



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, May 27, 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 attending throughout the day Ed Basta, Diane Smith and Ed Dean

Recess: 9:01 AM into Solid Waste Management District Meeting

Reconvened: 9:04 AM

#### **WATER RESOURCES**

Present: Water Resources Department Interim Director John Vence and Human Resources Director Janet Kovick

9:04 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Water Resources Department Interim Director John Vence and Human Resources Director Janet Kovick. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:26 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move 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.

## **HUMAN RESOURCES**

Present: Director Janet Kovick, Job and Family Services Director Kellijo Jeffries and Department of Budget and Financial Management Interim Director Dave Lair

### **Executive Session:**

9:27 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Director Janet Kovick and Benefits Specialist Susan Lynn. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:33 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move 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.

9:33 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Director Janet Kovick and Benefits Specialist Susan Lynn. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:35 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move 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.

9:36 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Director Janet Kovick and Benefits Specialist Susan Lynn. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:47 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move 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.

**Discussion:****1. Compensation Plan Pay Scale**

Director Kovick presented a proposal for a revised employee wage scale. Director Lair took the County's existing pay scale and increased it overall by 5%. Additional adjustments were made moving across the scale ranging anywhere from 2.5% to 5% and moving down the scale 6% and then decreases to around 5. The adjustments made to the scale will provide a more uniformed scale.

Commissioner Badalamenti requests a letter drafted for Board signature to the Data Processing Board indicating the necessity to have the HR module for MUNIS.

Director Kovick will prepare a resolution to adopt the revised Compensation Plan Pay Scale and will prepare a memo to describe the process on how employees move from step to step to assist departments.

**2. Administrative Assistant job description**

The Board approved the changes to the job description and agreed to post the position internally for an additional week.

**Journal Entries:**

- 1. JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Krisha McCoy, Social Service Worker 3 for Portage County Job & Family Services, effective May 21, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

- 2. JOURNAL ENTRY:** The Board of Commissioners authorized the department to use the most current applicant pool to fill the Social Service Worker 3 position replacing Krisha McCoy, 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. JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Rebecca Rufener, Eligibility Specialist for Portage County Job & Family Services, effective May 19, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

4. **JOURNAL ENTRY:** The Board of Commissioners authorized the three-day internal posting of the full time Eligibility Specialist, replacing Rebecca Rufener for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

5. **JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Laura Mann, PCSA Supervisor for Portage County Job & Family Services, effective June 4, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

6. **JOURNAL ENTRY:** The Board of Commissioners authorized the three-day internal posting of the full time PCSA Supervisor, replacing Laura Mann for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. **JOURNAL ENTRY:** The Board of Commissioners authorized the creation of the Child Support Paralegal position and approve the respective job description.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

8. **JOURNAL ENTRY:** The Board of Commissioners authorized the two-week external posting of the full time Child Support Paralegal, new position, 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**

**PLEASE ADD TO YOUR AGENDA**

1. **JOURNAL ENTRY:** The Board of Commissioners authorized the promotion of Geraldine Lower, Part-time Utility Billing Service Representative to Budget Specialist, new position, for the Department of Budget and Financial Management. Anticipated start date is June 1, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. **JOURNAL ENTRY:** The Board of Commissioners approved the revised Administrative Assistant job description for Portage County Commissioners Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. **JOURNAL ENTRY:** The Board of Commissioners authorized the one-week internal posting of the full time Administrative Assistant, replacing Julie Gonzales, for the Portage County Board of Commissioners with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Resolutions**

1. Approving the hiring of Michelle Ripley-Crombie as the County Administrator for the Portage County Board of Commissioners as delegated under Ohio Revised Code 305.30./Resolution No. 21-0395
2. Authorizing the County Administrator to exercise powers delegated hereby under Ohio Revised Code 305.30./Resolution No. 21-0396

This resolution has additional duties delegated by the Ohio Revised Code 305.30 and Ms. Crombie attended the Board meeting to review and approve the inclusions.

## **DEPARTMENT OF BUDGET & FINANCE**

Present: Interim Director David Lair

### **Resolutions:**

1. The Board of Commissioners agrees to approve the Thursday, May 27, 2021 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0376
2. The Board of Commissioners agrees to approve the Thursday, May 27, 2021 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0377
3. The Board of Commissioners agrees to approve the Thursday, May 27, 2021 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0378
4. The Board of Commissioners agrees to approve the Thursday, May 27, 2021 Then & Now Certification, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0379
5. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020./N/A
6. The Board of Commissioners agrees to amend the Non General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020./Resolution No. 21-0381

### **PLEASE ADD TO YOUR AGENDA**

May 27, 2021

1. Transfer from Fund 0001 General Fund to Fund 1480 VAWA./Resolution No. 21-0393
2. Cash Advance from Fund 0001 General to Fund 1415 CW SP Levy./Resolution No. 21-0394

The new Department of Budget and Financial Management Director Joe Harris will start on Tuesday, June 1, 2021.

## **INTERNAL SERVICES**

Present: JoAnn Townsend

### **Resolutions:**

1. The Board of Commissioners authorizes the Portage County Engineer to apply for a Federal Surface Transportation Block Grant programmed by the Akron Metropolitan Area Transportation Study to resurface Mogadore Road (CH81) from Sunny Brook

Road (TH11, to Howe Road (TH83), (Part of Section D), in Brimfield Township, Portage County, Ohio./Resolution No. 21-0382

2. The Board of Commissioners authorizes the Portage County Engineer to apply for the Federal Surface Block Grant programmed by the Akron Metropolitan Area Transportation Study to resurface Old Forge Road (CH82), from Sunny Brook Road (CH11), to Ranfield Road (CH88), Sections B-C), in Brimfield Township, Portage County, Ohio./Resolution No. 21-0383
3. The Board of Commissioners authorizes the Portage County Engineer to apply for the Federal Surface Block Grant programmed by the Akron Metropolitan Area Transportation Study to resurface Ravenna Road (CH145), from State Route 43 to Brady Lake Road (CH162), (Sections E-G), and Diagonal Road (CH155), from State Route 43 to Ravenna Road (CH145), (Section A), in Franklin Township, Portage County, Ohio./Resolution No. 21-0384
4. The Board of Commissioners authorizes the Portage County Engineer to apply for the Federal Surface Block Grant programmed by the Akron Metropolitan Area Transportation Study to resurface Tallmadge Road (CH18), from State Route 14 to Alliance Road (CH125), (Sections K-L), in Edinburg & Palmyra Township, Portage County, Ohio./Resolution No. 21-0385
5. The Board of Commissioners accepts and awards the bid of Melway Paving Company, Inc. for the 405 Resurfacing Project, for the resurfacing of various Portage County roads./Resolution No. 21-0386
6. The Board of Commissioners accepts and awards the bid of Cardinal Asphalt Co., for the 411 Resurfacing Program, for the resurfacing of various Portage County roads./Resolution No. 21-0387
7. The Board of Commissioners agrees to enter into amendment no. 1 for a Pilot Program for Reach Services (Recovery, Empowerment, and Action Creating Hope – Reach) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc./Resolution No. 21-0388
8. The Board of Commissioners agrees to Create Fund 7232 Workers Comp Prospective Rating Plan 2023./Resolution No. 21-0389

**Discussion:**

1. JFS Vacating Riddle Block  
Director Townend wanted to confirm that Job and Family Services is moving from Riddle Block to the Administration building because telephone lines need to be removed. Commissioner Christian-Bennett noted the Board approved the move and received a memo from Director Jeffries indicating they will be in the Administration Building by June 26<sup>th</sup>. Director Townend will coordinate with Director Jeffries about the phone lines and the plan for the remaining equipment and furniture.

## PORTAGE DEVELOPMENT

Present: Director Brad Ehrhart, Executive Vice President of Hamrick Manufacturing, Brian Ebie and Mike Hlad from Brimfield Township

### Discussion:

1. Enterprise Zone Amendment for Paris Companies/NOVO  
Paris Cleaners, Inc. merged with NOVO Health Systems January 1, 2021 and the new operating company needs to be reflected in the Enterprise Zone Agreement.  
  
