



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, February 18, 2021

9:08 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

Also attending: Bruce Smith

Recess: 9:08 AM into Solid Waste Management District Meeting
Reconvene: 9:16 AM

HUMAN RESOURCES

Present: Director Janet Kovick, Attorney Chris Meduri, and Sue Brannon, Job and Family Services.

Discussion:

1. Flex time for exempt employees

Director Kovick presented Section 17 of the Commissioners' Personnel Policy Manual regarding Flextime.

Commissioner Kline asked about Section 4b. Paid and Unpaid lunch/breaks and noted the policy states breaks may only be taken if the workload permits and Director Kovick explained it depends on the job and workload.

* * * * *

Director Kovick noted the Directors are requesting clarification on the work expectation per week and the idea of banking flextime. The current policy manual was revised in January 2020 and it indicates a Director is expected to work the hours necessary to complete the job duties assigned by the job description, however it appears the language may be too vague. Commissioner Christian-Bennett noted it would be a good idea for Directors to

keep track of their time and Director Kovick noted most do and she will send out a time sheet template for their use.

Attorney Meduri noted if the Board were to establish a baseline of 40 hours minimum, it's a significant deviation from current policy language because it says that Directors are expected to work hours necessary. Attorney Meduri also mentioned if the Board sets a minimum number of hours (ie. 40 or 45), it does not change the exempt status. An exempt employee can work 40 hours or 60 hours and not be subject to overtime. The Board does not have to provide overtime to exempt employees, but under the law the Board has discretion. The Board may want to consider anything above 45 hours per week to qualify for comp time system. Comp time for non-exempt employees is clear in the manual.

Commissioner Christian-Bennett pointed out the Board has a policy whereby if an employee accumulated flextime, it has to be used within the same pay period and Director Kovick pointed out if you're a non exempt employee that accumulate comp time, it needs to be used within the same two week pay period, however Commissioners' Directors are able to take comp time at their discretion. The Auditor's Office wanted all time tracked in MUNIS, but since it's not governed by the Fair Labor Standard Act, the Board doesn't have to pay exempt employees in the form of comp time, so it doesn't need to be tracked in MUNIS.

Director Kovick asked if the Board wants to know if a Director if flexing their time and when they are using the flex time to leave early. Commissioner Christian-Bennett responded there should be some tracking as there may be a liability component. Attorney Meduri noted if the time is not tracked in MUNIS, it needs to be tracked somewhere.

Commissioner Kline asked about employees working from home and Director Kovick replied they should be logging their time.

Commissioner Badalamenti noted if a Director is working their minimum 40 hour per week and if their lunchtime is normally not included in the 40 hours per week, a Director should be able to use that hour as flextime and suggests being able to use that time within a 4 week period or you lose it.

Director Kovick explained the lunch period is 30 minutes unpaid and some Commissioners' departments combine (2) fifteen-minute breaks with the ½ hour for lunch, for a total of one hour for lunch.

A full-time employee as specified in the policy manual needs to work 40 hours minimum and Commissioner Badalamenti noted 40 hours for a Director may be too low before providing a benefit and the Board agreed 45 hours is more adequate before earning flextime.

Director Kovick will work with the Prosecutor's Office to draft new language and she will bring a final draft back to the Board for review.

As a recap, the Board agreed to the following:

1. Normal working hours are 40 hours per week, but all Commissioners' Directors should work at least 45 hours before earning flextime.
2. The Board doesn't need to know when a Director works over, but each Director should log their time (whether working at home or in the office).
3. Director Kovick will forward a time sheet to all Commissioners' Directors for their use.
4. When Directors utilize flextime, a Request for Leave Request slip is required.

Journal Entries:

1. The Board of Commissioners accepts the resignation of Corrina Gross, JFS Fiscal Specialist for Portage County Job & Family Services, effective February 26, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. The Board of Commissioners authorized the two-week external posting of the full time JFS Fiscal Specialist, replacing Corrina Gross for Portage County Job & Family Services.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. The Board of Commissioners authorized the full time hire of Cody Ullman as a Maintenance II, replacing the position previously held by Thomas Sobczak, for Portage County Maintenance Department. Anticipated start date is March 3, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

9:45 AM In accordance with the Ohio Rev. Code Ann.121.22(G)(1), it was moved by Commissioner Badalamenti, seconded by Commissioner Kline that the Board of Commissioners move into executive session to consider the employment of a public employee and the investigation of complaints against a public employee. Also Present: Human Resources Director Janet Kovick. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

10:14 AM Upon conclusion of the above referenced discussion, it was moved by Commissioner Badalamenti, seconded by Commissioner Kline that the Board of Commissioners moves out of executive session. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

After exiting Executive Session, the Board took no action.

