



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, October 11, 2018

9:01 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording 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
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Ken Lahmers and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:02 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg, and Rodney Mack

HUMAN RESOURCES:

Journal Entries - #5 & 6

The Board discussed the health benefit plan options for 2019 and agreed on Alternative 1 as follows:

Alternative 1 MMO			
PPO		In Network	Out of Network
Deductible	Single	\$250	\$500
	Family	\$500	\$1,000
Coinsurance		90%	70%
Coinsurance Max	Single	\$1,750	\$2,500
	Family	\$3,500	\$5,000

Out-Of-Pocket (includes Copays, Deductibles and Coinsurance)	Single	\$2,000	\$3,250
	Family	\$4,000	\$6,500
Rx Out-Of-Pocket Max	Single/Family	\$5,900/\$11,800	
Office Visits (PCP/SCP)	Single	\$10/\$25	30%
Urgent Care		\$10	30%
Emergency Room		\$150	
Mail Order Generic/Formulary/ Non-Formulary	90 day supply (Copay) \$20/\$50/\$90		
WTW Estimated Cost (\$)	\$13,314,502		
WTW Estimated Increase from Current (%)	8.8%		

Bold = Increase

Employee Contribution Modeling

Equal Increase to EE Contributions – Alternate 1

A. Current

Current PPO	Single
EE + Sps	
EE + Child(ren)	
Family	

Gross Premiums			
Empls	Bi-Wkly	Monthly	Annual
369	\$ 334.55	\$ 724.86	\$ 3,209,680
106	737.01	1,595.86	2,031,206
261	801.20	1,302.59	4,079,712
112	1,003.65	2,174.57	2,922,622
848			\$ 12,243,220

Associate/Portage County Split

Employee Contributions			
Bi-Wkly	Monthly	Annual	
\$ 35.13	\$ 76.12	\$ 337,037	
91.20	197.60	251,347	
62.89	136.26	426,772	
124.36	269.45	362,136	
		\$ 1,377,292	11.2%

Net Portage Costs			
Bi-Wkly	Monthly	Annual	
\$ 289.42	\$ 646.75	\$ 2,872,643	
645.81	1,398.26	1,779,859	
538.31	1,166.33	3,662,940	
679.29	1,905.12	2,580,496	
		\$ 10,865,928	88.8%

B. 2019

Current PPO	Single
EE + Sps	
EE + Child(ren)	
Family	

Gross Premiums			
Empls	Bi-Wkly	Monthly	Annual
369	\$ 363.82	\$ 788.29	\$ 3,490,527
106	801.50	1,736.59	2,208,936
261	653.80	1,416.57	4,436,687
112	1,091.47	2,364.34	3,178,352
848			\$ 13,314,502

Associate/Portage County Split

Employee Contributions			
Bi-Wkly	Monthly	Annual	
\$ 38.20	\$ 82.76	\$ 366,628	8.7%
99.18	\$ 214.89	273,340	8.8%
68.39	\$ 148.18	464,114	8.7%
135.24	\$ 283.02	393,823	8.7%
		\$ 1,497,805	11.2%

Net Portage Costs			
Bi-Wkly	Monthly	Annual	
\$ 325.62	\$ 705.51	\$ 3,123,999	
702.32	1,521.70	1,935,586	
585.41	1,268.36	3,972,573	
956.23	2,071.82	2,784,528	
		\$ 11,816,686	88.8%

C. Annual Impact on County & Employee in 2019

\$ 1,071,282
8.8%

\$ 120,513
8.7%

\$ 950,768
8.7%

Director Kovick will present a draft resolution for Board consideration next week.

EXTERNAL SERVICES

Journal Entry #3 & 4

Resolution - #11 to 15

Journal Entry No. 4:

Commissioner Kerrigan suggests removing the words 'here' from the sentence on the flyer that says "Turn in your unused or expired medications for safe disposal **here**" as the notice will be posted around the County and Director Roberts will comply with the request.

