:

| | | |
|----------|------|-------------|
| 10/29/20 | 1006 | \$2,266.79 |
| 10/29/20 | 1020 | 12,500.87 |
| 10/29/20 | 1049 | 1,248.50 |
| 10/29/20 | 1129 | 11,277.02 |
| 10/29/20 | 1147 | 700.44 |
| 10/29/20 | 1184 | 15,079.00 |
| Total | | \$43,072.62 |

; 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. 20-0658**- 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 **\$50,878.12** dated **October 29, 2020** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

5. The Board of Commissioners agrees to rename Fund 8105 Sheriff's Gifts/Donations School Programs. /Resolution No. 20-0659

- This resolution is different than what the Sheriff's Office submitted as it was modified to say 'school programs' as DARE would still be considered a school program.

RESOLUTION NO. 20-0659**- RE: RENAME FUND 8105 – SHERIFF'S GIFTS
AND DONATIONS DARE TO 8105 –
SHERIFF'S GIFTS AND DONATIONS
SCHOOL PROGRAMS**

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

- WHEREAS,** Portage County Sheriff's Office (PCSO) no longer is a participant in the DARE program. The PCSO has found the School Resource Officer (SRO) program to be a more efficient and financially cost-effective means of serving the schools and students of Portage County, therefore be it
- RESOLVED,** that Fund 8105 be renamed 8105 – Sheriff Gifts and Donations School Programs, 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;

6. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No.19-0948, adopted December 19, 2019. /Resolution No. 20-0660
- This resolution is for year end changes to the Non General Fund.
 - Water Resources had several adjustments in order to finish out the year.

RESOLUTION NO. 20-0660

**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: 5200 | PCS General Administration | | |
| 060 | Water Resources | | |
| 52005 | Portage County Sewer MS | 75,000 | - |
| | MEMO TOTAL | \$ 75,000 | \$ - |

Note:

| | | | |
|------------|----------------------------|-------------------|-------------|
| Fund: 5600 | StS General Administration | | |
| 060 | Water Resources | | |
| 56006 | Streetsboro Sewer CO | 300,000 | - |
| | MEMO TOTAL | \$ 300,000 | \$ - |

Note:

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|---------------------------|-----------------|-----------------|
| Fund: 6800 | Storm Water Management | | |
| 800 | Engineer's Department | | |
| 68005 | Storm Water Mgmt MS | - | 100 |
| 68007 | Storm Water Management OE | 100 | - |
| | MEMO TOTAL | \$ 100 | \$ 100 |

Note:

| | | |
|---|-------------------|---------------|
| TOTAL MEMO BALANCE FOR ALL FUNDS | \$ 375,100 | \$ 100 |
|---|-------------------|---------------|

; 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;

WATER RESOURCES

Present: Gene Roberts

Resolutions:

1. The Board of Commissioners approves the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of project no. Portage County (20-050), 2020 Sewer Maintenance Program, in the Portage County Regional Sewer District./Resolution No. 20-0661
 - This is a request to approve plans and specifications and is the second of ten to fifteen years of ongoing work to plug up the sewer system where it has infiltration from ground water.
 - The original project was approved by Resolution No. 20-050 and Administrator Roberts is recommending approval of the plans and specifications so it can go out to bid.
 - The project has been delayed primarily because of the COVID-19 pandemic.

RESOLUTION NO. 20-0661 - RE: APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. PC (20-050), 2020 SEWER MAINTENANCE PROGRAM, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.

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. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

WHEREAS, pursuant to authorization by this Board contained in Resolution 20-0229 adopted, April 09, 2020, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. PC (20-050), 2020 Sewer Maintenance Program, hereinafter referred to as the "PROJECT"; and

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

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

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

WHEREAS, the PROJECT will include cleaning, testing, grouting, lining and associated incidentals necessary to complete the PROJECT; and

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

Section 1. That said plans, specifications and estimate of cost for said PROJECT hereto be and the same are hereby approved.