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

Resolutions:

1. The Board of Commissioners agrees to transfer \$18,465.01 from Fund 1414, Child Support Administration to Fund 1410 Public Assistance Fund./21-0117
 - This is the regular monthly shared cost transfer for the month of January.

**RESOLUTION NO. 21-0117 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$18,465.01 for January 2021 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$18,465.01

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$18,465.01

; 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

Discussion:

1. Streetsboro Wastewater Treatment Plant Biosolids Dryer
 - In August 2020, the Board created an emergency Journal Entry allowing Water Resources to purchase parts for the dryer from Comline, but a requisition to purchase the parts or contract was ever submitted.
 - A mechanical contractor, welder, and a coding specialist will need to be hired under separate contracts to do the repairs.
 - Staff requested quotes and the lowest quote was \$170,000, which is over the ORC stipulation of being an emergency.
 - A bid will need to be put together for hauling and then bid specs can be created for the dryer.
 - The project was halted because the Prosecutor's Office wouldn't sign the contract.
 - The Water Resources Department has started working on the hauling piece and compiling the bid documents.
 - Director Townend will reach out to Comline to ensure they are the sole source provider and request certification for the file.

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and Brakefire, Inc. dba Silco Fire & Security for Gate Prevention Maintenance./21-0118
 - Total Amount: \$2,786.00 per year.

**RESOLUTION NO. 21-0118 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF WATER
RESOURCES AND BRAKEFIRE, INC. dba
SILCO FIRE & SECURITY FOR GATE
PREVENTIVE MAINTENANCE.**

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

- WHEREAS,** the Portage County Water Resources Department has the need for gate preventative maintenance and services at 8116 Infirmary Road Ravenna, Shalersville Water Treatment Plant, 9750 Coit Road Mantua, Brimfield Water Treatment Plant, 3875 Grace Road, Kent and Streetsboro Wastewater Treatment Plant, 9501 Jefferson Streetsboro, Ohio; and
- WHEREAS,** Brakefire dba Silco Fire & Security has the ability to provide such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Silco Fire & Security, Inc., 451 Kennedy Road Akron, Ohio 44305; and be it further
- RESOLVED,** that gate maintenance and services provided under this agreement shall be an annual fee of two thousand seven hundred eighty-six dollars and 00/100 dollars (\$2,786.00); and be it further
- RESOLVED,** that the agreement is effective for three (3) years beginning March 1, 2021
- RESOLVED,** that it is hereby found and determined 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 that all deliberations of this Board 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:

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

2. The Board of Commissioners agrees to enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Scenic View Transportation, Inc. for transportation services./21-0119
 - This is for medical transportation for citizens.
 - Time Period: October 1, 2020 through September 30, 2021.
 - Total Amount: \$48,211.00

RESOLUTION NO. 21-0119

**- RE: ENTER INTO AMENDMENT NO. 1
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES ("PCJFS") AND SCENIC VIEW
TRANSPORTATION, INC. FOR
TRANSPORTATION SERVICES.**

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

- WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20200459 (the "Original Contract") on November 24, 2020 by Resolution No. 20-0711. Portage County Job & Family Services (PCJFS) is in need of shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS Workforce Investment Act (WIA) Youth to and from their place of employment and/or training site; and, PCJFS WIA Adult and Dislocated Workers to and from place of employment and/or training site; and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Scenic View Transportation, Inc. to increase the agreement by Forty-Eight Thousand Two Hundred Eleven and 00/100 Dollars (\$48,211.00) for the time period beginning October 1, 2020 through September 30, 2021; and be it further
- RESOLVED,** that total amount of this agreement is not to exceed Sixty Thousand Seven Hundred Eleven and 00/100 dollars (\$60,711.00) for the contract period October 1, 2020 through September 30, 2021; and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; 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;

3. The Board of Commissioners approves specifications and set bid date for farmland leasing./21-0120
- The last bid was for 3 years and it's now up for renewal for another 3.
 - The parcels are located on Coit Road.
 - Director Townend will verify with Water Resources Interim Director Vence that the farmland can continue to be leased.

RESOLUTION NO. 21-0120 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR FARM LAND LEASING.