A. **Draft Resolution:** Motion to enter into an assignment/assumption/amendment no. 2 for the Enterprise Zone Agreement between Paris Cleaners, Inc. RMP Real Estate II, LLC, the City of Ravenna and Portage County to transfer the operating company from Paris Cleaners, Inc. to the new operating company Novo Health Services, LLC. Due to a merger between Paris Cleaners and Novo Health Services LLC./Resolution No. 21-0390
2. Enterprise Zone Agreement for Hamrick Manufacturing.

Community: Brimfield Township, Portage County

Business: Hamrick Manufacturing & Service Inc.

Project: Hamrick Manufacturing has been in Suffield Township since 1975 and has completed 13 expansions on its current facility and is now land locked. Hamrick plans to relocate from Suffield Township to the Maplecrest Industrial Park in Brimfield Township. Hamrick plans to construct a new 62,000 SF manufacturing facility and have purchased enough land for future development. Hamrick also plans to purchase new machinery, equipment, furniture, fixtures and inventory. Although Hamrick is moving to a different taxing district, they will remain in the Field Local School District. Field Local Schools and Maplewood Career Center have been notified of this project.

This tax incentive is for real property only.

Proposed investments include:	Amount of Investments	Eligible Amounts
	<u>Minimum - Maximum</u>	<u>Minimum - Maximum</u>
Land	\$ 800,000 - \$ 1,000,000	-0-
New Construction	\$5,250,000 - \$ 6,800,000	\$ 5,250,000-\$6,800,00
Machinery & Equipment	\$ 175,000 - \$ 250,000	- 0 -
Furniture/Fixtures	\$ 35,000 - \$ 57,000	- 0 -
Inventory	<u>\$3,600,000 - \$ 4,800,000</u>	<u>- 0 -</u>
Total	\$9,860,000 - \$12,907,000	\$5,250,000 - \$6,800,000



Jobs related to project include:	<u>Full-Time Permanent</u>	<u>Part-Time Permanent</u>
New jobs (3 years)	15	2
Retained jobs	<u>46</u>	<u>1</u>
Total positions	61	3
Payroll related to the project:	<u>Full-time Permanent</u>	<u>Part-Time Permanent</u>
New Payroll	\$ 723,315	\$20,270
Retained Payroll	<u>\$4,000,007</u>	
Total Payroll	\$4,723,322	
Proposed tax exemption:	<u>Percent</u>	<u>Term</u>
Real Property	60%	10 years

The Enterprise Zone Agreement has been approved as to form by the Portage County Prosecutor's office.

The Board of Education of both the Field Local Schools and Maplewood Career Center have received their required notification and support the agreement.

Suffield Township received their required notice of the relocation.

The Waiver of Relocation was approved by the Ohio Development Services Agency on May 5, 2021.

**A. Draft Resolution:** Motion to enter into an agreement within the rural enterprise zone of Brimfield Township, Ohio with Hamrick Manufacturing and Service, Inc. tax abatement agreement for real property only./Resolution No. 21-0391

#### **REGIONAL PLANNING COMMISSION**

Present: Director Todd Bragg and Lisa Reeves, CDBG Specialist

#### **Discussion:**

1. Pre-applications for CDBG-CV (Covid grant) for Board authorization.

The State of Ohio received Community Development Block Grant (CDBG-CV) funds through the Coronavirus Aid Relief and Economic Security Act (CARES Act) and is being administered by the Office of Community Development (OCD). OCD is using these funds for public services and public facilities projects to prevent, prepare for and respond to the COVID-19 pandemic.

The first round of funds is reserved for local government applicants and who receive CDBG Community Development Program funds as a direct grantee.

Awards are negotiated based upon need, funding availability and regional coverage. OCD has not set per project grant ceiling or limit to the number of awards per community. Projects do not require any leveraged funds.

Family & Community Services originally applied for ESG-CV (Emergency Solutions Grant) funds however, OCD said they did not qualify because the proposed projects are for permanent supportive housing and transitional housing units. OCD did say the projects submitted by Family & Community Services did qualify for CDBG-CV Funds and were recommended to get in touch with Regional Planning to submit the applications. A pre-application is required to be submitted before submitting a full application.

Family & Community Services are requesting CDBG-CV funds for two projects and they are as follows:

1. **Permanent Supportive Housing Facility Improvement Project** – Funds are being requested for hard surface flooring and HVAC updates at their Supportive Housing Program funded, Permanent Supportive Housing. The hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide for improved air filtration and purification. The improvements will help Family & Community Services to better prevent the spread of COVID-19 and more effectively respond to the pandemic.

The buildings to be renovated are as follows:

- 1019 – 1033 Graham Road, Kent City
- 1548/1550 Benjamin Court, Kent City

The estimated cost is as follows:

- Hard surface flooring           \$ 94,000
- HVAC systems                    \$ 95,000
- \$189,000

2. **Transitional Housing Facility Improvement Project** – Funds are being requested for hard surface flooring and HVAC updates at its their Supportive Housing Program funded, Transitional Housing. The hard surface flooring will provide Family & Community Services with the ability to better clean and sanitize the facilities and current HVAC units will be updated with more efficient models to provide improved air filtration and purification. The improvements will help Family & Community Services to better prevent the spread of COVID-19 and more effectively respond to the pandemic.

The buildings to be renovated are as follows:

- 161/163 Currie Hall, Kent City
- 1540/1542 Benjamin Court, Kent City
- 1536/1538 Benjamin Court, Kent City

The estimated cost is as follows:

- |                         |                 |
|-------------------------|-----------------|
| • Hard surface flooring | \$36,000        |
| • HVAC systems          | <u>\$ 8,000</u> |
|                         | \$44,000        |

Ms. Reeves requests Board authorization to submit pre-applications for both projects requested by Family & Community Services to OCD.

The Board agreed to move forward with the request.

- 1. JOURNAL ENTRY:** The Board of Commissioners authorizes the Portage County Regional Planning Commission to submit a pre-application for a 2020 Target of Opportunity CARES Act CDBG-CV Program on behalf of Family and Community Services as presented by the Regional Planning Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

Recessed: 10:45 AM

**PUBLIC HEARING  
REGIONAL PLANNING COMMISSION GENERAL CDBG  
Commissioners' Boardroom  
May 27, 2021**

Present: Commissioner Sabrina Christian-Bennett, Commissioner Vicki A. Kline, Commissioner Anthony J. Badalamenti, Lisa Reeves, CDBG Specialist, Amy Hutchinson, Commissioners' Clerk, Regional Planning Commission Director Todd Peetz, CDBG Specialist Lisa Reeves, Barb Tittle, Ed Basta, and Diane Smith

Commissioner Christian-Bennett called the Public Hearing to order at 10:45 AM on May 27, 2021.

- I. Introduction – Lisa Reeves, CDBG Specialist  
This is one of two Public Hearings as required in order for the Board of Commissioners to submit any grant offered by OCD. The second Public Hearing is more specific to the grant.
- II. Purpose of the Hearing – Lisa Reeves  
The purpose of today's hearing is to provide the Board with an overview of all the grants that are available to Portage County in 2021.
- III. Discussion of Grant Programs – Lisa Reeves

**2021**  
**OHIO COMMUNITY DEVELOPMENT GRANT PROGRAM**

**HOUSING, SHELTER AND SUPPORTIVE HOUSING**

**COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

Application Due: June 23, 2021

Goals: Through an efficient and impactful approach, the CHIP Program will partner with Ohio Communities to preserve and improve the affordable housing stock for low and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

Eligible Jurisdictions: Counties and cities that are HUD Entitlement, Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved CHIP Policy and Procedures Manual. Communities may only apply every other year for funding.

