



Portage County Board of Commissioners
Meeting Minutes

449 South Meridian Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>

Julie Gonzales, Acting Clerk
330-297-3600

Thursday, February 4, 2021

9:02 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.

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present/Via Zoom Video Conference

Also attending throughout the day Brian Ames, and Ed Dean

Recess: 9:03 AM into Solid Waste Management District Meeting
Reconvened: 9:14 AM

HUMAN RESOURCES

Present: Director Janet Kovick

A. Discussion:

1. 2020 BOC Turnover

Director Kovick presented and reviewed the 2020 Turnover Report, which includes a total of 12.8% and involuntary turnover equating to 10.78%.

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

Director Kovick encourages Directors to let the applicant know that there are a lot of overtime hours for position during the interview.

B. Journal Entries:

- JOURNAL ENTRY:** The Board of Commissioners accepts the resignation of Anthony Burrell, Deputy Dog Warden for the Portage County Dog Warden's Office, effective January 29, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the five-day internal posting of the full time Deputy Dog Warden, replacing Anthony Burrell for the Portage County Dog Warden's Office with external posting if no internal appointment is made. The posting of this position is currently on hold but will be posted in the near future.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

JOB & FAMILY SERVICES

Present: Sue Brannon

A. Resolutions:

**RESOLUTION NO. 21-0080 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC
ASSISTANCE FUND**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

WHEREAS, it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$30,680.58 for the month of February 2021 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out

\$30,680.58

TO:
FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 280000 – Transfer In
 Project: NONE \$30,680.58

; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: Director JoAnn Townend

A. Resolutions:

RESOLUTION No. 21-0081 - RE: APPROVE SPECIFICATIONS FOR ACRYLIC WATER BASE TRAFFIC PAINT FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME AND DATE FOR RECEIVING BIDS FOR SAME.

It was moved by Sabrina Christian-Bennett, seconded by Anthony J. Badalamenti that the following Resolution be adopted:

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners for approval for the following:

Acrylic Water Base Traffic Paint

;now therefore be it

RESOLVED, that the specifications, as submitted for the aforementioned **Acrylic Water Base Traffic Paint** for use by the Portage County Engineer, be and are hereby approved; and be it further

RESOLVED, that sealed bids for said **Acrylic Water Base Traffic Paint** for the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 1ST Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **2:00 P.M. on Wednesday, March 17, 2021**, and publicly opened and read aloud *via live stream only*, and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 1, 2021** and **March 8, 2021** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 21-0082 - RE: APPROVE SPECIFICATIONS FOR VARIOUS AGGREGATE MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME FOR RECEIVING BIDS FOR SAME.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners for approval for various **Aggregate Materials** for use by the Portage County Engineer; now therefore be it

RESOLVED, that the Specifications, as submitted for various **Aggregate Materials** for use by the Portage County Engineer, be and the same are hereby approved; and be it further

RESOLVED, that sealed bids for said **Aggregate Materials** for use by the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 1ST Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **2:30 P.M. on Wednesday, March**

17, 2021, and publicly opened and read aloud *via live stream only*, for the following:

Various Sizes of Gravel
Various Sizes of Slag
Various Sizes of Limestone

;and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 1, 2021** and **March 8, 2021** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No.21-0083 - RE: APPROVE SPECIFICATIONS FOR VARIOUS HIGHWAY MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME FOR RECEIVING BIDS FOR SAME.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners for approval for various **Highway Materials** for use by the Portage County Engineer; now therefore be it

RESOLVED, that the Specifications, as submitted for various **Highway Materials** for use by the Portage County Engineer, be and are hereby approved; and be it further

RESOLVED, that sealed bids for said **Highway Materials** for the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 1ST Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **2:00 P.M.** on **Wednesday, March 24, 2021**, and publicly opened and read aloud *via live stream only*, for the following:

Various sizes of Storm Sewer Pipe (*corrugated metal pipe, aluminized steel pipe and plastic pipe*)

Guard Rail

Bridge Decking

;and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 8, 2021** and **March 15, 2021**, and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 21-0084 - RE: APPROVE SPECIFICATIONS FOR BITUMINOUS LIQUIDS AND BITUMINOUS MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME FOR RECEIVING BIDS FOR SAME.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners for approval for the purchase of **Bituminous Liquids** and **Bituminous Materials**; now therefore be it

RESOLVED, that the Specifications, as submitted for the purchase of **Bituminous Liquids** and **Bituminous Materials** for use by the Portage County Engineer, be and the same are hereby approved; and be it further

