



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, March 4, 2021

9:00 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 present throughout the day: Barb Tittle, Ed Basta, Alex Jacobs, and Brian Ames

Recessed: 9:00 AM into Solid Waste Management District Meeting

Reconvened: 9:02 AM

### **WATER RESOURCES**

Present: Interim Director John Vence

### **Discussion:**

1. Memo to request to advertise and receive bids for biosolids truck transportation services.

The Streetsboro Wastewater Treatment Plant currently uses truck transportation services to haul and remove the sludge out of the facility to the Countywide Landfill for disposal. The proposed request and authorization to advertise and receive bids will provide for the truck transportation services to continue. The ensuing contract is intended to provide the Portage County Water Resources Department with a competitive bid price and contract to dispose of dewatered biosolids generated at the Streetsboro facility of which handles the sludge production for all the wastewater treatment facilities under our control.

The Board agreed to move forward with the request to advertise for competitive bid and Interim Director Vence will provide a Journal Entry to move forward for Board consideration later today. (note: Internal Services Director JoAnn Townend will bring the Journal Entry back next week for consideration).

Present: Sue Brannon

**RESOLUTION NO. 21-0148      -      RE:    TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1410, PUBLIC  
ASSISTANCE FUND**

**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

**RESOLVED,** that the following transfer of funds be made in the amount of \$30,680.59 for the month of March 2021 as reviewed and recommended by the Department of Job & Family Services:

Object: 910000 – Transfer Out \$30,680.59

Project: NONE	\$30,680.59
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**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

0261.

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;  
 • The resolution is for the regular monthly mandated share for March 2021.

**RESOLUTION NO. 21-0149 - RE: TRANSFER FROM FUND 1413, WIA 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 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 \$17,990.16 for October 2020 - January 2021 for Opioid #3 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

\$ -0-

Project 3B278

\$ -0-

Project 3A259

\$ -0-

Project 3B259

\$ -0-

Project 3B277

\$ 17,990.16

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$ 17,990.16

; 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;  
• This is the RMS that is transferred from WIA to Public Assistance for opioid only for October 2020-January 2021.

**RESOLUTION NO. 21-0150 - RE: TRANSFER FROM FUND 1413, WIA 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 JFS WIA Fund owes the Public Assistance Fund for One Stop sharing 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 \$21,336.62 for the 1st Qtr SFY21 Jul-Sep 2020 adjustment 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

\$10,668.31

Project 3B278

\$10,668.31

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$21,336.62

; 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;  
 • This is the quarterly MOU for running the Resource Center at the OMJ for first quarter SFY21 July-September 2020

**RESOLUTION NO. 21-0151 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY 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 Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$195,000.00 for 4<sup>th</sup> Qtr payment #4 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**  
FUND 1415, CHILD WELFARE SPECIAL LEVY FUND  
 ORGCODE - 14150519  
 Debit Expense Account  
 Object: 912000 – JFS Shared

Project 5SHAR

\$195,000.00

**TO:**

**FUND 1410, PUBLIC ASSISTANCE FUND**

**ORGCODE - 14100512**

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$195,000.00

; and be it further

**RESOLVED,**

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

**RESOLVED,**

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

Roll call vote as follows:

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

- This is the shared transfer from the Levy fund to the Public Assistance, Payment No. 4 for 4<sup>th</sup> quarter.

**RESOLUTION NO. 21-0152**

-

**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

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 has agreed to provide the local match for Child Support IV-D contract payments; and

**WHEREAS,**

it is necessary to do a transfer from the General Fund; now therefore be it

**RESOLVED,**

that the following transfer of funds be made in the amount of \$14,463.67 for February 2021 IV-D contract payments local match for Domestic Court August-October 2020 and Security 2020 services 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

\$14,463.67

**TO:**FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE

\$14,463.67

; 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;

- This is the local share of the Child Support contract payments for February for Domestic Court for August-October of 2020 and Security for 2020.

**MISCELLANEOUS ITEMS**

The Board of Commissioners approves the February 25, 2021 regular meeting minutes and the Special meeting minutes of March 2, 2021.

**Motion: Commissioner Badalamenti****Seconded: Commissioner Kline**

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

**Motion Carries**

## Dog Warden

### **Resolutions:**

**RESOLUTION NO. 21-0167** - **RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.**

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

<b>Name</b>	<b>Address</b>	
Ohio Pet Plate Fund Grant	2280 Henderson Rd #207 Columbus Oh 443220	\$2,500
LaVella A. Fronek	996 Frost Rd Streetsboro, Oh 44241	\$100
Diane Parr	3022 St Rt 59 Lot E-32 Ravenna Oh 44266	\$25
John & Linda Allen	5894 Waterloo Rd Atwater Oh 44201	\$25

; 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; Anthony J. Badalamenti, Yea;

### **Regional Planning Commission**

### **Journal Entry:**

1. In accordance with Chapter II of the Requirements of the draw down system procedures manual, the Board of Commissioners agrees to sign the Ohio Department of Services Agency Authorized Signature Cards for Request for Payment and Status of Funds Report for ICJ as presented by the Regional Planning Commission.



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

## **Commissioners**

### **Journal Entries:**

1. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for January 2021.