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 wish to receive bids for the lease of farm land; now therefore be it

RESOLVED, that the bid specifications for farm land leasing are hereby approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on March 10, 2021; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on February 22, 2021 and a copy thereof be posted on the County's website and the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

4. The Board of Commissioners agrees to enter into an amendment no. 6 between the Portage County Board of Commissioners, Portage County Recorder and High Line Corporation dba Casnet./21-0121

- This company provides microfilming services for the Recorder's Office.
- Total Amount: \$19,000.00, which is the same as last year.
- Term: January 1, 2021 to December 31, 2021.

**RESOLUTION NO. 21-0121 - RE: ENTER INTO AN AMENDMENT NO. 6
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS, PORTAGE COUNTY
RECORDER AND HIGH LINE
CORPORATION, dba CASNET.**

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

WHEREAS, an agreement between the parties was entered into on October 8, 2015 through resolution 15-0855 and known as Portage County Contract 20150380 for microfilming services; and

WHEREAS, an amendment no. 1 between the parties was entered into on October 10, 2016 through resolution 16-0857 and known as Portage County Contract no. 20160428; and

WHEREAS, an amendment no. 2 between the parties was entered into on July 18, 2017 through resolution 17-0511 and known as Portage County Contract no. 20170331; and

WHEREAS, an amendment no. 3 between the parties was entered into on March 1, 2018 through resolution 18-0112 and known as Portage County Contract no. 20180260; and

WHEREAS, an amendment no. 4 between the parties was entered into on March 6, 2019 through resolution 19-0134 and known as Portage County Contract No. 20190260; and

WHEREAS, an amendment no. 5 between the parties was entered into on January 15, 2020 through resolution 19-0811 and known as Portage County Contract No. 20200260; and

WHEREAS, the parties wish to extend said agreement for an additional term, to commence on January 1, 2021 and terminate on December 31, 2021; and

WHEREAS, in consideration of the services to be provided by High Line Corporation, dba Casnet the County shall pay High Line Corporation, dba Casnet in the amount not to exceed Nineteen thousand and 00/100 dollars (\$19,000.00) from the Recorder's computer fund; and

WHEREAS, all other terms and conditions remain the same as the previous amendment; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into amendment no. 6 with High Line Corporation, dba Casnet in the amount not to exceed Nineteen thousand and 00/100 dollars (\$19,000.00) for the term of January 1, 2021 through December 31, 2021; and be it further

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

Discussion:

1. Presentation of Resolutions:

Last year, the Board wanted each department to present their own resolutions as opposed to previous years where all applicable resolutions came through Director Townend. This year, the Board would like Director Townend to present all applicable resolution as it's much more efficient.

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg

Resolutions:

**RESOLUTION NO. 21-0122 - RE: BILLS APPROVED AND 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 18, 2021 in the total payment amount of **\$922,698.80, including late fees finance charges, interest & penalties amounting to \$62.15 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 21-0123

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

RESOLUTION NO. 21-0124 - 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:

02/18/21	596	\$4,347.00
02/18/21	597	5,477.00
02/18/21	628	14,886.15
02/18/21	629	11,561.24
02/18/21	630	11,132.20
Total		\$47,403.59

; 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. 21-0125 - 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 **\$692,561.78** dated **February 18, 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. 21-0126 - RE: TRANSFER FROM FUND 1001,
CERTIFICATE OF AUTO TITLE, TO FUND
0001, GENERAL FUND**

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

WHEREAS, the Clerk of Courts has declared \$3,600 in fund 1001 certificate of auto title to be in excess of what is needed for operations, as outlined in ORC 325.33; now therefore be it

RESOLVED, that the transfer in the amount of \$3,600 be made as follows:
FROM (Debit):
FUND 1001, Certificate of Auto Title
ORGCODE: 10014017 910000 \$3,600

To (Credit):
FUND 0001, General fund
ORGCODE: 00100002 280000 \$3,600

;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 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;

Journal Entries:

Director Bragg reported both Satisfactions are from 2003.

1. The Board of Commissioners signed the Satisfaction of Mortgage form for Windham Hardware of 9155 North Main Street, Windham, OH 44288 to secure payment of \$30,000.00. The original document will be recorded by Neighborhood Development Services, Inc.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. The Board of Commissioners signed the Satisfaction of Mortgage form for Windham Hardware of 9155 North Main Street, Windham, OH 44288 to secure payment of \$23,000.00. The original document will be recorded by Neighborhood Development Services, Inc.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

BUILDING DEPARTMENT

Present: Director Randy Roberts and Deputy Director Joe Bodnar

Discussion:

1. Township & Village Fee Reduction

Director Roberts would like to establish a reduction in standard Building Department fees by 50% for Townships and Village. In the past when Townships and/or Village constructed a community owned building, the Board has either waived the fees or provided a 50% reduction.