RESOLVED, that sealed bids for said **Bituminous Liquids** and **Bituminous Materials** for use by the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 1ST Floor, Room 114,

Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **2:30 P.M. on Wednesday, March 24, 2021**, and publicly opened and read *via live stream only*; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 8, 2021** and **March 15, 2021**, and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 21-0085 - RE: APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE INFIRMARY ROAD REALIGNMENT AND RESURFACING PROJECT (CH164 - SECTIONS F-I) IN SHALERSVILLE AND MANTUA TOWNSHIPS, PORTAGE COUNTY.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, the Portage County Engineer has determined it necessary to realign and resurface Infirmary Road (CH 164 - Sections F-I), between State Route 303 and Mennonite Road in Shalersville and Mantua Townships, Portage County, and

WHEREAS, the project will be known as the **Infirmary Road Realignment and Resurfacing Project (CH 164 – Sections F-I)**, and

WHEREAS, plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the **Infirmary Road Realignment and Resurfacing Project (CH 164 – Sections F-I)**, between State Route 303 and Mennonite Road in Shalersville and Mantua Townships, and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services, 1st Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:30 P.M.**, Local Time, **March 3, 2021**; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **February 12** and **February 19, 2021** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

**RESOLUTION NO. 21-0086 - RE: ENTER INTO A SEWER AGREEMENT
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS AND SUMMIT
COUNTY TO FACILITATE INTERCOUNTY
CONNECTIONS FOR TALLMADGE
RESERVES.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Tallmadge Reserves is a proposed 208 lot single-family home subdivision, located in City of Tallmadge, Summit County, Ohio, fronting along Tallmadge Road, and parallel to the boundary between Summit and Portage counties, specifically the Township of Brimfield; and

WHEREAS, Summit County does not have adequate sanitary sewer capacity to support the entire subdivision and desires to connect 138 single-family units to the Portage County sanitary sewer system; and

WHEREAS, the area would be serviced by Summit County sanitary sewer connected to the Portage County sanitary sewer tributary to the Crystal Parkway Pump Station, metered at the boundary between Summit and Portage counties, and ultimately flowing to Summit County and treated at the Summit County Fishcreek Wastewater Treatment Plant; and

WHEREAS, the metered sanitary sewer flow from the Tallmadge Reserve Subdivision would be deducted from Portage County's purchased sanitary sewer capacity at the Fishcreek Wastewater Treatment Plant; and

WHEREAS, Summit County agrees to pay Portage County a prorated portion of the Crystal Parkway Pump Station's operations and maintenance costs; and

WHEREAS, to accommodate the Tallmadge Reserve Subdivision, an agreement between Summit and Portage, for the express purpose of allowing connections as hereinbefore stated, must be executed; and

WHEREAS, Summit and Portage have accordingly determined to enter into an agreement setting forth their respective rights and obligations with respect to management, maintenance, repair, removal, replacement and operation of such connections, each being empowered fully to do so by the provisions of the Ohio Revised Code, including Chapters 302, 307 and 6117 thereof; now therefore be it

RESOLVED, that the Board of Portage County Commissioners and Summit County do hereby agree that proposed 138 single-family lots located within the proposed Tallmadge Reserve Subdivision, City of Tallmadge, Summit County, having access to the Summit County sewer installed in the City of Tallmadge and connected to Portage County sewer, may connect to the Summit County sewer per the conditions set forth in the written agreement hereby authorized to be executed between Portage and Summit; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0087 - RE: ENTER INTO AN AGREEMENT FOR
INDEPENDENT CONTRACTOR SERVICES
BETWEEN THE BOARD OF
COMMISSIONERS OF PORTAGE COUNTY
ON BEHALF OF THE PORTAGE COUNTY
OFFICE OF HOMELAND SECURITY &
EMERGENCY MANAGEMENT AND JH
CONSULTING, LLC.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, on August 20, 2020, the Portage County Board of Commissioners accepted the FY2020 Emergency Management Performance Grant Program, COVID-19 Supplemental award to augment Portage County's planning activities directly related to COVID-19; and

WHEREAS, JH Consulting, LLC (the Independent Contractor) is able and willing to provide such consulting services related to the planning endeavor; now, therefore, be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Independent Contractor Service Agreement by and between the Board of Commissioners and JH Consulting, LLC, 29 East Main Street, Suite 1, Buckhannon, WV 26201, as an Independent Contractor, for a total not-to-exceed Twenty thousand and 00/100 dollars (\$20,000.00) as outlined in the agreement; and be it further

RESOLVED, that the term of agreement shall be from January 18, 2021, through September 30, 2021, and subject to the availability of funding. The term of Agreement may be extended by execution of a written Amendment; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.00 of the Ohio Voice vote as follows:

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 21-0088 - RE: ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEVELOPMENT SERVICES AGENCY FOR THE ADMINISTRATION OF THE PORTAGE COUNTY ECONOMIC DEVELOPMENT REVOLVING LOAN FUND.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the office of Community Development (Grantor) administers the federal Community Development Block Grant Program for the State of Ohio; and

- WHEREAS,** Portage County (Grantee) has been determined to be an eligible recipient of funds and has been awarded funds to finance eligible activities; and
- WHEREAS,** Portage County Board desires to encourage the expansion and stability of the economic base of the designated area of the Economic Development Revolving Loan Fund and encourage increased employment opportunities, particularly for low and moderate income persons in the designated areas of the Economic Development Revolving Loan Fund; and
- WHEREAS,** the State of Ohio, Development Services Agency desires to have Portage County administer an economic development revolving loan fund; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and the State of Ohio, Development Services agency for a period of three (3) years beginning January 1, 2021 and ending December 31, 2023; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

B. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners adopted the IRS 2021 standard mileage rate of \$.56 cents per mile reimbursement for 2021, as recommended by Internal Services Director JoAnn Townend.
Motion: Commissioner Badalamenti
Seconded: Commissioner Kline
All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg

A. Resolutions:

- Director Bragg indicated that the Then & Now Certifications are still a bit high but is typical for this time of the year and thinks it will get better in the next few weeks.
- Commissioner Badalamenti asked how long we not able to process bills at the end of the year. Director Bragg said typically about a month. Commissioner Badalamenti asked if we have late fees. Director Bragg indicated that most of the companies will work with us, but some do not.

**RESOLUTION NO. 21-0089 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline 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 February 4, 2021 in the total payment amount of **\$573,530.05, including late fees finance charges, interest & penalties amounting to \$78.22 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, February 5, 2021, 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 February 4, 2021 in the total payment amount of **\$70.25 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

RESOLUTION NO. 20-0090

This resolution was omitted. No health benefit wires submitted. This is for numbering purposes only.

**RESOLUTION NO. 21-0091 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline 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:

02/04/21	46	\$2,000.00
02/04/21	47	2,000.00
02/04/21	130	2,081.31
02/04/21	187	4,135.00
Total		\$10,216.31

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

**RESOLUTION NO. 21-0092 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline 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 **\$388,345.02** dated **February 4, 2021** 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

**RESOLUTION NO. 21-0093 - RE: AUTHORIZE APPLICATION TO OHIO PET
FUND GRANT PROGRAM**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted.

- WHEREAS,** our Portage County Dog Warden is seeking ways to address problems of overpopulation of stray domestic animals in Portage Co.; and
- WHEREAS,** Ohio Pet Fund has a grant program providing funds for spay/neuter projects to non-profit and government organizations; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby support the application to the Ohio Pet Fund Program on behalf of the Portage County Dog Warden's office and the Portage County Animal Shelter; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

B. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners approved the January 2021 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

WATER RESOURCES

Present: Via Zoom Video Tia Rutledge, Water Resources Department, Planning Division Manager

A. Resolutions:

- Tia indicated that they need to revise the rules and regulations for the Village of Mantua rates for that one-month period. Commissioner Christian-Bennett asked if the residents have been notified. Ms. Rutledge said the agreement has been amended and they are working on that right now.

RESOLUTION NO. 21-0094 - RE: ADOPTING REVISED RULES AND REGULATIONS FOR THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND WATERWORKS SYSTEMS UNDER THE JURISDICTION OF THE

**BOARD OF PORTAGE COUNTY
COMMISSIONERS.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, this Board of Commissioners, by Resolution No. 12-0552 adopted June 19, 2012 modified Item 1401, by Resolution No. 12-1071 adopted December 04, 2012 modified Item 1010, by Resolution 17-0937, adopted December 14, 2017 last modified Item 1009, Item 1300, Item 1402, Item 1403 and Item 1406, Resolution No, 19-0757 modified Item 1405, and Resolution 20-0791 adopted December 17, 2020 last modified Item 1009, 1010, 1300, 1401, 1402, 1403, 1405 and 1406 adopted rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of this Board, hereinafter called "RULES"; and

WHEREAS, it is necessary to amend the RULES to provide a method for the County to bill the Village of Mantua sewer and water users for the month of December 2020 at the Village of Mantua rates in effect at the time and prior to date January 4, 2021 of the Transfer Agreement between the Village of Mantua and the Portage County Board of Commissioners; and