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

2. The Board of Commissioners acknowledged receipt of the February 23, 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 Kline, Yea; Commissioner Christian-Bennett, Yea;  
 Commissioner Badalamenti, Yea;  
**Motion Carries**

3. The Board of Commissioners acknowledged receipt of the February 26, 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 Kline, Yea; Commissioner Christian-Bennett, Yea;  
 Commissioner Badalamenti, Yea;  
**Motion Carries**

4. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and meals served to prisoners for December 2020.

**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline

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

5. The Board of Commissioners acknowledged receipt of the 2020 Annual Report, as presented by the Portage County Municipal Court Presiding and Administrative Judge Kevin Poland.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **HOMELAND SECURITY & EMERGENCY MANAGEMENT**

Present: Director Ryan Shackelford and Department of Budget and Financial Management  
Director Bragg

#### **Resolutions:**

1. The Board of Commissioners agrees to adopt the 2021 Portage County Multi-Jurisdictional Hazard Mitigation Plan Update./21-0147
  - This is a process the department goes through every 5 years and has been approved by State and Federal and the final piece is the formal adoption of the resolution.

**RESOLUTION NO. 21-0147      -      RE:   ADOPT THE 2021 PORTAGE COUNTY  
MULTI-JURISDICTIONAL HAZARD  
MITIGATION PLAN UPDATE.**

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

**WHEREAS**, in October of 2000, the President of the United States signed into law the "Disaster Mitigation Act of 2000" (Public Law 106-390) to amend the "Robert T. Stafford Disaster Relief and Emergency Act of 1988" which among other provisions requires local governments to adopt a mitigation plan in order to be eligible for hazard mitigation funding; and

**WHEREAS**, the latest Portage County Multi-Jurisdictional Hazard Mitigation Plan was approved by the Portage County Board of Commissioners by Resolution 16-0214 on March 8, 2016; and

**WHEREAS**, federal mitigation planning regulations require local mitigation plans to be updated and resubmitted to the Federal Emergency Management Agency (FEMA) for approval every five years in order to continue eligibility for hazard mitigation assistance programs; and

**WHEREAS,** Portage County Office of Homeland Security and Emergency Management Agency with the assistance of the Burton Planning Services, LLC and the Portage County Mitigation Planning Committee held public planning meetings from February 2020 through July 2020 to review and revise the Portage County Multi-Jurisdictional Hazard Mitigation Plan as required by law; and

**WHEREAS,** during the revision process of the Portage County Multi-Jurisdictional Hazard Mitigation Plan, the Portage County Office of Homeland Security and Emergency Management Agency together with diverse stakeholders within the jurisdictions has identified and submitted mitigation goals and actions to reduce or eliminate long-term risk to people and property within Portage County from the impacts of future hazards and disasters; and

**WHEREAS,** on February 22, 2021, the Portage County Office of Homeland Security and Emergency Management Agency was notified that the Portage County Multi-Jurisdictional Hazard Mitigation Plan has received approval from the Federal Emergency Management Agency (FEMA) and that all jurisdictions should proceed with adoption; now, therefore, be it

**RESOLVED,** the Portage County Board of Commissioners approves and adopts the 2021 Portage County Multi-Jurisdictional Hazard Mitigation Plan update as presented by the Portage County Office of Homeland Security and Emergency Management Agency; 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;

**Discussion:**

1. Approval of Public Health employees to drive EMA assets around the vaccination sites.

**JOURNAL ENTRY:** The Board of Commissioners hereby authorizes that employees of the Portage County Combined General Health District who operate Portage County Emergency Management Agency vehicles during the present public health emergency, to be covered under and pursuant to the Board of Commissioners' insurance coverage through CORSA, including liability and motor vehicle insurance coverage. This authorization is in addition to and does not waive any governmental immunity the Portage County Combined General Health District and the Portage County Board of Commissioners have pursuant to R.C. Chapter 2744.

**Motion:**      **Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

**2. EMA budget and Capital Purchases**

Director Shackelford presented and discussed the Office of Homeland Security and Emergency Management's budget. A pay period 13 is considered the 7<sup>th</sup> Quarter for the Emergency Management Performance Grant and a 19 pay period is considered the 8<sup>th</sup> Quarter Emergency Management Performance Grant. CARES and the FEMA Public Assistance program have offset the department's budget, the department is drastically under budget. It's a priority of the department to expend all available grant dollars as they may not be available the following year.

Capital projects include \$5,000 for a Radio Frequency Study; \$4,500 for Emergency Operations Center chairs, and \$10,000 for Emergency Management Performance Grant Supplemental COVID-19 (COOP Plan and Pre-Disaster Recovery Plan) are already included.

The Department is expected to go into the 8<sup>th</sup> Quarter of the grant and an estimated surplus of \$52,000-\$53,000.

Director Shackelford would like to purchase a new truck to assist with hauling the assets at Station 30. Currently, there's an F-350 (60,000 miles) and the F-550 (11,000 miles) purchased in 2005 and 2006. The F-550 is in great shape and the F-350 had miscellaneous issues this year. The primary job of the F-550 is to haul the decontamination trailer and Director Shackelford met with the Fire Chiefs on Tuesday and they disagree about moving the trailer to Stark County. Each year Stark County requests ownership of the trailer and that includes the pickup.

This purchase does not consider the removal of an asset, it would be in addition to while there's a surplus of funding.

Director Bragg noted the Board will need to decide whether it wants to continue with all of the assets at Station 30 with the understanding that other replacements would come. If the F-350 is replaced, the old F-350 would be kept as backup pending the decision of other assets the Board decides to remove. Once the Board moves forward with the assets to transfer, a decision could be made as to which vehicles could be declared surplus and auctioned off.