Section 2. that said plans, specifications and estimate of cost are on file at the Portage County Water Resources office at 8116 Infirmary Road, Ravenna, Ohio 44266 and kept continuously on file for inspection by all persons interested therein. Plans and specifications may be purchased from the office of AA Blueprint, 2527 Gilchrist Road, Akron, Ohio 44305, 330-794-8803, at a non-refundable cost; and be it further

Section 3. that sealed bids for the construction of the PROJECT will be accepted until 2:00 PM on December 2, 2020 via the United States Postal Service or Courier only(UPS or FedEx) at the office of the Portage County Director of Internal Services, Portage County Administration Building, 1st Floor, Room 114, 449 South Meridian Street, Ravenna, Ohio. (no hand deliveries or drop-offs are accepted). In an effort to limit the spread of COVID-19(Coronavirus), bids will be opened to the public VIA LIVE STREAM ONLY at <https://www.co.portage.oh.us/internal-services/pages/bids-rfps-rfqs>; and be it further

Section 4. that the Notice of receiving bids shall be posted in the Record Courier on November 2 and November 9, 2020. This advertisement for bids can also be found on Portage County's website at: www.co.portageco.oh.us under county bid notices; and be it further

Section 5. that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services and the Department of Budget and Financial Management; and be it further

Section 6. 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the October 22, 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

Dog Warden

A. Resolutions:

1. The Board of Commissioners accepts the donations to the Office of the Portage County Dog Warden./Resolution No. 20-0662

**RESOLUTION NO. 20-0662 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

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

WHEREAS, the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

| Name | Address | |
|---------------------------|--|---------|
| Anonymous | | \$100 |
| Richard & Jennifer Salzer | 3277 Cook Rd Atwater Oh 44201 | \$40 |
| Portage Foundation | 138 E. Main St Suite 201-C Kent Oh 44240 | \$3,500 |
| Carol Hughes | 3077 St Rt 225 Diamond Oh 44412 | \$220 |
| Mark & Melanie Stollings | 458 Hutchinson Dr Mogadore Oh 44260 | \$1,925 |
| Ann Devine | 45 Bandy Rd North Benton Oh 44449 | \$200 |
| James O Connor | 4984 Sherman Wood dr Kent Oh 44240 | \$50 |
| Nik Niro | 7699 Peck Rd Ravenna Oh 44266 | \$15 |

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; 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; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

County Engineer

7. **JOURNAL ENTRY:** The Board of Commissioners authorized the change in the designation of a parcel located and assessed as being in the Village of Mantua; not the Township, as requested by the County Engineer's Office for the following parcels:

Parcel #24-035-10-00-053-000

Parcel #24-035-10-00-054-000

The Board further authorizes reimbursement of the overpayment of Stormwater Utility fees from the last billing period in accordance with Resolution No. 09-0835, Section 7 as follows:

Parcel #24-035-10-00-053-000, Reimbursement of \$18.45

Parcel #24-035-10-00-054-000, Reimbursement of \$18.45

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

County Engineer & Water Resources

A. Resolutions:

1. The Board of Commissioners agrees to release escrow funds for construction of Sanitary Sewer and Water Improvements and construction of street, storm sewer and drainage improvements for the Maplecrest Development Project, Portage County Water Resources Project No. BR-2 17-160P and Maplecrest Parkway Subdivision No. 1 and Tallmadge Road Improvements in Brimfield Township, Portage County./Resolution No. 20-0663

RESOLUTION NO. 20-0663

-

**RE: AGREE TO RELEASE ESCROW FUNDS
FOR CONSTRUCTION OF SANITARY
SEWER AND WATER IMPROVEMENTS AND**

**CONSTRUCTION OF STREET, STORM
SEWER AND DRAINAGE IMPROVEMENTS
FOR THE MAPLECREST DEVELOPMENT
PROJECT, PORTAGE COUNTY WATER
RESOURCES PROJECT NO. BR-2 17-160-P
AND MAPLECREST PARKWAY
SUBDIVISION NO. 1 AND TALLMADGE
ROAD IMPROVEMENTS IN BRIMFIELD
TOWNSHIP, PORTAGE COUNTY.**

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

WHEREAS, Maplecrest, LLC, an Ohio limited liability company ("DEVELOPER"), is the developer of Maplecrest Parkway Subdivision No. 1 (the "Project") located in Brimfield Township, Portage County, Ohio; and

WHEREAS, The County Commissioners of Portage County, Ohio ("COUNTY") and DEVELOPER have established two Escrow Agreements governing the administration of certain funds in an original combined total amount of FOUR MILLION FOUR HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED NINETY-EIGHT AND 57/100 DOLLARS (\$4,455,998.57) (the "Escrow Funds") with WesBanco Bank, Inc. ("BANK"). The Escrow Funds held by BANK are on deposit in the "Escrow Accounts"; and