WHEREAS, changes are required to the following specific RULES: Item 1405 and 1406; now therefore be it;

RESOLVED, that this Board of Commissioners adopts the RULES Item 1405 and 1406 in its entirety, and it shall take effect and be in full force on the day of passage by the Board; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0095 - RE: AMENDMENT TO 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 Anthony J. Badalamenti, and seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Board of Commissioners has adopted Resolution 20-0290 to approve the request for installment payments of the connection charges for connections to the sanitary sewerage system in the Portage County Regional Sewer District for Daniel P. & Juli A. Holliday, (OWNERS); and

WHEREAS, it has become necessary to amend said RESOLUTION due to the OWNERS written request, for fair and appropriate cause, to change the duration of the payment of the charges in installments from 10 years to 25 years per the allowed maximum payoff period for the Oakwood Acres Subdivision PROJECT, in accordance with Portage County Water Resources, Rules and Regulations Section 1402.02; now therefore be it

RESOLVED, that this Board does agree to amend Paragraph "B" of Resolution 20-0290 such that the number of quarterly installments in which the connection charges shall be payable, shall be increased from 40 to 100; and be it further

RESOLVED, that this amendment shall be effective on the date the OWNERS record in the Office of the Portage County Recorder a fully executed affidavit under Ohio Revised Code §5301.252, which shall, among other things, identify the property that is served by the connection, identify the affidavit previously recorded in connection with Resolution 20-0290, state facts relating to the subject matter of this Resolution, and shall have attached to such affidavit a true and correct copy of this Resolution, including the approval of such by the OWNERS; and be it further

RESOLVED, that the Portage County Water Resources Department is thereupon authorized and directed to do all things necessary and desirable to give effect to this amendment, and in particular to certify to the County Auditor the amended total number of installments to be paid for the property served by the connection and the amount of each installment, which shall be maintained in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, until the connection charges are paid in full; and be it further

RESOLVED, that except as described hereinabove, Resolution 20-0290, passed in full accord with the requirements of Ohio Revised Code §6117.02(B), remains unchanged, and the validity and force of all terms and conditions in said Resolution not expressly amended by this Resolution remain unaffected; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0096 - RE: A RESOLUTION TO EXECUTE THE
AMENDMENT TO A TWENTY-FOOT
PERMANENT SANITARY SEWER
EASEMENT ON PARCEL NO. 24-041-13-00-
094-000, VILLAGE OF MANTUA, PORTAGE
COUNTY, OHIO.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, the Portage County Board of Commissioners became the owner and operator of the Village of Mantua Sanitary Sewer System on January 4, 2021 through a utility transfer agreement with the Village of Mantua Council; and

WHEREAS, the transfer agreement states the Village of Mantua shall provide the Portage County Board of Commissioners all necessary sanitary sewer easements for the operation, maintenance, repair and replacement of the sanitary sewer system; and

WHEREAS, the Village of Mantua discovered a 12-in sanitary sewer main was not installed within the existing twenty-foot permanent sanitary sewer easement on Parcel No. 24-041-13-00-094-000 and recorded in Book 416 Page 0242 of the records of Portage County; and

WHEREAS, HSC Mantua, LLC (Developer) has hired an Ohio registered surveyor to prepare a legal description of the additional lands to include the existing sanitary sewer main; and

WHEREAS, the Developer proposes to amend the existing 20-foot Sanitary Sewer Easement and grant it to the Portage County Board of Commissioners so the County can operate, maintain, repair and replace the 12-in sanitary sewer main as required; now therefore be it

RESOLVED, that this Board of Commissioners hereby approves to execute the Amendment to Sanitary Sewer Easement on Parcel No. 24-041-13-00-094-000; 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:

Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the January 28, 2021 regular meeting minutes and the Special Meeting minutes of February 2, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Commissioners

A. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners received the January 26, 2021 Amended Certificate of Estimated Resources for the year beginning January 1, 2021 as submitted by the Portage County Budget Commission.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. **JOURNAL ENTRY:** The Board of Commissioners acknowledged receipt of the January 29, 2021 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, 2021, as presented by the Portage County Auditor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9:46 AM Recessed

10:02 AM Reconvened

10:02 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body subject of pending or imminent court action. Also present: Attorney Chris Meduri. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:50 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

INFORMATION TECHNOLOGY SERVICES

Present: County Auditor Esposito, IT Chief Information Office Lloyd Alger and Budget & Finance Director Todd Bragg