Resolution No. 14:

Director Roberts explained Orchard Estates Trailer Park has experienced problems with their wells and would like to buy water from the County. The County has resisted because of unknown condition of their pipes, which could end up compromising water quality. The alternative is to become a wholesale water customer to Orchard Estates and the Board is in agreement./See Resolution No. 18-0727.

DBFM:

Resolutions - #'s 1 to 5

On Tuesday, the Board will begin its budget discussions, but information for the Public Defender is still needed from Clemans Nelson before the Board can move forward. Director Kovick will follow up with Heidi Miller for an update.

Director Bragg also mentioned his impression was that Clemans Nelson left the Board's meeting last week under the impression that the new scale system was approved and ready for them to finalized, but he still has concerns. Commissioner Kerrigan pointed out the Board was accepting of the results, with the exception of the Prosecutor's. The Board agreed to discuss further on Tuesday.

INTERNAL SERVICES:

Resolutions - # 7 to 10

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COMMISSIONERS' CONSENT AGENDA

October 11, 2018

1. Approval of the October 4, 2018 and October 9, 2018 regular meeting minutes.

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RESOLUTIONS

October 11, 2018

Budget & Financial Management:

1. Approve the Thursday, October 11, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0714

2. Approve the Thursday, October 11, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0715
3. Approve the Tuesday, October 16, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0716
4. Approve the Tuesday, October 16, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0717
5. Approve the Tuesday, October 16, 2018 Then & Now Certification, as presented by the County Auditor./18-0718

Job and Family Services

6. Transfer from fund 0001, General Fund to Fund 1414, Child Support Administration./18-0719

Internal Services

7. Appointment to the Akron Metropolitan Area Transportation Study (AMATS) Technical Advisory Committee (TAC) representing a small village of Portage County./18-0720
8. Enter into amendment no. 1 for Title XX senior recreation services between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc./18-0721
9. Enter into amendment no. 2 between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Northeast Ohio Consortium Council of Governments./18-0722
10. Enter into amendment no. 1 for Title XX adult protective case management services between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc./18-0723

External Services

11. Authorize application for the FY18 Emergency Management Performance Grant (EMPG) on behalf of the Portage County Office of Homeland Security & Emergency Management./18-0724
12. Nominate members to the Portage County Local Emergency Planning Committee (LEPC)./18-0725
13. Performance bond agreement for water main improvements for Orchard Estates Watermain Extension project, Portage County Water Resources Project No. BR-W-18-020-P./18-0726
14. A resolution authorizing Portage County to enter into a water service agreement for sale of potable water to Orchard Estates 1 MCH, LLC./18-0727
15. General sewer agreement for sanitary sewer improvements to Meadow View Subdivision-Phase 9, Portage County Water Resources Department Project NO. ST-4-18-020-P./18-0728

Commissioners

16. Shelter for victims of domestic violence – distribution of monies accumulated in marriage licenses/divorce fees special funding for the year 2019./18-0729

Motion To: Approve the Consent Agenda for October 11, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

JOURNAL ENTRY

October 11, 2018

Commissioners

1. In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for September 2018.
2. The Board of Commissioners approved the placement of Thanksgiving and Christmas Giveaway boxes in the County buildings to assist families experiencing hardships as requested by Family and Community Services.

External Services

3. The Board of Commissioners signed the correspondence to Cranberry Farm LLC, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 15-060-P, Sanitary Sewer & Water Improvements-Cranberry Creek Subdivision Phase 2 has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.
4. The Board of Commissioners accepted the recommendation of Water Resources Department Director Gene Roberts and authorized the Federal Drug Enforcement Administration (DEA) to hold a pharmaceutical collection event in conjunction with the Portage County Sheriff's Department on Saturday, October 27, 2018 from 10:00 AM to 1:00 PM at the Portage County Water Resources Department - O&M Facility located at 8116 Infirmary Road in Shalersville Township, as required in Part III of the Streetsboro Wastewater Treatment Plant NPDES Permit.