Director Shackelford is currently doing research on Station 30 by talking to the Red Cross, Public Health, the Fire Chiefs' Association, and Hazmat Urban Search and Rescue Commanders and most are in favor of keeping the centralized location at Station 30. Director Shackelford noted they do pay for utilities but not for repairs. Director Bragg noted the central location of the equipment is the most important aspect, but keeping the facility is the issue that needs to be discussed.

Director Shackelford noted Station 30's heating system occasionally stops working, the doors are having trouble going up and down, and new gravel was delivered, but overall it's generally bare bones. Director Bragg explained several electric repairs should be adjusted.

Director Shackelford noted the department had a surplus during COVID of 14,000 N-95 masks in stock and asked if the Board wanted a certain amount of critical medical supplies, water, and MRE's stored at the County level due to the continuous disruptions and the Board agreed.

Director Shackelford will work on getting a quote for the vehicle and a resolution will be forthcoming.

Commissioner Kline thanked Director Shackelford for his leadership during the COVID-19 and noted Portage was copied by other Counties because of the outstanding job the department did.

## **HUMAN RESOURCES**

Present: Director Janet Kovick

### **Discussion:**

#### **1. Water Resources Director Posting Update**

Director Kovick reported the Director's posting expired yesterday and they received 11 applications with 3 meeting the qualifications of a Professional Engineering license. The Board agreed it would review the 3 applicants and then set up interviews. Commissioner Kline mentioned Director Vence asked if a couple managers could sit in during the interview process and she believes it would be a good idea and Commissioner Badalamenti agreed. Commissioner Christian-Bennet suggests the Board decide who are the top candidates and have them meet with the Water Resources Department and take a tour. Commissioner Kline noted she is not an expert on the subject and Director Kovick recommends a two-step process whereby the Board could be the first step and the Water Resources Department would be the second. Commissioner Christian-Bennett would like each candidate to be introduced to the managers to ask questions and then the managers can conduct their interviews and the Board agreed.

#### **2. Visiting County Administrators**

The Board originally planned to have 3 current County Administrators and a former County Administrator talk to the Board via Zoom on March 11, 2021, to discuss their County's structure and responsibilities. Since the Board discontinued its capacity to Zoom, Commissioner Christian-Bennett suggested Director Kovick contact them via telephone and one Commissioner will sit in on each phone call and report back to the Board. Director Kovick will contact the Administrators as to the change in plans.

### **Journal Entries:**

1. The Board of Commissioners authorized the full time hire of Krisha McCoy as a Social

Service Worker 3, replacing the position previously held by Danyelle Love, for Portage County Job & Family Services. Anticipated start date is March 22, 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 Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

2. The Board of Commissioners accept the retirement of Lorie Ann Hohman, JFS Job Counselor, for Portage County Job & Family Services, effective April 7, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

9:35 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti that the Board of Commissioners move into executive session to consider the investigation of complaints against a public employee. Also Present: Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea;

9:43 AM Upon conclusion of the above referenced discussion, it was moved by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting Executive Session, the Board took no action.

#### **PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES**

##### **Resolutions:**

**RESOLUTION No. 21-0153       -       RE:    ACCEPT PROPOSAL OF GPD GROUP AND  
ENTER INTO AGREEMENT FOR  
PROVIDING DESIGN AND PLAN  
PREPARATION SERVICES FOR THE  
BRIMFIELD TOWNSHIP PROJECT KNOWN  
AS HOWE ROAD CULVERT  
REPLACEMENT.**

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

**WHEREAS,** the County Engineer serves as an engineering advisor to the Township Trustees for the maintenance, widening and repair of their highways, and

**WHEREAS,** the Brimfield Township Trustees have requested the assistance of the Portage County Engineer for the Brimfield Township project known as **Howe Road Culvert Replacement**, and

**WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform design and plan preparation services for the Brimfield Township project known as **Howe Road Culvert Replacement**, and

**WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 20-0710, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2021 and 2022; and

**WHEREAS,** the Portage County Engineer, on behalf of Brimfield Township, selected GPD Group from the list of consultants who have a statement of qualification on file for 2021 and 2022, to submit a technical and fee proposal to provide design and plan preparation services for the Brimfield Township project known as **Howe Road Culvert Replacement**, and

**WHEREAS,** the Portage County Engineer, upon review of the proposal from GPD Group, recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of GPD Group and authorizes the Portage County Engineer to enter into an agreement for providing design and plan preparation services for the Brimfield Township project known as **Howe Road Culvert Replacement**; and be it further

**RESOLVED,** that a contract be entered into with GPD Group, 5595 Transportation Boulevard, Suite 100, Cleveland, Ohio 44125 at a not to exceed cost of \$32,500.00; and be it further

**RESOLVED,** that the Brimfield Township Trustees have prepaid to the Portage County Engineer the cost of these services; 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 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. 21-0154 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND C.F. CLEM EXCAVATING FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS**, an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS**, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Roy and Kelly Marsh, 5232 Newton Falls Road, Ravenna, Ohio qualifies for replacement under this program, and

**WHEREAS**, C.F. Clem Excavating, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$14,275.00 now therefore be it

**RESOLVED**, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and C.F. Clem Excavating in the amount of \$14,275.00 to perform the agreed upon services; and be it further