Freedom Township has inquired about a possible reduction and Director Roberts prepared a draft resolution for Board consideration.

Resolutions:

RESOLUTION No. 21-0127

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**RE: RESOLUTION TO ADOPT NEW PORTAGE
COUNTY BUILDING DEPARTMENT FEE
REGULATIONS FOR THE PORTAGE
COUNTY TOWNSHIPS AND VILLAGES**

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

- WHEREAS,** the Portage County Building Department is the authority having jurisdiction for all of the County Townships as established in Chapters 3781 and 3791 of the Ohio Revised Code and for all the County Villages as established in legal agreements with each; and
- WHEREAS,** the Portage County Building Department has established fees for the required applications, plan reviews, permits and inspections as adopted under current Resolution by the Board of Commissioners, and
- WHEREAS,** the County Townships and Villages from time to time may make application to the Portage County Building Department for construction projects which are under the authority of the Portage County Building and are owned by that County Township or Village, which would be subject to the established fees for applications, plan reviews, permits and inspections, and therefore let it be;
- RESOLVED,** that the Board of Commissioners finds it correct to establish a 50% reduction for the Portage County Building Department fee schedule for the County Township and Village owned construction projects, and therefore let it be further;
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions at this meeting concerning and relating to the adoption of this resolution were taken in an open meeting by the Board of Commissioners and that all deliberations that resulted in those formal actions were in a 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;

The Board discussed next Tuesday's regularly scheduled meeting and agreed to add a meeting with Director Bragg at 11:00 AM.

BOARD OF ELECTIONS

Present: Director Faith Lyon, Deputy Director Terrie Neilsen, Elayne Cross, Denise Smith, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

Discussion:

1. Office Improvements

- The Board of Elections met with the Board to discuss the purchase and install of a new Kardveyor that will replace two existing machines purchased 1995 and 2000.
- A line item has been established for the Kardveyor and the machine will cost just over \$46,000. If existing shelving cannot be utilized, the price will increase.
- The vendor is scheduled to begin work the first week in June and will need access to the County's loading dock.
- Once the Kardveyor has been removed, Director Lyon and Director Nielsen would like to have the office reconfigured, painted, new carpet, a partial wall removed, a new ADA compliant countertop and 120v power supply installed for the new machine and power for the cubicles.
- Funding is available for most items.
- A quote of \$32,000 has been received for office furniture and rewiring costs at \$6,000.
- The timeframe for removal of the Kardveyor is a 2 week process, but they will coordinate use of the dock so as not to interfere with regular scheduled drop offs.
- Director Townend noted the Maintenance staff can assist, but they have limited staffing and are required to complete UV cleaning.
- The May election will be certified May 26th and then staff will be able to move their items.
- The removal order should be the counter, cubicles and then the Kardveyor.
- The cubicles will be made available to other departments as they still have life in them but are too small for the renovations.
- The Board of Elections is not looking for funding for the purchases, but rather for the labor to remove the counter, cubicle and wall and to paint, remove/replace carpet and 2 electrical projects (installation of the 120v and electric to the cubicles).
- The counter will be purchased and installed by the vendor.

2. Generator

The Board of Elections needs to have electric back up during election cycles and it does not appear the Board of Elections is on the County's system, nor is there additional room to add them. Director Townend is attempting to get a quote and she will also talk to Office of Homeland Security and Emergency Management Director Ryan Shackelford about utilizing one of his generators and to Water Resources Director Vence as a trailer with a generator was included with the purchase of Mantua Village Water System.

The Board agreed the asks seem reasonable and agreed to move forward with the requests.

PUBLIC COMMENT

Present: Major Larry Limbert, Sheriff's Office

Major Limbert explained the Sheriff talked about having a meeting with the Commissioners at NEOMED and there was concern about having it as part of a Commissioners' regular session, but he's decided that is not going to happen. The Sheriff will still hold the meeting and invites the Board to attend on February 25, 2020 at 6:00 PM at NEOMED.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the February 11, 2021 regular meeting minutes.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Commissioners

Resolutions:

RESOLUTION No. 21-0128 - RE: RESOLUTION URGING GOVERNOR DEWINE AND THE OHIO DEPARTMENT OF PUBLIC HEALTH TO INCLUDE LAW ENFORCEMENT OFFICERS IN TIER 1B REGARDING THE DISTRIBUTION OF COVID-19 VACCINE AND TO INCREASE THE AMOUNT OF VACCINE SENT TO PORTAGE COUNTY TO ACCOMPLISH THIS REQUEST