Eligible Activities: **Rehabilitation Assistance**  
1. Owner Rehabilitation  
2. Rental Rehabilitation

**Repair Assistance**  
1. Owner Home Repair  
2. Rental Home Repair

**Homeownership Assistance**  
1. Homeownership (Down Payment Assistance/Rehabilitation or Downtown Payment Assistance only)  
2. New Construction - Habitat for Humanity

**Tenant-Based Rental Assistance**  
**Administration Costs**  
**Fair Housing**

Maximum Grant Amount:

*Single-Community Applicants:* Single-Community Applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are able to partner but are applying as a single-community applicant must refer to Column "A". The remaining single-community applicants must refer to Column "B".

	<b>Maximum Award</b>	
	<b>Option 1</b>	<b>Option 2</b>
• County	\$300,000	\$400,000

- |   |           |           |
|---|-----------|-----------|
| • City with a population of at least 15,000     | \$250,000 | \$350,000 |
| • City with a population between 5,000 – 14,999 | \$200,000 | \$300,000 |

*Partnership Composition:* Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed two adjacent counties.
- An eligible city can only partner within its county, either with the county or another CHIP Program eligible city within the county. In a scenario where the city is an applicant and their county is a partner the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Regardless of the number of communities in the partnership, the maximum grant ceiling will be \$1.6 million. Prior to submitting the application, the partnership shall prepare a plan for expending the awarded funds throughout each jurisdiction. The plan shall be submitted in the application for evaluation by the Office of Community Development.

### **HOMELESS CRISIS RESPONSE PROGRAM**

Applications Due: June 4, 2021

Goal: To prevent individuals and families from entering homelessness, provide for emergency shelter operations and rapidly move homelessness to permanent housing.

The Homeless Crisis Response Program is divided into two components:

- 1) Emergency shelter operations and;
- 2) Housing stability consisting of Homelessness prevention and rapid re-housing activities

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government for emergency shelter activities and to State selected nonprofit organizations and local units of government for homelessness prevention and rapid re-housing activities.

To apply for Homeless Prevention and Rapid Re-housing funds, each region must have a collaborative, Regional Homeless Service Coordination Plan (Regional Plan). Regional plans should include an agreed upon participant screening criteria, common assessment tools and referral processes and each participant in the region implementing the program must use the same forms.

Maximum Grant Amount:

**Maximum Award Amounts:**

<b><u>Category</u></b>	<b><u>Maximum Award</u></b>
<b><u>Grant Period</u></b>	
Emergency Shelter: or 2 Years	Based on Previous Funding Level 1
Homelessness Prevention & Rapid Re-Housing or 2 Years	By Formula Allocation 1

Applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Crisis Response Program funds. Grants or loans from the Ohio Development Services Agency cannot be used as match. No match is required for the Housing Stability Category.

**SUPPORTIVE HOUSING PROGRAM**

Application Due: June 25, 2021

Goal: To facilitate moving homeless persons to permanent housing by providing transitional housing and provide long-term permanent supportive housing to homeless persons with disabilities.

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government, Public Housing Authorities. The priority for transitional housing awards is for projects that either serve special homeless populations (i.e. transition age youth, victims of domestic violence or persons with mental illness or persons in recovery from substance abuse and young families) or those that comply with national best practice or research supported design. The priority for permanent supportive housing is projects that meet the housing needs of homeless families and individuals with disabilities including Chronically Homeless persons.

Maximum Grant Amount: Amount to be determined.

Applicants must provide at least \$1 in local public or private resources for every \$2 in Supportive Housing Program funds for transitional housing and permanent supportive housing. Grants or loans from the Ohio Development Services Agency cannot be used as match funds.

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

Application Due: October 29, 2021

Goal: OCD provides eligible nonprofit organizations or units of local government with funds to devise long-term, comprehensive strategies to meet the housing and supportive service needs of persons with AIDS or HIV related diseases.

- Eligible Jurisdictions:** Private, nonprofit organizations incorporated with Ohio's Secretary of State; granted 501.C.3 status; and units of local government.
- Eligible Activities:**
- Short term rental, mortgage and/or utility assistance
  - Acquiring, rehabilitating or constructing permanent housing
  - Permanent housing placement
  - Tenant based rental assistance
  - Operating a community residence
  - Permanent housing placement
  - Referral to drug and alcohol abuse treatment and counseling
  - Limited case management
  - Respite care
  - Food/Nutritional services
  - Activities of daily living
  - Day care
  - Transportation
  - General administration
  - Housing information services

**Maximum Grant Amount:** Based on percentage of cases of persons living with HIV/AIDS within the projects service area when compared to the balance of State (Areas outside of Columbus, Cincinnati and Cleveland service areas). OCD uses figures promulgated by the Ohio Department of Health are used for this calculation. An adjustment factor 1.10 is used to account for increased need. Applicant must provide at least \$1.00 in public or private resources for every \$1.00 to match the request amount of HOPWA funds.

### **COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM**

**Goal:** To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of LMI benefit or Elimination of Slum and Blight.

#### **Community Development Implementation Strategy:**

Communities receiving funds from OCD are required to conduct long-term planning. The Community Development Implementation Strategy (CDIS) is a tool to facilitate communication with stakeholders in eligible applicant communities. The CDIS will supplement the Citizen Participation process providing a format for disseminating information about the Community Development, Economic Development and Residential Public Infrastructure Grant and Target of Opportunity Programs and assist with identifying and prioritizing potential funding opportunities. The CDIS is required for application to the

2022 Community Development, Economic Development and Residential Public Infrastructure Grant Programs. The OCD recommends applicants to the PY 2022 Allocation Program conduct the CDIS in 2020 to allow adequate time for project identification and development; however, PY 2022 communities are not required to submit the CDIS until Allocation applications are due.

**A. Community Development Allocation Grant**

Application Due: June 16, 2021 (P.C. not eligible until 2022)

Eligible Jurisdictions: Under the FY 2021 Ohio State CDBG Program, the non-entitlement counties and small cities (identified as cities by the Secretary of State as of January 1, 2015) will be able to apply for access to funds based entirely on the number of LMI persons residing in the eligible community. Approximately 50 percent of the eligible communities will apply for funding in PY 2021. The remaining 50 percent will apply for funding in PY 2022.

Eligible Activities: Eligible activities are those contained in Title 1 of the Housing and Community Development Act of 1974, as amended.

Street resurfacing (paving) is not eligible for CDBG Allocation or Critical Infrastructure Program funding. Street resurfacing (paving) can only be funded as a component of a targeted Neighborhood Revitalization Program. Street reconstruction is eligible as an Allocation, Neighborhood Revitalization or Critical Infrastructure Project.

Community Development Allocation Program funds cannot be used for housing activities, exception for Home Repair. OCD has funds set aside for these purposes through its Community Housing Impact and Preservation Program (CHIP). In the event a community applies but is not funded for a CDBG eligible housing activity through the CHIP Program in the current or previous year's application cycle, OCD will consider a community's request to waive this requirement and use Community Development Allocation Program funds for other CDBG eligible housing activities. Consideration of a waiver will be based on the competitiveness of the CHIP application along with the community's demonstrated administrative capacity to administer a housing program.