**RESOLVED**, that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED**, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; 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. 21-0155 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND GEORGE GIBSON EXCAVATING FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS**, an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS**, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Robert Altemus, 12275 Brosius Road, Garrettsville, Ohio qualifies for replacement under this program, and

**WHEREAS**, George Gibson Excavating, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$12,500.00, now therefore be it

**RESOLVED**, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and George Gibson Excavating in the amount of \$12,500.00 to perform the agreed upon services; and be it further

**RESOLVED**, that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED**, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; 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. 21-0156 - RE: ENTER INTO A LETTER OF  
ARRANGEMENT BETWEEN PORTAGE  
COUNTY AND THE AUDITOR OF STATE TO  
AUDIT THE FINANCIAL STATEMENTS AS  
OF AND FOR THE YEAR ENDED  
DECEMBER 31, 2020.**

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

**WHEREAS,** Portage County must have an audit of the financial statements as of and for the year ended December 31, 2020; and

**WHEREAS,** the Auditor of State will provide the services needed to meet the needed requirements; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a letter of arrangement with the Auditor of State of Ohio for the completion financial statements for the year ended December 31, 2020; and be it further

**RESOLVED,** that the service under this agreement shall not exceed One hundred seven thousand, ninety-two and 00/100 dollars (\$107,092.00); 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. 21-0157 - RE: ENTER INTO AMENDMENT NO. 7 BETWEEN  
THE BOARD OF COMMISSIONERS AND**

**CORRECTIONAL HEALTHCARE  
COMPANIES LLC FOR INMATE HEALTH  
CARE SERVICES.**

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

**WHEREAS,** an agreement between the Board of Commissioners and Correctional Healthcare Companies was entered into on January 23, 2014 through resolution 13-0321 known as Portage County Contract No. 20140101 for inmate health care services for all detainees of the Portage County Justice Center; and

**WHEREAS,** an amendment no. 1 between the parties was entered into on May 12, 2016 through resolution 16-0145 and known as Portage County Contract 20160279; and

**WHEREAS,** an amendment no. 2 between the parties was entered into on May 2, 2017 through resolution 17-0025 and known as Portage County Contract 20170291; and

**WHEREAS,** an amendment no. 3 between the parties was entered into on June 12, 2018 through resolution 18-0330 and known as Portage County Contract 20180312; and

**WHEREAS,** an amendment no. 4 between the parties was entered into on April 23, 2019 through resolution 19-0217 and known as Portage County Contract 20190287; and

**WHEREAS,** an amendment no. 5 between the parties was entered into on April 23, 2020 through resolution 20-0262 and known as Portage County Contract 20200309 renewing the services through April 30, 2020 at 11:59 p.m.; and

**WHEREAS,** an amendment no. 6 between the parties was entered into on May 1, 2020 through resolution 20-00393 and known as Portage County Contract 20200336 to provide inmate health care services; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Amendment No. 7 between the Board and Correctional Healthcare Companies LLC to provide for staffing credits and staffing credit reconciliation reports; 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;

**RESOLUTION NO. 21-0158      -      RE:      ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES AND THE PORTAGE COUNTY  
SHERIFF.**

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

- WHEREAS,**      PCJFS has been designated by the Portage County Board of Commissioners as the public children services agency for Portage County, Ohio; and
- WHEREAS,**      Portage County Job & Family Services is the recipient of funds that may be used for the care, placement, and treatment of abused, neglected, and dependent children and/or exploitation of senior adults, which may include compensation for one or more Sheriff's deputies to investigate matters involving the abuse and neglect of children and abuse, neglect and/or exploitation of senior adults; and
- WHEREAS,**      the Portage County Sheriff holds itself capable of providing these services, now therefore be it resolved
- RESOLVED,**      that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board of Commissioners, Portage County Job & Family Services ("PCJFS") and the Portage County Sheriff for the period January 1, 2021 through December 31, 2021, with successive one (1) year renewals contingent upon funding; and be it further
- RESOLVED,**      that total compensation for the initial term of this agreement shall not exceed One hundred Thirty-nine Thousand, Five hundred Sixty-one and 00/100 dollars (\$139,561.00); 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. 21-0159**

- **RE: ENTER INTO A CLEANING SERVICES AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY SHERIFF AND LANGSTON'S ULTIMATE CLEANING SERVICES INC.**

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

**WHEREAS,** the Portage Sheriff's Department has the need for cleaning services in the Justice Center (Lobby, offices, special rooms, conference rooms, hallways, dispatch, detective's room, all restrooms and locker areas, coffee area and kitchen areas); and

**WHEREAS,** Langston's Ultimate Cleaning Services, Inc. has considerable experience and expertise in cleaning services and is willing and able to provide these services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a cleaning services agreement on behalf of the Portage County Sheriff with Langston's Ultimate Cleaning Services, Inc., P.O. Box 24, Ravenna, OH 44266, for the period March 8, 2021 through March 7, 2022; and be it further

**RESOLVED,** that the total amount per month for the services under this Agreement is not to exceed Three thousand two hundred forty-one and 33/100 dollars (\$3,241.33); 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. 21-0160**

- **RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON**

**BEHALF OF THE PORTAGE COUNTY  
SHERIFF AND LEXIPOL.**

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

**WHEREAS,** the Portage County Sheriff is in need of an on-line platform to manage and update their policies & procedures, policies that reflect up-to-date industry standards and best practices, contents specific to the laws & practices of the State, daily scenario-based training that reinforces the Sheriff's office policies, timely updates in response to new legislation and case law and sets an ease of meeting accreditation standards; and

**WHEREAS,** Lexipol's scope of service will provide: Policy manual, daily training bulletins, policy updates, web-based delivery platform and mobile app, reports, supplemental publication service and law enforcement operations procedures; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board on behalf of the Sheriff and Lexipol, 2611 Internet Blvd., Suite 100, Frisco TX 75034 Inc. for a period of one (1) year beginning on or about March 8, 2021 and ending on March 7, 2022. Amounts due in this agreement are: a one-time implementation fee of \$13,809.95 and an annual subscription fee of \$11,393.60 for a total amount of \$25,203.55; 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;

**DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg

Director Bragg indicated Resolution No. 2 is not needed today and he will follow up with the Auditor's Office about the Wire Transfers.