WHEREAS, the DEVELOPER has delivered Performance Agreement(s) to the COUNTY for the completion of the sanitary and water improvements of the Project ("Sanitary and Water Improvements"), the Brimfield South Pump Station Improvements, and the construction of street, storm sewer and drainage improvements for the Maplecrest Parkway Subdivision No. 1 ("Maplecrest Street, Storm Sewer and Drainage Improvements"), and Tallmadge Road Improvements, in Brimfield Township, Portage County (collectively, the "Improvements"), in accordance with and in relation to the Regulations and Specifications as required under the Portage County Regional Planning Commission Subdivision Rules and Regulations for the plat of the Project; and

WHEREAS, the Escrow Account and the Performance Agreements are in place as security for the completion of the Improvements for the Project as set forth in the Performance Agreements; and

WHEREAS, pursuant to Resolution 18-0659, adopted September 13, 2018, and for the reasons set forth therein, a one-time release was authorized from the Escrow Accounts in the combined value of \$3,801,787.27, which was released to DEVELOPER on or about September 27, 2018; and

WHEREAS, pursuant to Resolution 18-0762, adopted October 25, 2018, and for the reasons set forth therein, a second one-time release was authorized from the Escrow Accounts in the combined value of \$476,219.00, which was released to DEVELOPER on or about October 31, 2018; and

WHEREAS, the Performance Agreements authorize release of Escrow Funds where work commensurate with such payment has been completed; and

WHEREAS, the Sanitary and Water Improvements having been completed, and the DEVELOPER having completed the project known as the Reserve of Tallmadge Sanitary Sewer Project, which rerouted the sewer flow for the Project from the Brimfield South Pump Station to the Crystal Parkway Pump Station in accordance with the terms of the Brimfield South Pump Station Improvements Performance Agreement, the COUNTY has determined that it is appropriate and necessary to release Escrow Funds as set forth herein; and

WHEREAS, the Tallmadge Road Improvements having been completed, and the Maplecrest Street, Storm Sewer and Drainage Improvements having been completed except for certain punch list items, the COUNTY has determined that it is appropriate and necessary to release Escrow Funds as set forth herein, excepting only the amount necessary to assure completion of the punch list items; now therefore be it

RESOLVED, that an amount of Escrow Funds in the value(s) and manner provided on Exhibit A, which is attached hereto and made a part hereof, and which has not been previously released, shall be immediately released from the Escrow Accounts, from each account in accordance with the attached Exhibit A, and paid directly to DEVELOPER and/or as directed by the DEVELOPER; and be it further

RESOLVED, that the Notice provided on Exhibit B, which is attached hereto, shall be delivered to the BANK and to the DEVELOPER; and be it further

RESOLVED, that this Board may, from time to time as determined by this Board, consider what other funds, if any, may be responsibly released at that time to DEVELOPER from the Escrow Accounts, and may cause approval of any such future release to be made by the action of the Board; and be it further

RESOLVED, that the Performance Agreements shall remain in full force and effect as against the DEVELOPER according to their terms until all obligations have been fulfilled; and be it further

RESOLVED, that the BANK shall continue to administer any funds that may remain in said Escrow Accounts in accordance with the Agreements thereto; and be it further

RESOLVED, that the clerk of this Board is hereby directed to convey, by electronic mail, which is to be followed by regular mail, a certified copy of this Resolution to BANK, copy by mail to DEVELOPER, with Exhibit A signed by a majority of this Board

affixed thereto, and with the Notice in the form of Exhibit B attached thereto; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Exhibit A

Pursuant to the Escrow Agreements dated May 24, 2018 by and between Maplecrest, LLC, Portage County, Ohio, and Wesbanco Bank, Inc., relating to the project known as Maplecrest Parkway Subdivision No. 1, and in accordance with Resolution 20-0663 to which this Exhibit A is attached, the undersigned have approved release of funds from the accounts and in the amounts listed below, for immediate release to DEVELOPER and/or as directed by the DEVELOPER.