Approximate Grant Amount: \$480,000. Funding allocations for communities are determined by dividing the number of low-moderate income (LMI) persons residing in the community by the total number of LMI persons residing in the non-entitlement areas of the state multiplied by the amount of CDBG Program funds allocated to the Community Development. The U.S. Department of Housing and Urban



Development (HUD) provides the number of LMI persons and used the 2011 – 2015 American Community Survey Low/Moderate Income Summary Data (updated in 2019) as the basis for estimating LMI figures. "Direct cities" are cities with a total population of 15,000 or greater and an LMI population of at least 30 percent or greater. Total population was determined upon the 2010 Census and 2006 - 2010 American Community Survey Low/Moderate Income Summary Data (Updated in 2014). The funding allocation for cities that does not meet the direct city criteria will be awarded to the County of jurisdiction. The funding allocation for cities attaining a total population of 15,000 or greater and a LMI population of at least 30% with subsequent data releases (e.g. 2011-2015 American Community Survey Low-Moderate Income Summary Data (updated in 2019) will be provided as dedicated funding to the county of jurisdiction at the \$150,000 grant floor). Qualifying cities are referred to as dedicated cities. All communities within the County are encouraged to collaborate with the County for project funding. Direct cities will be awarded and will administer their own grants. **The City of Streetsboro will receive \$150,000 in 2022 under the grant and Regional Planning will administer their selected project(s) on their behalf.**

**Number of Projects:** The number of projects a Community Development Allocation Program applicant may undertake with CDBG funds is limited based upon the available allocation. See table below for project eligibility by allocation funding level:

<u>Allocation Funding Level</u>	<u>Projects Available</u>
\$150,000 - \$224,999	3
\$225,000 - \$299,999	4
<b>\$300,000 or more</b>	<b>5</b>

#### **B. Neighborhood Revitalization Grant**

**Application Due:** OCD will accept pre-applications starting May 15, 2021. Full application will be due by June 16, 2021.

**Goal:** Neighborhood Revitalization Projects are designed to improve the quality of life, livability and functionality of distressed areas and neighborhoods to carry out a comprehensive revitalization strategy. This includes projects designed to stabilize and enhance LMI residential neighborhoods.

**Eligible Jurisdictions:** PY 2021 CDBG Allocation Counties and Direct Cities.

**Maximum Grant Amount:** \$750,000

Eligible Activities: Public facilities improvements such as constructing, reconstructing and/or rehabilitating infrastructure in targeted areas of distress. At a minimum, Neighborhood Revitalization Program Applications must include three activities, excluding administration. Demolition/Clearance activities are capped at \$175,000 or 25% of the project request, excluding administration.

### **C. Critical Infrastructure Grants**

Application Due: **Round 1 Program Period**

Submission: June 16, 2021

Grant Award: September 1, 2021

Grantees committing PY 2021 Allocation Program grant funds to a Round-One Critical Infrastructure project must reprogram the Allocation funds to other CDBG eligible activities if the Critical Infrastructure application is not approved by September 1, 2021.

#### **Round 2 Program Period**

Submission: To be determined

Grant Award: To be determined

#### **Round 3 Program Period**

Submission: To be determined

Grant Award: To be determined

OCD will start accepting letters of interest May 15, 2021. Full applications will be accepted on an open cycle basis from July 1, 2021 until April 30, 2022.

Goal: The Critical Infrastructure Grant was created to assist communities with funding for **high priority, single purpose** projects, such as roads, flood and drainage and other public facility projects with high community-wide impact and that benefit primarily residential areas. Projects may include multiple activities that together contribute to a failed or failing condition.

Eligible Jurisdictions: PY 2021 and 2022 CDBG Allocation Program Counties and Direct Cities. Counties may apply on behalf of non-direct cities, villages and unincorporated areas.

Maximum Grant Amount: \$500,000

Eligible Activities: Eligible activities include constructing, reconstructing or rehabilitating infrastructure components. Eligible infrastructure components include streets, bridges, sidewalks and flood and drainage water and sanitary sewer facilities. Eligible Public Facilities include fire protection or community facilities.

## **ECONOMIC DEVELOPMENT LOAN AND PUBLIC INFRASTRUCTURE GRANT PROGRAM**

Applicants are required to submit a pre-application to OCD for review to apply for funds. OCD will evaluate the proposed projects pre-application on its consistency with programmatic thresholds and public benefit before making the decision to invite an applicant to submit a full application.

### **A. ECONOMIC DEVELOPMENT LOAN PROGRAM**

- Application Due:** OCD will accept pre-applications starting July 1, 2021.
- Goal:** To create and retain permanent, private sector job opportunities, principally for low and moderate-income persons through expanding and retaining business and industry in Ohio communities.
- Eligible Jurisdictions:** Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.
- Eligible Activities:** Eligible activities include providing financial assistance to private for-profit entities (through eligible units of general local government) to carry out economic development projects directly and primarily related to the creating, expanding or retaining a business. Financing under the CDBG Economic Development Program may cover fixed assets, including land, building, machinery and equipment and site preparation directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan.
- In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to an additional \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.
- Maximum Grant Amount:** \$500,000 for direct loans; maximum grant ceiling includes project and program administration costs. A minimum of 51% of the jobs must be available to LMI persons.

### **B. ECONOMIC DEVELOPMENT PUBLIC INFRASTRUCTURE GRANT PROGRAM**

- Application Due:** OCD will accept pre-applications starting July 1, 2021.

**Goal:** To create and retain permanent, private-sector job opportunities, principally for low and moderate income persons, through expanding and retaining of business and industry in Ohio communities.

**Maximum Grant Amount:** \$500,000 maximum for off-site infrastructure projects. Maximum grant ceiling includes project and program administration costs.

**Eligible Jurisdictions:** Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships; Counties may also apply on behalf of cities within their jurisdiction.

**Eligible Activities:** Eligible activities include providing financial assistance, through eligible units of general local government, for public improvements directly and primarily related to creating, expanding or retaining a particular business. Financing under the State CDBG Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and public benefit.

In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.

### **C. RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT PROGRAM**

**Application Due:** OCD will accept pre-applications starting July 1, 2021.

**Goal:** To create a safe and sanitary living environment for Ohio citizens by providing safe and reliable drinking water and proper disposal of sanitary waste disposal.

**Eligible Jurisdictions:** Non-Entitlement Counties, Cities and Villages. Counties must apply on behalf of unincorporated areas and villages that do not have a demonstrated capacity to operate a public water or wastewater system. Cities and Villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A County may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub-units of general local government (villages and cities) within the county's jurisdiction.

Jurisdictions which were funded under this program in FY 2019 will not be eligible for funding under the FY 2020 program, however Counties which were funded in FY 2019 can apply on behalf of a different sub-unit of Government within their jurisdiction.

**Eligible Activities:** The Residential Public Infrastructure Grant Program will only fund projects that provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Eligible on-site improvements include service laterals, septic tanks and well abandonment and CDBG eligible related fees. Applications where the primary objective is funding on-site improvements will not be considered. Funding for water and/or sanitary sewer projects that benefit primarily commercial and industrial users are more appropriate for the Economic Development Program.

**Maximum Grant Amount:** Maximum of \$750,000; Maximum grant ceiling includes a public water or sanitary sewer project, on-site improvements and program administration costs. On-site improvements are capped at \$200,000. A waiver is required from OCD to exceed the \$200,000 on-site cap.

### **TARGET OF OPPORTUNITY GRANT PROGRAMS**

**Goal:** To provide a means to fund worthwhile "target of opportunity" projects and activities that do not fit within the structure of existing program structures and to provide supplemental resources to resolve immediate and unforeseen needs.

#### **A. Economic and Community Development**

**Application Due:** OCD will start accepting letters of interest June 16, 2021.

**Goals:** Provide funds for "targets of opportunity" investments in:

- Economic development projects which create and/or retain permanent job opportunities and are not eligible for Economic Development Program funding or feasible within the Economic Development Program guidelines.
- Community Development projects that is not feasible in other funding categories or eligible for Community Development Program Competitive Set-Aside or open-cycle Critical Infrastructure funds.
- Housing projects benefiting severely disabled adults.
- Youth Homelessness Demonstration Program projects.
- Imminent threat grants covered by the Federal CDBG Regulation.
- Initiatives of the Director of the Ohio Development Services Agency that include CDBG eligible activities.

**Eligible Jurisdictions:** Cities, Counties or Villages. All applicants must be able to demonstrate the ability to administer a Target of Opportunity Program. The OCD may require a County to apply for grant funds on the behalf of a City or Village within its jurisdiction if administrative capacity cannot be demonstrated by the city or village.

Eligible Activities: Any CDBG eligible activity.

Maximum Grant Amount: Based upon demonstrated need and availability of funds.