**Then & Now's**

There continues to be a few invoices from November and December that should be cleared up by now, but the Auditor's Office changed the contract and purchase order process and it's

taking a bit longer for departments to process. Director Bragg will follow up on the issue to ensure that's continues to be the case. The process was changed because some of the departments weren't handling the year end carry-overs and it was causing issues with the reporting.

**Resolutions:**

**RESOLUTION NO. 21-0161        -        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 March 4, 2021 in the total payment amount of **\$2,634,526.85, including late fees finance charges, interest & penalties amounting to \$75.42 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. 21-0162**

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

- The wires are holding for signatures.

**RESOLUTION NO. 21-0163        -        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:

03/04/21	140	\$3,080.00
03/04/21	141	4,444.36
03/04/21	142	846.39
03/04/21	143	1,125.00
03/04/21	153	1,125.00
03/04/21	162	6,800.00
03/04/21	166	432.29
Total		\$17,853.04

; 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. 21-0164                      -                      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 **\$639,006.50** dated **March 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. 21-0165      -      RE:      Transfer From Fund 1201, Motor Vehicle Gas Tax To Fund 4247, Lakewood Road/Menough Road Resurfacing**

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 approved an operating transfer; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$6,818.00:

**FROM:**

**FUND 1201, Motor Vehicle Gas Tax Fund**

ORGCODE- 12018109

Debit Expense Account

Object: 910000 – Transfers Out

**\$6,818.00**

TO:

**FUND 4247, Lakewood Rd/Menough Rd Resurfacing**

ORGCODE – 42478102

Credit Revenue Account

Object: 280000 - Transfer In

Project: CG26V

\$6,818.00

;and be it further

**RESOLVED,**

that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the County Engineer 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;  
• This resolution transfers is moving money from Gas Tax for a project fund for the County Engineer.

**RESOLUTION NO. 21-0166**

-

**RE: SETTING THE INITIAL SURCHARGE RATE FOR THE VILLAGE OF MANTUA SEWER AND WATER CUSTOMERS ESTABLISHED IN THE TRANSFER AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE VILLAGE OF MANTUA.**

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 (Agreement) with the Village of Mantua Council, Portage County Board of Commissioners Resolution 20-0809 and Village of Mantua Council Ordinances 2019-49 and 2020-54; and

**WHEREAS,** the Portage County Board of Commissioners and Village of Mantua Council agreed per Section 6.3.1 of the Agreement to establish a monthly Surcharge Rate for sewer and water service for the residents of the Village of Mantua in the Agreement; and

**WHEREAS,** the initial Surcharge Rates were calculated in Appendix R of the Agreement establishing the Equivalent Surcharge Unit (ESU) at \$37.64 for water service and \$26.91 for sewer service and \$64.56 for combined sewer and water customer; and

**WHEREAS,** a single-family residential home is equal to one ESU; and

**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 modified Item 1009, 1010, 1300, 1401, 1402, 1403, 1405 and 1406, Resolution 21-0094 adopted February 4, 2021 last modified Item 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,** the RULES provide the County authority to bill the Village of Mantua sewer and water users a surcharge; and

**WHEREAS,** the County and the Village of Mantua by the First Amendment to the Transfer Agreement agreed that the Surcharge would be charged monthly beginning with the first month of the regular monthly billing period for the Village of Mantua Service Area and continuing thereafter in accordance with the terms of the Transfer Agreement; now therefore be it

**RESOLVED,** that this Board of Commissioners in accordance with Ohio Revised Code, Portage County Water Resources Rules and Regulations, and the aforementioned Transfer Agreement and First Amendment does hereby set the Village of Mantua Service Area Equivalent Surcharge Unit (ESU) Surcharge Rate at \$37.64 for water service and \$26.91 for sewer service and \$64.56 for combined sewer and water customers, to be effective March 1, 2021, and continuing to be charged per month thereafter and for the period of time as provided in said Rules and Transfer Agreement. The Village of Mantua Service Area Equivalent Surcharge Unit (ESU) Surcharge Rate may be modified from time to time by further Resolution of this Board and in accordance with the Transfer Agreement; and be it further

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

- This resolution establishes the surcharge for the Mantua residents per the agreement.
- This adds \$64.56 per month to those who have both services.
- In November-December, the Board will review again for possible changes.