A. Discussion:

1. Part-Time IT Specialist

- Mr. Alger is requesting to hire a part-time IT Specialist at an annual starting wage of \$20.11 for 28 hours per week. This is keeping up with the Clemans Nelson Wage Scale Study that was authorized by the Board of Commissioners in 2018. Mr. Alger indicated that in late 2020, their part-time IT Specialist was promoted to full-time status. This year the money that was previously allocated for the part-time hire was given to the current part-time employee. Mr. Alger indicated that this position is essential to help keep their computer systems repaired and maintained in a timely fashion. Currently, they take the Network Administrator and Systems Administrator away from their primary duties of protecting they network and servers and putting them in the field to handle service calls.
- Director Alger indicated State mandates were in effect May of 2019; they now audit our office on this type of work. Auditor Esposito said beginning May 2019, at that point the State Auditor's Office audits their work. Mr. Alger indicated they currently have 50 computer systems in the office needing deployment along with a complexly redundant storage system and backup environment. Commissioner Christian-Bennett said last year the Board of Commissioners gave your office \$160,000 to set up the 300 computers. She realizes there were delays due to COVID. What happened to that money? Mr. Alger indicated that money was not spent on contract services. Commissioner Christian-Bennett asked if that money is still available? Mr. Alger said the Auditor's, Treasurer and 2/3 of the Sheriff Department were installed. Director Bragg said there was money available for Dell to install some of them. Mr. Alger said the Clerk of Courts and Muni Court computers are here but not installed. Dell transfers data and installs PC's site for them; we still do software set up. The

difference in cost is approximately \$30 - \$60 each computer. Commissioner Christian-Bennett asked for clarification as to where the \$100,000 was spent. It was spent to move your part-time seasoned employee to full-time and bring the rest of your staff to mid-point. Mr. Alger agreed. County Auditor indicated that the Board has money, and they are not asking for much. The \$160,000 was put in the Internal Services line. Director Bragg said all that money was not used. Commissioner Kline asked what the timeline is to hire for this position. Mr. Lloyd said as soon as possible. He is trying to prioritize the duties at this point. Commissioner Badalamenti asked what the yearly cost would be for this position. Director Bragg indicated the total cost for the part-time position would be \$35,000 per year including PERS and Medicare.

- Commissioner Christian-Bennett indicated the Board would discuss this and give them their decision.

REGIONAL PLANNING COMMISSION

A. Journal Entry:

- Director Peetz indicated that an audit was done by the Ohio Development Services Agency and there was a lack of documentation for the New Horizons Fair Housing Assistance Program Grant this letter is the response to their request.
1. The Board of Commissioners signature requested on the February 4, 2021 correspondence to Shana Garrett, Office of Community Development, in response to the monitoring report for the New Horizons Fair Housing Assistance Program grant B-D-16-1CJ-1, as presented by the Regional Planning Commission.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

B. Discussion:

1. Vision and Comprehensive Plan 2050

Director Peetz indicated the purpose of the Vision Plan would be to have a much more in-depth discussion of the "big picture" for Portage County and would be used to guide the Comprehensive Plan. Both projects would be done simultaneously, and extensive community input for the Vision Plan while data gathering, map creation and community team building. The Vision Plan is optional, but a more thorough vision would greatly enhance and better define policy and goal setting decisions.

Commissioner Christian-Bennett indicated that the Comprehensive Plan needs to be continuously updated. We want to engage with other communities with their plan and collaborate.

Director Peetz indicated the cost for the Vision Plan would be \$18,631.00 and the Comprehensive Plan is \$100,857. Last year it was agreed to do the Comprehensive Plan for \$50,000 the difference would go against their debt for the RPC Office Building and Technical Assistance hours.

If the Board of Commissioners wishes to do both the Vision Plan and Comprehensive Plan at a cost of **\$68,631.00**. Director Bragg indicated that this project was not included in the budget for 2021 but could be arranged. Commissioner Christian-Bennett said it is a good investment at this point. The Board of Commissioners agreed for Director Peetz to move forward with the Vision Plan and the Comprehensive Plan. Director Bragg indicated an agreement would have to be established and approved by the Board of Commissioners. Commissioner Christian-Bennett asked Director Peetz to see if TA hours can be applied.

PUBLIC COMMENT

Ed Dean, Township Trustee asked the Commissioners to decide as soon as they can regarding the recycling. There needs to be some type of recycling and the townships need to know for budget reasons. He understands a lot of issues need to be worked out. Commissioner Christian-Bennett realizes there are issues and there needs to be a solution and Director Steiner is working on it.

Motion: by Commissioner Badalamenti, seconded by Commissioner Kline that the Board adjourn the Meeting of **February 4, 2021 at 11:40 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, 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 February 4, 2021.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Julie Gonzales, Acting Clerk