**B. Downtown Revitalization Target of Opportunity Program**

Application Due: OCD will start accepting letters of interest June 15, 2021. A letter of interest is required prior to submitting a full application. The letter of interest must include the administrative contact, a description of the target area, national objective, addresses of the building(s) to be improved, preliminary scope of work for each building, draft sources and uses budget, and adoption of the Secretary of the Interior's Rehabilitation Standards (area only).

Eligible Jurisdictions: PY 2020 and 2021 Allocation Program counties and direct cities. Counties may apply on behalf of non-direct cities, villages and unincorporated areas.

Eligible Activities: Structural rehabilitation, façade improvements, interior and exterior building code violation corrections, historic preservation, direct administrative costs and architectural and engineering work related to specific revitalization activities.

Maximum Grant Amount: \$250,000 per award. Total funds may not exceed 50% of PY 2021 CDBG Target of Opportunity Grant Programs funding.

**C. New Horizons Fair Housing Assistance Program – Set-Aside**

Application Due: July 1, 2021 through March 31, 2022.

Goal: To provide funds to units of local government or consortia of units of local government, to affirmatively further fair housing and eliminate impediments to fair housing. Activities funded with New Horizons grants must be in addition to a grantees Standard Fair Housing Program, which is required as part of the Allocation Program and Community Housing Impact and Preservation (CHIP) Program applications. New Horizons fair housing strategies are to be based on locally assessed needs and further the State's fair housing goals.

Affirmative fair housing strategies are to be based on locally assessed needs and commitments, as well as to further the State Fair Housing goal.

Eligible Jurisdictions: Direct Community Development Allocation Cities or Counties. Consortium members may be direct Allocation Program cities or counties or CHIP Program CDBG eligible jurisdictions.

**Eligible Activities:** Implementing analysis of impediments to fair housing choice; activities that affirmatively further Fair Housing; and actions to remedy or mitigate conditions limiting fair housing choice. Activities must exceed minimum Standard Fair Housing Program requirements.

**Maximum Grant Amount:** Up to \$15,000 for one jurisdiction and up to an additional \$5,000 for each additional eligible jurisdiction for a maximum award not exceeding \$30,000. A maximum of 15% of the total grant request may be used for general administration.

**IV. Questions/Suggestions – none.**

Adjourn the Public Hearing at 10:56 AM

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

Reconvened: 10:56 AM

**MISCELLANEOUS ITEMS**

The Board of Commissioners approves the May 20, 2021 regular meeting minutes and the Tuesday, May 25, 2021 Special Meeting Minutes.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Kline**

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

**Motion Carries**

**PUBLIC COMMENT**

**1. Ed Basta**

In reference to amending the Non General Fund resolution for \$60,000, Mr. Basta asked where the guns and ammunition were purchased and Commissioner Christian-Bennett asked that Mr. Lair investigate to ensure the purchases weren't done through Chief Deputy Ralph Spidalieri gun store.

**Dog Warden**

**Resolutions:**

1. Accept the donation to the office of the Portage County Dog Warden./Resolution No. 21-0392

Recessed: 11:00 AM  
Reconvened: 11:05 AM

**PROSECUTOR'S OFFICE**

Present: Attorney Chris Meduri, Attorney Kimberly Riley, Montgomery Jonson (via telephone) and Michelle Crombie, Procurement, Contract & Risk Manager

**Executive Session:**

11:05 AM In accordance with the Ohio Revised Code 121.22(G)(3), it was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session [to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action] in the case being filed in a pending Common Pleas Court concerning Portage County Juvenile Detention Center. Also Present: Attorney Chris Meduri, Procurement, Contract & Risk Manager Michelle Crombie, and Kimberly Riley, Montgomery Jonson Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:36 AM Upon conclusion of the above referenced discussion, it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners move 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.

**RESOLUTION NO. 21-0376      -      RE:    BILLS APPROVED AND ACH CERTIFIED  
TO THE PORTAGE COUNTY AUDITOR  
FOR PAYMENT.**

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

- RESOLVED,**      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on May 27, 2021 in the total payment amount of **\$442,850.04 including late fees finance charges, interest & penalties amounting to \$10.37 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further
- RESOLVED,**      that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, May 28, 2021, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on May 27, 2021 in the total payment amount of **\$20.00 to**



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

**RESOLVED,**

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0377      -      RE:    WIRE TRANSFER 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 May 27, 2021 in the total payment amount as follows:

1. \$590,750.12 to Medical Mutual - Claims
2. \$8,103.93 to Medical Mutual Flex Claims
3. \$22,810.87 to USDA
4. \$261,088.76 to Huntington; and

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

**RESOLVED,**

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

Wire Transfer on Friday, May 28, 2021	\$ 590,750.12
Wire Transfer on Friday, May 28, 2021	\$ 8,103.93
Wire Transfer on Friday, May 28, 2021	\$ 22,810.87
Wire Transfer on Friday, May 28, 2021	\$ 261,088.76

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;

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**RESOLUTION NO. 21-0378 - 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:

5/27/21	1159	48,563.78
5/27/21	1291	9,734.88
5/27/21	1294	9,160.78
5/27/21	1366	19,823.88
5/27/21	1374	46,644.47
Total		\$133,927.79

; 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;

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**RESOLUTION NO. 21-0379      -      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 **\$310,604.46** dated **May 27, 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.

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

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NO AMENDMENT TO THE GENERAL FUND THIS DATE RESOLUTION FOR  
NUMBERING PURPOSES ONLY

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

0717

		<u>Increase</u>	<u>Decrease</u>
<b>1006</b>	<b>Muni Court Comp Legal Research</b>		
10064	Contractual Services	\$ 12,000	
10065	Materials and Supplies		\$ 4,000
<b>Total:</b>		<u>\$ 12,000</u>	<u>\$ 4,000</u>
<b>1091</b>	<b>Election Security Grant</b>		
10914	Contractual Services	\$ 6,016	\$ 698
10915	Materials and Supplies		\$ 5,268
<b>Total:</b>		<u>\$ 6,016</u>	<u>\$ 5,966</u>
<b>1100</b>	<b>Concealed Handgun Licenses</b>		
11005	Materials and Supplies	\$ 60,000	
<b>Total:</b>		<u>\$ 60,000</u>	<u>\$ -</u>
<b>1113</b>	<b>Police Services</b>		
11133	Personal Services		\$ 85,000
<b>Total:</b>		<u>\$ -</u>	<u>\$ 85,000</u>
<b>1166</b>	<b>EMPG Homeland Security</b>		
11664	Contractual Services		\$ 23,298
11663	Personal Services	\$ 23,298	
<b>Total:</b>		<u>\$ 23,298</u>	<u>\$ 23,298</u>
<b>1201</b>	<b>Motor Vehicle and Gas Tax</b>		
12014	Materials and Supplies	\$ 100,000	
12016	Capital Outlay		\$ 100,000
<b>Total:</b>		<u>\$ 100,000</u>	<u>\$ 100,000</u>
<b>1251</b>	<b>CDBG County Formula</b>		
12514	Contractual Services	\$ 24,763	
<b>Total:</b>		<u>\$ 24,763</u>	<u>\$ -</u>
<b>4253</b>	<b>Hartville Road Resurfacing</b>		
42534	Contractual Services	\$ 23,746	
42536	Capital Outlay	\$ 603,054	
<b>Total:</b>		<u>\$ 626,800</u>	<u>\$ -</u>
<b>4254</b>	<b>Small Bridge Replacement</b>		
42544	Contractual Services	\$ 71,742	
42546	Capital Outlay	\$ 671,258	
<b>Total:</b>		<u>\$ 743,000</u>	<u>\$ -</u>
<b>TOTAL MEMO BALANCE ALL AMENDMENTS:</b>		<u><u>\$ 1,595,877</u></u>	<u><u>\$ 218,264</u></u>

; and be it further

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

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

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

Roll call as Follows:

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

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**RESOLUTION NO. 21-0382      -      RE:      TO AUTHORIZE THE PORTAGE  
COUNTY ENGINEER TO APPLY FOR A  
FEDERAL SURFACE  
TRANSPORTATION BLOCK GRANT  
(STBG) PROGRAMMED BY THE AKRON  
METROPOLITAN AREA  
TRANSPORTATION STUDY (AMATS) TO  
RESURFACE MOGADORE ROAD (CH  
81), FROM SUNNY BROOK ROAD (TH  
11), TO HOWE ROAD (TH 83), (PART OF  
SECTION D), IN BRIMFIELD TOWNSHIP,  
PORTAGE COUNTY, OHIO.**

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

**WHEREAS,** the Akron Metropolitan Transportation Study (AMATS) requires the adoption of legislation by the governing body of the applicant to submit Surface Transportation Block Grant (STBG) Paving Program applications and execute contracts; and

**WHEREAS,** the Portage County Engineer has prepared an application for STBG Paving Program funds to resurface Mogadore Road (CH 81), from Sunny Brook Road (TH 11), to Howe Road (TH 83), (Part of Section D), in Brimfield Township, Portage County, Ohio; and

**WHEREAS,** the Board of Portage County Commissioners is the governing body; now therefore be it

**RESOLVED,**

that the Board of Portage County Commissioners hereby authorizes the Portage County Engineer to apply for federal Surface Transportation Block Grant (STBG) Paving Program funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following project:

MOGADORE ROAD RESURFACING (CH 81), PART OF SECTION D

The purpose of this project is to mill and repair areas and install both an intermediate course and surface course of asphalt for a total of 0.9 miles at a total estimated cost of \$282,223.13

;and be it further

**RESOLVED,**

that the Portage County Engineer acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a local share is required to match federal funds, 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:**

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

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**RESOLUTION NO. 21-0383**

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**RE: TO AUTHORIZE THE PORTAGE  
COUNTY ENGINEER TO APPLY FOR A  
FEDERAL SURFACE  
TRANSPORTATION BLOCK GRANT  
(STBG) PROGRAMMED BY THE AKRON  
METROPOLITAN AREA  
TRANSPORTATION STUDY (AMATS) TO  
RESURFACE OLD FORGE ROAD (CH  
82), FROM SUNNY BROOK ROAD (CH  
11), TO RANFIELD ROAD (CH 88),  
(SECTIONS B-C), IN BRIMFIELD  
TOWNSHIP, PORTAGE COUNTY, OHIO.**

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

**WHEREAS,** the Akron Metropolitan Transportation Study (AMATS) requires the adoption of legislation by the governing body of the applicant to submit Surface Transportation Block Grant (STBG) Paving Program applications and execute contracts; and

**WHEREAS,** the Portage County Engineer has prepared an application for STBG Paving Program funds to resurface Old Forge Road (CH 82), from Sunny Brook Road (CH 11), to Ranfield Road (CH 88), (Sections B-C), in Brimfield Township, Portage County, Ohio; and

**WHEREAS,** the Board of Portage County Commissioners is the governing body; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the Portage County Engineer to apply for federal Surface Transportation Block Grant (STBG) Paving Program funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following project:

**OLD FORGE ROAD RESURFACING (CH 82), SECTIONS B-C**

*The purpose of this project is to mill and repair areas and install both an intermediate course and surface course of asphalt for a total of 3.16 miles at a total estimated cost of \$793,452.53*

;and be it further

**RESOLVED,** that the Portage County Engineer acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a local share is required to match federal funds, 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:

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

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RESOLUTION NO. 21-0384

RE: TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO APPLY FOR A FEDERAL SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) TO RESURFACE RAVENNA ROAD (CH 145), FROM STATE ROUTE 43 TO BRADY LAKE ROAD (CH 162), (SECTIONS E-G), AND DIAGONAL ROAD (CH 155), FROM STATE ROUTE 43 TO RAVENNA ROAD (CH 145), (SECTION A), IN FRANKLIN TOWNSHIP, PORTAGE COUNTY, OHIO.

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

**WHEREAS,** the Akron Metropolitan Transportation Study (AMATS) requires the adoption of legislation by the governing body of the applicant to submit Surface Transportation Block Grant (STBG) Paving Program applications and execute contracts; and

**WHEREAS,** the Portage County Engineer has prepared an application for STBG Paving Program funds to resurface Ravenna Road (CH 145), from State Route 43 to Brady Lake Road (CH 162), (Sections E-G), & Diagonal Road (CH 155), from State Route 43 to Ravenna Road (CH 145), (Section A), in Franklin Township, Portage County, Ohio; and

**WHEREAS,** the Board of Portage County Commissioners is the governing body; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the Portage County Engineer to apply for federal Surface Transportation Block Grant (STBG) Paving Program funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following project:

RAVENNA ROAD RESURFACING (CH 145), SECTIONS E-G & DIAGONAL ROAD RESURFACING (CH 155), SECTION A

*The purpose of this project is to repair areas and install both an intermediate course and surface course of asphalt for a total of 2.81 miles at a total estimated cost of \$690,677.11*

;and be it further

**RESOLVED,**

that the Portage County Engineer acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a local share is required to match federal funds, 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:

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

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**RESOLUTION NO. 21-0385**

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**RE: TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO APPLY FOR A FEDERAL SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) TO RESURFACE TALLMADGE ROAD (CH 18), FROM STATE ROUTE 14 TO ALLIANCE ROAD (CH 125), (SECTIONS K-L), IN EDINBURG & PALMYRA TOWNSHIPS, PORTAGE COUNTY, OHIO.**

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

**WHEREAS,**

the Akron Metropolitan Transportation Study (AMATS) requires the adoption of legislation by the governing body of the applicant to submit Surface Transportation Block Grant (STBG) Paving Program applications and execute contracts; and

**WHEREAS,**

the Portage County Engineer has prepared an application for STBG Paving Program funds to resurface Tallmadge Road (CH 18), from State Route 14 to Alliance Road (CH 125), (Sections K-L), in Edinburg & Palmyra Townships, Portage County, Ohio; and

**WHEREAS,**

the Board of Portage County Commissioners is the governing body; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the Portage County Engineer to apply for federal Surface Transportation Block Grant (STBG) Paving Program funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following project:

**TALLMADGE ROAD RESURFACING (CH 18), SECTIONS K-L**

*The purpose of this project is to mill and repair areas and install both an intermediate course and surface course of asphalt for a total of 2.6 miles at a total estimated cost of \$662,304.75*

;and be it further

**RESOLVED,** that the Portage County Engineer acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a local share is required to match federal funds, 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:

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

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**RESOLUTION No. 21-0386 - RE: ACCEPT AND AWARD THE BID OF MELWAY PAVING COMPANY, INC. FOR THE 405 RESURFACING PROJECT, FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.**

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

**WHEREAS,** notice of Receiving Bids for the **405 Resurfacing Project** was published in the Record Courier on April 30 and May 7, 2021; and



- WHEREAS,** eight (8) sealed bids were received, tabulated and recorded on May 19, 2021 for furnishing all labor, materials and equipment necessary to complete the project known as **441 Resurfacing**; and
- WHEREAS,** after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Cardinal Asphalt Co., Inc.** be accepted as the lowest and best bid received; now therefore be it
- RESOLVED,** that the bid of **Cardinal Asphalt Co., Inc., 1380 Orlen Avenue, Cuyahoga Falls, Ohio 44221**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **441 Resurfacing Project** for the resurfacing of various Portage County roads, and be it further
- RESOLVED,** that a contract be entered into with **Cardinal Asphalt Co., Inc.** in the total amount of **\$704,379.00** which includes \$702,579.00 base bid and \$1,800.00 for Alternate #2 Monument Assemblies, 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:

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

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**RESOLUTION NO. 21-0388**

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**RE: ENTER INTO AMENDMENT NO. 1 FOR A PILOT PROGRAM FOR REACH SERVICES (RECOVERY, EMPOWERMENT, AND ACTION CREATING HOPE - REACH) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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. 20200412 (the "Original Contract") on September 3, 2020 through Resolution No. 20-0542 to provide REACH services for eligible Portage County residents; and

- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement for one (1) additional year from July 1, 2021 through June 30, 2022; and be it further
- RESOLVED,** that the total amount of this Amendment No. 1 shall not to exceed Thirty-three thousand five hundred and 00/100 dollars (\$33,500.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1415; 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:

Sabrina Christian-Bennett, Yea;	Anthony J. Badalamenti, Yea;	Vicki A. Kline, Yea;
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**RESOLUTION NO. 21-0389      -      RE:    CREATE FUND 7232 WORKERS COMP  
PROSPECTIVE RATING PLAN 2023.**

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

- WHEREAS,** it has become necessary to create one (1) new fund in order to properly control the processing of financial related transactions related to the WC Prospective Rating Plan 2023; now therefore be it
- RESOLVED,** that Fund 7232, WC Prospective Rating Plan 2023 be created, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, the Department of Budget and Financial Management and the Internal Services 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as follows:

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

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**RESOLUTION NO. 21-0390 - RE: ENTER INTO AN  
ASSIGNMENT/ASSUMPTION/AMENDMENT  
NO. 2 FOR THE ENTERPRISE ZONE  
AGREEMENT BETWEEN PARIS  
CLEANERS, INC., RMP REAL ESTATE II,  
LLC, THE CITY OF RAVENNA AND  
PORTAGE COUNTY TO TRANSFER THE  
OPERATING COMPANY FROM PARIS  
CLEANERS, INC. TO THE NEW OPERATING  
COMPANY NOVO HEALTH SERVICES, LLC  
DUE TO A MERGER BETWEEN PARIS  
CLEANERS AND NOVO HEALTH  
SERVICES, LLC**

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

**WHEREAS,** the City of Ravenna and Portage County entered into an Enterprise Zone agreement with Paris Cleaners, Inc. and RMP Real Estate by Portage County Resolution dated December 18, 2014, which provides for the tax abatement of real property taxes as set forth in the Agreement; and

**WHEREAS,** the City of Ravenna by Ordinance No. 2021-024 dated March 1, 2021, approved the Assignment/Assumption/Amendment No. 2 to Novo Health Services due to the merger between Paris and the new operating company Novo Health Services; and

**WHEREAS,** Novo Health Services is now obligated to report the employment and

payroll with such property each year for the annual Enterprise Zone monitoring; now therefore be it

**RESOLVED,** that the Board of Commissioners of Portage County hereby consents to and approves the Assignment/Assumption/Amendment No. 2 to the new operating company Novo Health Services; and be it further

**RESOLVED,** that the tax abatement benefits will continue to be conditioned upon the fulfillment by Novo Health Services and RMP Real Estate of the various obligations set forth in the Agreement; and be it further

**RESOLVED,** that the Board of Portage County Commissioners finds and determines that all formal actions of the 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 open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code; now therefore be it further

**RESOLVED,** that the Portage County Board of Commissioners does hereby approve this Assignment/Assumption/Amendment No 2 as agreed to by and between the parties herein included:

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0391      -      RE:      ENTER INTO AN AGREEMENT WITHIN THE  
RURAL ENTERPRISE ZONE OF BRIMFIELD  
TOWNSHIP, OHIO WITH HAMRICK  
MANUFACTURING & SERVICE, INC. TAX  
ABATEMENT AGREEMENT FOR REAL  
PROPERTY ONLY**

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

**WHEREAS,** a Rural Enterprise Zone within the corporate boundaries of Brimfield Township was certified by the Ohio Department of Development on October 18, 1990; and

**WHEREAS,** in accordance with Section 5709.63(C) of the Ohio Revised Code, the Portage County Board of Commissioners appointed the Chairman of the Township Trustees as Administrator of the Enterprise Zone; and



- WHEREAS,** in accordance with Section 5709.61 to 5709.63 of the Ohio Revised Code, Brimfield Township and the County of Portage must approve all agreements with enterprises wishing to establish, occupy, and renovate or expand businesses within the Zone; and
- WHEREAS,** Brimfield Township is in receipt of an agreement which contains all information required under Rule 122:4-3-02 of the Administrative Code from Hamrick Manufacturing & Service, Inc. with its main offices located at 1436 Martin Road, Mogadore, Ohio 44260 (located in Suffield Township), and
- WHEREAS,** the agreement between Brimfield Township, Portage County and Hamrick Manufacturing & Service, Inc. is upon the expressed conditions herein and in the event of any substantial default by any party in the performance of those conditions, this agreement shall terminate, at the option of either party, upon thirty days written notice from the non-defaulting party without correction; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby approve the Enterprise Zone Agreement as agreed to by and between the parties herein included; now therefore be it further
- RESOLVED,** that the Board of Portage County Commissioners finds and determines that all formal actions of the 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 open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Sabrina Christian-Bennett, Yea;                      Anthony Badalamenti, Yea;                      Vicki Kline, Yea;

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**RESOLUTION NO. 21-0392                      -                      RE:    ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN.**

It was moved by Sabrina Christian-Bennett, 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>	
Shannon Ferrando	140 Parkview Dr. Aurora Oh 44202	\$15
Brenda Walton	2729 Sandy Lake Rd Ravenna Oh 44266	\$25
Diane Parr	3022 St Rt 59 Lot E-23 Ravenna Oh 44266	\$30
Vicki Lee Fronek	1915 St Rt 59 Lot 92 Kent Oh 44240	\$5
Pamela Barringer	4539 Winchell Rd Mantua Oh 44255	\$35
Valerie Hall	525 N. Chestnut St Ravenna Oh 44266	\$20
Robert Clark	6604 Fairfield St Ravenna Oh 44266	\$5
Janet Fox	4352 Fairground Rd Atwater Oh 44201	\$10
Angela Jastrab	4868 Harding Rd Ravenna Oh 44266	\$5
Steve & Carole Hegedus	7545 Sylvan Dr Kent Oh 44240	\$30
Carrie Williams	10512 Infirmary Rd Mantua Oh 44255	\$20
Pet Finder Foundation	4729 E. Sunrise Dr #119 Tucson AZ 85718	\$45
Denise Broski	24 Coral Dr. Vermillion Oh 44089	\$18
Richard & Jennifer Salzer	3277 Cook Rd Atwater Oh 44201	\$25
James & Sandra Peer	1427 Bank St Atwater Oh 44201	\$5

; 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:

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea;

Vicki A. Kline, Yea;

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**RESOLUTION NO. 21-0393      -      RE:   TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1480, VAWA**

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

**WHEREAS,**      fund 1480 is in need of a transfer from the general fund; now therefore be it;

**RESOLVED,**      that the following cash advance be made:

**Debit:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009 910000      \$49,999.75

**Credit:**

FUND 1480 VAWA

ORGCODE – 14803002 280000 1A588      \$ 6,666.67

FUND 1480 VAWA

ORGCODE – 14803002 280000 1B588      \$13,333.08

FUND 1480 VAWA

ORGCODE – 14803002 280000      \$30,000.00

;and be it further

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

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

Roll call vote as follows:

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

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0733

**ADMINISTRATOR FOR THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS AS  
DELEGATED UNDER OHIO REVISED CODE  
305.30.**

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 hereby determined to hire Michelle Ripley-Crombie for the position of County Administrator effective June 1, 2021 at a starting annual salary of \$98,696; and

**WHEREAS,** the Board of Commissioners agree to review the performance of the County Administrator after one year and if warranted, increase the County Administrator salary by 5%; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby authorizes the hiring of Michelle Ripley-Crombie as County Administrator effective June 1, 2021 with a starting annual salary of \$98,696, and be it further

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

**Roll Call vote as follows:**

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

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**RESOLUTION NO. 21-0396**

**RE: AUTHORIZING THE COUNTY  
ADMINISTRATOR TO EXERCISE POWERS  
DELEGATED HEREBY UNDER OHIO  
REVISED CODE 305.30.**

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 a full-time County Administrator position on April 8, 2021; and

**WHEREAS,** Ohio Revised Code § 305.30 provides that the board may delegate certain of its powers to be exercised by the Administrator; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby authorizes County Administrator, Michelle Ripley-Crombie, be authorized to exercise the powers of the board within the limitations and guidelines set forth below:

**DUTIES ASSIGNED THE COUNTY ADMINISTRATOR:**

Nothing in the following Parts I through XI shall prohibit a County Commissioner or a Commissioners' Department Director from discussing issues either feels is pertinent to the County's business.