**Journal Entries:**

1. The Board of Commissioners approved the February 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**

Recessed: 9:55 AM

Reconvened: 10:00 AM

**SHERIFF'S OFFICE**

Present: Sheriff Bruce Zuchowski, Chief Deputy Ralph Spidalieri, Budget Officer David Lair, Lieutenant Harry Muir, Sheriff's Office; Department of Budget and Financial Management Director Todd Bragg

- The Sheriff's Office presented a plan for the Patrol Division whereby the agency would assign a vehicle to each Deputy for a reduction of maintenance, wear and tear, the ability to respond quickly, and accountability.
- In 2020, the Office entered into a lease program with Enterprise.
- There are 14 vehicle leases at a cost of \$761/month per vehicle for a total of \$128,000. The equipment and maintenance were approximately \$170,000; Total spend \$298,000.
- This year's ask is to add 2 canines through fundraising. Canine costs such as food and veterinarian bills come out of a fund that's under the discretion of the Sheriff, so it does not cost the taxpayers of Portage County.
- The major portion of the additional vehicles will be paid for through a transfer from the Donation Account back to the General Fund to offset the costs.

- The start of the plan is from January-June and includes a request of 15 vehicles leases costing \$91,000 and \$162,000 for the equipment is included in the lease, along with 2020 vehicle carryover of \$128,000; Total spend for 2021 - \$219,000. Not included is the up to date maintenance and 1 additional vehicle for the Sheriff.
- The 6 month cost of \$91,000 is the correct figure and shouldn't be doubled for the full year because the vehicles are not available until July or August.
- In 2022, there's an additional ask of 12 vehicles for \$74,000 and vehicle equipment that would be capitalized through that amount (no upfront maximum) at approximately \$150,000.
- In 2020, there's a vehicle carryover of \$128,000 and 2021 the vehicle carryover is \$182,000; Total spend for 2022 \$384,000.
- In 2023, there's a 36 month changeover. The 14 first vehicles turn-in and change over year for vehicle leases of 6 months @ \$761/mo. and 6 months @ \$1033/mo. is \$150,000. Vehicle equipment upgrade \$42,000; Total spend for lease and equipment for 2023 \$192,000.
- 2021 vehicle carryover \$182,000; 2022 vehicle carryover \$148,000.
- Total 2023 Gross expenditure \$522,000 - \$98,000 rebate = \$424,000 total capitalized costs.
- In 2024, 14 vehicles, second vehicle turn-in and change over year vehicle leases 6 months @ \$761/mo. and 6 mo. @ \$1033/mo. \$150,000. Vehicle equipment upgrade \$42,000; 2024 total spend for lease and equipment \$192,000.
- 2022 vehicle carryover \$148,000; 2023 vehicle carryover \$128,000.
- Total 2024 Gross expenditure \$468,000 - \$105,000 rebate = \$363,000 total capitalized costs.
- In 2025, 12 vehicles, full cycle of the third-year vehicle turn-over. Vehicle leases \$110,000, vehicle equipment \$36,000. 2025 total spend lease and equipment \$146,000.
- 2023 vehicle carryover \$128,000; 2024 vehicle carryover \$128,000.
- Total 2025 Gross expenditure \$402,000 - \$84,410.00 rebate = \$317,590.
- Commissioner Kline asked where the rebate figures are coming from and Deputy Spidalieri noted they are from Enterprise, but they are based on the market.
- Commissioner Christian-Bennett asked about the longevity of the vehicles and Deputy Spidalieri explained there's all indications that Chevrolet and GMC have stated as far as model size and configuration for the police package, Tahoe's and equipment will remain the same between 9-12 years.
- Take home vehicles will be maintained differently and the vehicles will not be driven 24/7.
- Commissioner Badalamenti asked if the Office had a chance to speak with other departments who have the Enterprise program and what were the previous Sheriff's maintenance costs. Deputy Spidalieri explained previous maintenance costs were high (including this year) and Trumbull County uses Enterprise and they are pleased with the results after the first turn-over.
- Commissioner Christian-Bennett noted the Board normally does not finance so it wouldn't want to pay the finance charges.

- Director Bragg asked if this is for the entire fleet or just the Road Patrol and Deputy Spidalieri noted it is for Road Patrol. The Task Force vehicles for unmarked units could provide the potential to have 24-30 months with 0 payments and every 12 months, Enterprise offers a completely different vehicle for all 3 Task Force officers and the pricing is a great value at basically 0 cost for the minimum of 24 months, but closer to a 30 month period. The Detective vehicles will be rotated in a 5-year turnaround and will be able to maintain the value of the vehicle.
- Ms. Tittle asked if any of the capitalization or maintenance is included in the current budget and Deputy Ralph Spidalieri noted if the Board wanted to capitalize the costs there is availability for Enterprise to take the costs up front and allow the County to cash flow so there isn't a major cost to the County.
- Ms. Tittle noted Deputy Spidalieri stated during his presentation that part of the rationale for needing more vehicles is that we have the second largest University in the State; however Kent State University, the City of Kent, and State Troopers all have their own force and vehicles and the National Guard is available for protection.
- Director Bragg noted the County currently funds a program for maintenance.
- Director Bragg explained the basic issue is whether the Board wants to increase the Sheriff's budget for an expansion of the vehicles that wasn't planned and there is a cost regardless of how it's spread over the years. Financing is not an issue for the County.
- Director Bragg is not recommending the increase for this year because the Board already has a plan in place and other departments' funding is based upon the current plan and this would be a considerable change to it. Director Bragg pointed out that it could be investigated for next year, but he suggests the Board proceed with the current plan and review the option for 2022.
- Commissioner Christian-Bennett clarified the current plan is to replace 5 vehicles (6 because one vehicle was involved in an accident) and the Sheriff received a new truck (7) and Solid Waste vehicle was turned over to the department (8), as well. So of 15, the Office received 8 and Deputy Spidalieri reported they haven't received any because the vehicles are from last year. Director Bragg explained the Office received the Sheriff's truck in January and Sheriff Doak already had a Road Patrol vehicle and another Road Patrol vehicle came from Solid Waste because they ended their program.
- Commissioner Christian-Bennett noted the Board has planned 6 new vehicles, but the Office will have a total of 8 by the July-August.
- Commissioner Christian-Bennett asked for an overall prioritized plan for the department so the Board can understand the immediate needs.
- Deputy Spidalieri asked the Board to look at the allocation of \$240,000 for 2021 and noted they are within \$10,000 of the allocation with the Sheriff's truck. Director Bragg pointed out the money was set aside to provide an outright purchase not financing and it was meant for this year and then it was done. It is an increased ask.
- Commissioner Badalamenti believes the County has gotten into trouble because it has not provided the requests for the Sheriff's Office and that's why they kept coming back to the Board. This will save the County money in the future.
- Commissioner Christian-Bennett pointed out the difference is that we had a Sheriff that allowed take home vehicles and reverted back because he found it less expensive, and funding was converted to staffing.