Account Name: Wesbanco Trust & Investment Svcs Maplecrest-Portage Cty Engineer Escrow

Account No: ***0693

Amount to release: A partial value equal to the difference between the full account balance on the date of disbursement and the amount of \$14,700.00

Account value as of September 30, 2020 stated to be \$152,973.00

Account Name: Wesbanco Trust & Investment Svcs Maplecrest-Portage Co Water Resources Escrow

Account No: ***0684

Amount to release: Full balance of account and account thereafter to be closed

Account value as of September 30, 2020 stated to be \$53,675.15

DEVELOPER to provide the ESCROW AGENT instructions for payment under Paragraph(s) 7 of the Escrow Agreements

Vicki Kline, Commissioner

Sabrina Christian-Bennett, Commissioner

Kathleen Clyde, Commissioner

Exhibit B

NOTICE

REGARDING ESCROW AGREEMENTS FOR MAPLECREST PARKWAY

To:

Attn: Jan Shelburne
Wesbanco Bank, Inc.
1 Bank Plaza
Wheeling, WV 26003

Maplecrest, LLC
c/o Daniel DeHoff
821 S. Main St.
N. Canton, OH 44720

By email (shelburnej@wesbanco.com)
and by regular mail

By regular mail

This NOTICE is in reference to Portage County Board of Commissioners Resolution No. 20-0663 dated the 29th day of October 2020, in the matter of the third distribution of funds from certain Escrow Accounts established to provide security for the completion of required improvements in connection with Maplecrest Parkway Subdivision No. 1, and which are governed by Escrow Agreements by and between Maplecrest, LLC, ("DEVELOPER"), Wesbanco Bank, Inc., ("ESCROW AGENT"), and the Portage County Board of Commissioners, ("COUNTY"), dated May 24, 2018.

The COUNTY, being bound to the terms of the Escrow Agreements, has acted thereunder, and at the request of DEVELOPER, in passing the aforementioned Resolution, with attached Exhibit A. DEVELOPER shall provide the ESCROW AGENT instructions for payment under Paragraph(s) 7 of the Escrow Agreements.

The COUNTY has previously been advised by the DEVELOPER of an attempted Collateral Assignment of the Escrow Agreements by DEVELOPER to Wesbanco Bank, Inc., ("ALLEGED ASSIGNEE"). The COUNTY was not a party to said Collateral Assignments, and has not received proof, pursuant to Paragraph(s) 27 of the Escrow Agreements, of the express written consent of the other parties to the Escrow Agreements prior to the attempted assignment.

Although not obligated to provide this NOTICE, the COUNTY hereby notifies DEVELOPER, the ALLEGED ASSIGNEE, and ESCROW AGENT of the within action carrying out the terms of the Escrow Agreements, to the extent their rights may be affected thereby.

PORTAGE COUNTY
BOARD OF COUNTY COMMISSIONERS

Regional Planning Commission

A. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners agreed to sign correspondence to the Ohio Development Services Agency regarding CDBG financial compliance audit dated

July 31, 2020. The grant listing includes the following: B-F-16-1CJ-1, B-F-18-1CJ-1, B-X-18-1CJ-1, B-X-18-1CJ-2, as presented by Regional Planning Commission.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

A. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners acknowledged receipt of the October 19, 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

COUNTY ADMINISTRATOR

A. Discussion:

1. **CARES:**

Administrator Roberts reported on the status of the applications and he cautioned the projections are based on vary few data points, but the Committee will continue to monitor.

The Committee will return with modifications to the Neighborhood Development Services agreement to advise applicants that they are unable to apply with the State of Ohio and Portage County for funding.

Commissioner Clyde asked if it's allowable for someone to apply for funding from both the State and County, for difference expenses and Administrator Roberts noted that is permissible.

The Committee will be making recommendations to the Board on November 12th to maintain the timeline unless the Federal government opens up the ending date from December 30th.

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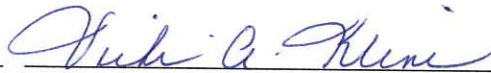
Commissioner Christian-Bennett reminded the Board that she reached out to Senator Eklund as the Board's authority to have virtual meetings expires December 1st, to see if they can extend the date. Commissioner Kline knows CCAO is considering the extension already.

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourn the Meeting of **October 29, 2020 at 9:43 AM.**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Clyde, Yea;
Motion Carries

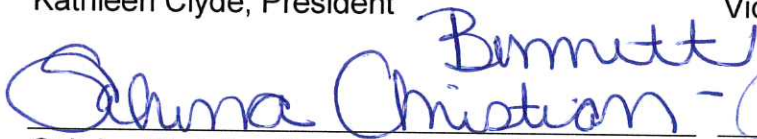
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of October 29, 2020.



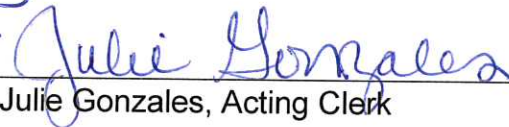
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Julie Gonzales, Acting Clerk