**Part I – 305.30 (A)**

The County Administrator shall be the primary point of contact between the Board of Commissioners and the Commissioners' Department Directors and equally between Commissioners' Department Directors and the Board of Commissioners assisting the Board of Commissioners and the Commissioners' Department Directors with issues regarding the Commissioners' Departments administration and enforcement of Board of Commissioners' policies and resolutions with the intent of creating equal interpretation, administration and enforcement.

**Part II – 305.30 (B)**

The County Administrator shall supervise and direct the activities and affairs of the Commissioners' Departments evaluating the organization, administration and services offered by the departments, conducting regular meetings with staff to review departments' progress, accomplishments, budgets and operating plans and ensuring department goals and objectives are achieved. The County Administrator shall act as the first point of contact between the County Commissioners and the Commissioners Department Directors and equally between Commissioners' Department Directors and the Board of Commissioners with intent of understanding the scope and details of the issues to go before the Board and where possible find acceptable resolution to a problem. The County Administrator at minimum shall inform the Board of all situations which arise in the form of an executive summary keeping the supporting facts and analysis available for the Commissioners in a manner such that it is easily retrievable upon request of any Commissioner.

**Part III – 305.30 (C)**

The County Administrator shall attend all regular scheduled meetings of the Board of Commissioners and all additional meetings that the Board of Commissioners request the attendance of the County Administrator. Meetings such as public hearings related to grant funding or utility rate structures should also be attended by the County Administrator with the intent of having a complete understanding of the deliberations. If for any reason the County Administrator is unable to attend, then the County Administrator shall arrange for the

information that would have been presented to the Board of Commissioners to be delivered in a format that would best convey the information.

Part IV – 305.30 (D)

The County Administrator shall review with the various Commissioners' Department Directors the preparation of Journal Entries and Resolutions being presented to the Board of Commissioners for their consideration, looking at the content, intent and purpose of said documents with the intent of preparation of a recommendation to the Board of Commissioners and looking for standardization of similar issues across all Commissioners' Departments.

Part V – 305.30 (E)

The County Administrator shall work closely with the various Department Directors in preparing communications to the Board of Commissioners with regard to the Department's status with such issues as policies and procedures, staffing, operating, capital needs and short or long range planning originating as a request of the Board, the thoughts of the Department Director or as required in Ohio Revised Code.

Part VI – 305.30 (F)

The County Administrator shall work closely with the Budget and Finance Director in assisting in the monitoring of budgets and appropriations, preparing and submitting budgets for the next fiscal year and preparing communications to the Board of Commissioners about the County's financial conditions originating as requests of the Board, as required in Ohio Revised Code or based on thoughts or concerns of the Budget and Finance Director.

Part VII – 305.30 (G)

The County Administrator shall work closely with the Internal Services Director in executing contracts on behalf of the Board of Commissioners for the purchase of commodities, services, repairs and improvements which have been approved by the Board, so long as the value thereof is below the bid limit established in **ORC § 307.86**.

Part VIII – 305.30 (H)

The County Administrator shall approve payments for goods and services upon receipt of written certification from appropriate department directors or authorized designees that such goods and services have been received and are satisfactory to pay. Payments may also be approved for obligations for which allowance is made in current appropriations or in contracts executed by the Board of Commissioners. The County Administrator shall approve purchase requisitions and other forms of encumbrance requests for purchasing or contracting goods and services in amounts less than the bid threshold set forth in **ORC § 307.86** so long as the monies to pay such obligations are available in current appropriations. Purchase requisitions may also be approved in excess of the bidding limit if they are incremental purchases related to a bid that has been awarded by the Board.

Part IX – 305.30 (I)

The County Administrator shall work closely with the Human Resources Department Director in executing all personnel actions including disciplinary actions and termination of employment

in accordance with Board of Commissioners approved policies.

**Part X – 305.30 (J)**

The County Administrator shall work closely with the Emergency Management Agency Director in executing to carry out the functions conferred or incumbent upon the Board of Commissioners in a disaster or emergency situation.

**Part XI – 305.30 (K)**

The County Administrator shall act as a liaison with Elected Officials, public officials, general public, and local business community, attend meetings and prepare reports and studies at their request; speak to various community groups on various county programs and policy matters; receive and resolve complaints and problems; develop and direct official county response. The County Administrator shall also confer with the County Prosecutor regarding contracts and legal documents and assure that program activities are within county, state and federal law and regulation.

The County Administrator shall accept additional duties assigned by the Board of Commissioners either of the nature of scope or project specific or as an ongoing additional duty as provided for in 305.30 (K).

**RESOLVED,** the powers delegated to the Administrator as set forth herein shall be effective only so long as Michelle Ripley-Crombie is the incumbent Administrator. If, for any reason, Michelle Ripley-Crombie is no longer the Administrator, all powers delegated hereby are suspended pending reconsideration by the Board of County Commissioners. This resolution, or any part thereof, may be repealed by the Board of County Commissioners at any time.

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

Roll Call vote as follows:

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea;

Vicki A. Kline, Yea;

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**JOURNAL ENTRIES**

May 27, 2021

1. **JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Krisha McCoy, Social Service Worker 3 for Portage County Job & Family Services, effective May 21, 2021.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
**All in Favor:** Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;  
**Motion Carries**
2. **JOURNAL ENTRY:** The Board of Commissioners authorized the department to use the most current applicant pool to fill the Social Service Worker 3 position replacing Krisha McCoy, 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. **JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Rebecca Rufener, Eligibility Specialist for Portage County Job & Family Services, effective May 19, 2021.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
**All in Favor:** Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;  
**Motion Carries**
4. **JOURNAL ENTRY:** The Board of Commissioners authorized the three-day internal posting of the full time Eligibility Specialist, replacing Rebecca Rufener for Portage County Job & Family Services with external posting if no internal appointment is made.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
**All in Favor:** Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;  
**Motion Carries**
5. **JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Laura Mann, PCSA Supervisor for Portage County Job & Family Services, effective June 4, 2021.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline

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

6. **JOURNAL ENTRY:** The Board of Commissioners authorized the three-day internal posting of the full time PCSA Supervisor, replacing Laura Mann for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. **JOURNAL ENTRY:** The Board of Commissioners authorized the creation of the Child Support Paralegal position and approve the respective job description.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

8. **JOURNAL ENTRY:** The Board of Commissioners authorized the two-week external posting of the full time Child Support Paralegal, new position, 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**

9. **JOURNAL ENTRY:** The Board of Commissioners authorized the promotion of Geraldine Lower, Part-time Utility Billing Service Representative to Budget Specialist, new position, for the Department of Budget and Financial Management. Anticipated start date is June 1, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

10. **JOURNAL ENTRY:** The Board of Commissioners approved the revised Administrative Assistant job description for Portage County Commissioners Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

11. **JOURNAL ENTRY:** The Board of Commissioners authorized the one-week internal posting of the full time Administrative Assistant, replacing Julie Gonzales, for the Portage County Board of Commissioners with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

12. **JOURNAL ENTRY:** The Board of Commissioners authorizes the Portage County Regional Planning Commission to submit a pre-application for a 2020 Target of Opportunity CARES Act CDBG-CV Program on behalf of Family and Community Services as presented by the Regional Planning Commission.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourn the Meeting of **May 27, 2021 at 11:36 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, 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 May 27, 2021.

  
Sabrina Christian-Bennett, President

  
Anthony J. Badalamenti, Vice President

  
Vicki A. Kline, Board Member

  
Amy Hutchinson, Clerk