- Commissioner Badalamenti would like to go with the Sheriff's recommendation.
- Director Bragg explained the County already participates with Enterprise and has experienced savings based on the former Motor Pool. The County can participate in the turnover vehicles whether it owns or leases them. The County can also participate in capitalization (or not), and that doesn't negate utilizing Enterprise. The issue before the Board is whether it wants to increase the fleet size and commit to that funding level. Leasing or buying should not interfere with the fundamental decision of increasing the size of the Road Patrol fleet.
- Commissioner Badalamenti believes it should be increased.
- Deputy Spidalieri discussed the Sheriff's Office telephone bill and noted there is an error on the chart that says year 2018 and it should say 2010.
- Deputy Spidalieri and Mr. Lair went back and reviewed the budget to see where money is being spent and in 2010, the phone service cost for the Department was \$80,000. In 2016, it went to \$281,885 (+\$78,276), 2017 to \$327,831 (+\$45,946), 2018 to \$357,978 (+\$30,147), 2019 to \$524,250 (+\$166,272) and in 2020 \$753,4180 (+\$228,930). It was then brought up to Director Bragg who indicated not to worry about it, but Director Bragg pointed out the issue is being worried about elsewhere and it should not be portrayed publicly that the County does not care about its phone bill.
- Deputy Spidalieri noted the phone bill is a situation of neglect and Director Bragg noted it was brought to the Board's attention last year and earlier this year about the phone system needing to be replaced at the Sheriff's Office.
- Mr. Lair has been in contact with AT&T and the Department will be fast-stepping the process and addressing the situation. Commissioner Christian-Bennett reported there's a process in place and instead of circumventing staff, the office needs to work together with staff. Mr. Lair has been in touch with Internal Services Director Townend and she's getting additional information from AT&T, but overall the County's bill in total doubled from \$1 million to \$2 million so it's not just the Sheriff's Office.
- Deputy Spidalieri shared there were 90 vehicles 2 weeks ago and they are down to 35. The Department needs vehicles and the decision can't be delayed.
- Commissioner Christian-Bennett pointed out the process starts with ordering vehicles November through early January for delivery July to August. The Sheriff's Office needs to work with the budget that was established last year and the Board has asked others to work within the parameters of their budget, as well.
- Commissioner Christian-Bennett mentioned it makes it difficult for the Board to absorb information without seeing it ahead of time and if the recommendation from the Department of Budget and Financial Management to work towards an increase next year, that is what she recommends.
- Deputy Spidalieri stated the Sheriff's Office is within its allocation this year with the information that was presented.
- Director Bragg reported the Department hasn't been allocated anything for next year yet the Sheriff's Office is asking for a commitment for next year. That's the difference between the current plan and it was allocated with the understanding that it was the decision in its entirety, but it's being molded into an amount that is not the decision in its entirety and that's the significant difference.

- Director Bragg announced the question before the Board is whether it wants to increase the overall size of the Road Patrol fleet with 50 minutes to digest the numbers.
- The Board will discuss further in Tuesday's work session.

### **OSU EXTENSION OFFICE-UPDATE AND PRESENTATION OF PROCLAMATION FOR 4-H WEEK**

Present: Ashley Hughey and Tessa Wood

Ms. Hughey met with the Board to provide the following update:

- In 2020, there were 838 youth in Portage County that were in 38 different clubs.
- There were 181 volunteers and that's a slight increase from the normal amount.
- Last year, the Office had Special Interest Clubs that were held virtually that focused on topics and there were 220 youths involved.
- There are also about 13 different free books available to youth this year and normally they are \$6.00/each. Some titles include Your Thoughts Matter, Ohio Birds, Explore the Outdoors, Get Started in Art, and Let's Start Cooking.
- There's a free program entitled Real Money Real World, which is a financial literacy program involving everything dealing with financial literacy. Commissioner Kline noted Ms. Hughey may want to talk with Treasurer Brad Cromes as he hosts a Financial Wellness Fair every year.
- Looking forward to 2021, the Office received 2 grants one from the Ohio 4-H Foundation for \$7,000 and they plan to do precision agriculture with drones and the second grant provided 25 iPads with the intent to teach coding.