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

WHEREAS, Ohio's law enforcement officers and the members of the Portage County Sheriff's Department provide an essential service to Portage County in keeping our community safe; and

WHEREAS, the members of the Portage County Sheriff's Department are at great risk of contracting the Coronavirus. In fact, it has been reported that 409 law enforcement officers in the United States have died of COVID-19; and

WHEREAS, A COVID-19 antibody study done by Mercy Health in Toledo, Ohio indicates that police officers are at a higher risk of contracting COVID-19 than other first responders; and

WHEREAS, the Center for Disease Control has determined that law enforcement personnel should be in the first tie; and

WHEREAS, law enforcement officers are not included in the first tier of people who are eligible to get the COVID-19 vaccine as determined by the State of Ohio but continue to be at risk of contracting the virus; and

WHEREAS, Ohio Attorney General Dave Yost; the Fraternal Order of Police of Ohio and the Ohio Association of Chief's of Police have recently urged Governor DeWine to include law enforcement in Tier 1B; and

WHEREAS, the Portage County Combined General Health District only receives approximately 200 doses of the vaccine per week; now therefore be it

RESOLVED, The Portage County Board of Commissioners formally requests Ohio Governor Mike DeWine to include Ohio's law enforcement personnel in Tier 1B in the Ohio Department of Health's vaccine priority designation and increase the amount of vaccine being provided to (your county) County to accomplish this request; and be it further

RESOLVED, that it is hereby found and determined 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 that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the Month of January 2021, received on February 9, 2021 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for November 2020, December 2020 and January 2021 as presented by the Portage County Sheriff's Department.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for January 2021, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. The Board of Commissioners acknowledged receipt of the February 12, 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 Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg

Discussion:

1. Vehicles

- The Board will need to start moving forward soon with vehicle replacements.
- GM has cut off new orders so any vehicles purchased would come straight from dealer overstock.
- Ford is still taking order for vehicles and the Sheriff's Department has expressed interest in the Tahoe's.

2. Regional Airport Authority - Nanway Parkway

- If the Board moves forward with the Regional Airport, it would be one of the first projects Director Bragg recommends.
- If the Board wants the County Engineer to do the paving, it will need to have Mr. Marozzi evaluate the area first and provide an estimate.
- The County Engineer is currently putting his paving projects together and the Board may want to notify him sooner than later.
- The Board agreed to get an estimate from the County Engineer and Director Bragg will coordinate.
- The County Engineer can complete the project, but it needs to be paid for out of General Fund monies.

3. Commissioners' Records Stored at the Records Center

- There are 364 boxes of Commissioners' records currently stored at the Records Center.

- The Board agreed to have the records returned to the 7th floor by means of a moving company to be coordinated through Internal Services, so staff can through the records and destroy according to the Retention policy.
 - Commissioner Badalamenti noted Solid Waste does have the capacity to shred, but you must get the documents to the facility.
 - Commissioner Christian-Bennett suggests the Board look at getting a shredding company for the County's shredding and she will mention it again to Director Townend for additional investigation.
4. Commissioners' Contract Copies 1997-2003 at the Records Center
- Currently, original contracts are kept in the office of Internal Services and the Commissioners' Office retains a scanned copy for the record.
 - There are several boxes at the Records Center that contain copies of contracts from 1997-2003 that the Board agreed could be shredded.
 - The Board agreed it doesn't need to continue to keep copies in the Commissioners' Office as long as Internal Services holds the originals for the required retention period.

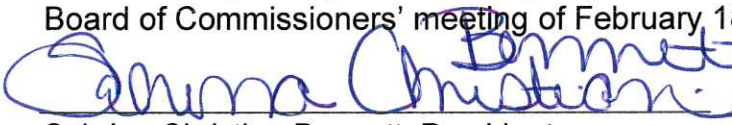
The Board asked that Director Bragg come in on Tuesday to discuss outstanding budget issues.

Motion: by Commissioner Kline, seconded by Commissioner Badalamenti that the Board adjourn the Meeting of **February 18, 2021 at 11:20 AM.**

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

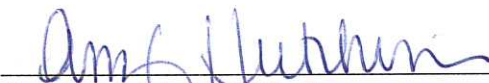
Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of February 18, 2021 at 11:20 AM.


Sabrina Christian-Bennett, President


Anthony J. Badalamenti, Vice President


Vicki A. Kline, Board Member


Amy Hutchinson, Clerk