Ms. Wood is a sophomore and shared her experiences with 4-H, including the following:

- Breeding rabbits, cooking, sewing, laundry, financial literacy, Your Thoughts Matter and the most current model rocket project.
- Ms. Wood is also a volunteer for CARTEens where she informs teenagers with driving infractions about distracted driving.
- She is a member of Team Leadership Council at the State level and she works to blur the 4-H lines between the different States as it's separated currently and they are working towards a National system.
- Ms. Wood is 1 of 20 Ohio delegates to be chosen for the Ohio Youth Capital Challenge and she works closely with lawmakers to draft a bill to help at the County level or State level a mandate to better the community.
- Through 4-H, Ms. Wood was also permitted to visit a Space Camp at Marietta College.
- Ms. Wood also participated in public speaking competitions.

The Board presented a Proclamation to Ms. Hughey recognizing Ohio 4-H Week.

### **PUBLIC COMMENT**

1. Brian Ames

Mr. Ames noted there's been a lot talk by the media about live stream video and he's pleased to see a private enterprise solve the problem by live streaming the meeting today



courtesy of The Portager so the issue can be put to bed. The idea that whenever there's a disagreement with a public body you shouldn't bombard them with form e-mail messages. There are other problems that are more pressing.

The other remark Mr. Ames made was about limited space in the Boardroom. Currently, there are 2 cameras with 3 people operating them and 4 spaces available with another reporter. We should look at one person running a camera so everyone running camera don't need to attend the meetings. Mr. Ames will explore the possibility.

2. Janice Simmons-Mortimer

Ms. Simmons-Mortimer disagrees with Mr. Ames and noted people have learned there's a lot of accessibility, accountability, and transparency that comes through government and she would like to advocate for Open Meetings and live streaming. A single camera should not be by private enterprise, it should be a goal of government to allow for accessibility, accountability, and transparency. A government should be responsive to the people it serves. Ms. Simmons-Mortimer asks the Board to continue the live stream to have the accountability to constituents.

**Commissioners' Discussion**

Present: Todd Bragg

1. Subdivision Regulations Public Hearing May 6, 2021

Director Bragg explained the Board needs to be prepared to allow public comment during the Subdivision Regulations Public Hearing and the Boardroom is not adequate in size due to COVID restrictions. The State offers the option of virtual participation, but it offers a significant commitment in the moment to maintain it. The other option would be to move the hearing to another facility (ie. Maplewood, Ravenna High School, NEOMED), in order to accommodate a crowd should there be one. The Board agreed staff will check with several venues and get the advertisement read for the hearing on May 6<sup>th</sup> at 7:00 PM.

2. Live Streaming

Commissioner Christian-Bennett mentioned the Board received a reasonable quote for the WiFi but it doesn't contain the Internal Services area on the first floor or the second and third floors. After talking to Director Jeffries, the WiFi isn't needed for Job and Family Services, but Director Townend will need access, so the quote needs to be revised. Commissioner Kline asked what's preventing the Board from getting the audio fixed as the IT Department didn't realize there was a problem. Commissioner Christian-Bennett reported Director Townend is working with Information Technology (IT) on the specs for the Request for Proposal for the live streaming, but IT doesn't believe it will be over the \$50,000 threshold so it shouldn't take months to get someone in.

Commissioner Christian-Bennett also noted the Commissioners' audio is now available online so the public will have access without paying the \$1.00 fee for the CD and once the WiFi has been installed, the Board will go back to live streaming.

Commissioner Badalamenti noted the Board is not violating anyone's rights or the Sunshine Law by not providing a live stream to its meeting and once the WiFi is installed and the live stream comes back, it will be excellent.

Mr. Basta noted his Consumer Cellular telephone is able to find WiFi speed on PCPub and he is streaming from an Android phone with a mic. Commissioner Christian-Bennett noted the County's WiFi is blocked, but Mr. Basta said the PCPub is not and Commissioner Christian-Bennett noted the County can't use the public's connection, it would have to be secured.

Record Courier Reporter Diane Smith stated she's not logged into PCPub WiFi and she can't check her Facebook so she's unsure how The Portager's recordings will turn out. Ms. Smith also commented that audio does not tell the whole story as you cannot tell who's speaking.

Commissioner Christian-Bennett noted the Board is moving in the right direction.

Ms. Simmons-Mortimer explained she is very active with the Crestwood School Board and since they've started streaming, they are getting more people watching the meetings.

Commissioner Kline agrees with everything that's been said, but she'd like to know why we can't continue to do what we were doing before and have IT fix the audio so the streaming can continue until we get a more professional way to do it. Commissioner Christian-Bennett noted it's a disruption and for now the audio is available online.

#### **Discussion:**

1. Tuesday Discussion

The Board talked about Tuesday's agenda and agreed it would discuss the Sheriff's proposal for vehicles. Commissioner Christian-Bennett would like to see any information that will be presented during the meeting should be presented to the Board ahead of time so they have time to digest the information.

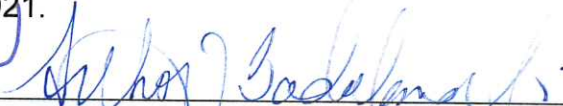
**Motion:** by Commissioner Badalamenti, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of March 4, 2021 at 11:33 AM.

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

  
Sabrina Christian-Bennett, President

  
Anthony J. Badalamenti, Vice President

  
Vicki A. Kline, Board Member

  
Amy Hutchinson, Clerk