Human Resources

5. Notwithstanding and as an exception to Section 22 (D)(1) of the Personnel Policy Manual, each Commissioners' Department Director is authorized, not required, to grant four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees, which may be used on Monday, December 24, 2018, Wednesday, December 26, 2018, Monday, December 31, 2018 or Wednesday, January 2, 2019.

Notwithstanding, all County offices will remain open during normal business hours on those dates. Holiday leave offered hereunder is waived if not used, and employees working on December 24, 2018 and/or December 31, 2018 will not receive holiday pay. For the purposes of this order, "non-essential" shall be defined by the department director in a non-discriminatory manner using his or her sound discretion.

6. The Board of Commissioners authorized the 2018 Annual Sick Leave Cash Incentive program and agreed Human Resources Department Director Janet Kovick will coordinate the notice to Elected Officials and Department Heads.

Motion To: Approve the Journal Entries for October 11, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Director Roberts received a call relative to property next to the Franklin Hills Wastewater Treatment Plant. The next step is to do a walk-through of the property and the Board would like to know when Director Roberts schedules the event.

Commissioner Christian-Bennett received a call from CBRE Group about County owned property located in Streetsboro that an abutting neighbor would be interested in an easement. Commissioner Christian-Bennett will provide information to Director Roberts for further investigation.

NEIGHBORHOOD DEVELOPMENT SERVICES

Present: Jim Shank, Mike Bogo and Kelley Palone, Neighborhood Development Services; Portage Development Director Brad Ehrhart; Department of Budget & Financial Management Director Todd Bragg; Officer Bob Symsek and Officer Karen Marlowe, Sheriff's Office

Mr. Shank met with the Board to request use of the Economic Development Revolving Loan Fund (RLF) money in the amount of \$300,000 for Performance Elastomers, who will be opening a new facility in Aurora. Commissioner Christian-Bennett wanted verification that monies had been set aside for the \$85,700.00 required by the Ohio Development Services Agency for the Windham Critical Infrastructure Grant from the Economic Development Revolving Loan Fund (RLF). Mike Bogo stated they had. The Board authorized use of the funding and Commissioner Kline signed the Office of Community Development CDBG Economic Development Pre-Application/CDBG Revolving Loan Fund Report Form.

JOURNAL ENTRY II

October 11, 2018

1. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Office of Community Development CDBG Economic Development Pre-Application/CDBG Revolving Loan Fund Report Form for Performance Elastomers' expansion project in the amount of \$300,000, as presented by Neighborhood Development Services.

Motion To: Approve the Journal Entries for October 11, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

COUNTY TREASURER

Present: Brad Cromes, Officer Bob Symsek and Officer Karen Marlowe, Sheriff's Office

Treasurer Cromes received an e-mail from Portage Metropolitan Housing Authority, regarding an upcoming orientation for landlords he would like to place on the County's official bulletin board and the Board agreed it could be posted.

Treasurer Cromes also discussed the results of the Request for Proposal (RFP) for tax bill printing. An RFP was completed earlier this year and 10 responses were reviewed with staff. Treasurer Cromes recommends the current vendor of SmartBill Limited to remain the County's choice for tax bill printing, inserting and delivery services.

Motion To: Provision of tax bill printing, inserting and delivery services to Portage County, Ohio with SmartBill Limited./18-0730

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

*	*	*	*	*
RESOLUTION NO. 18-0714	-	RE:	WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.	

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 Department of Budget and Financial Management, Department of Internal Services or other designee on October 11, 2018 in the total payment amount as follows:

1. \$239,667.96 to Medical Mutual Claims-Fund 7101; and

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

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

Wire Transfer on Friday, October 12, 2018 \$ 239,667.96

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; Mike Kerrigan, Yea;

RESOLUTION NO. 18-0715 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

10/11/18	609	\$ 9,746.21
10/11/18	558	882.00
10/11/18	552	453,312.75
10/11/18	551	223.24
10/11/18	550	45,169.18

10/11/18	549	56.00
10/11/18	539	255.00
10/11/18	537	2,097.48
10/11/18	482	811.55
Total		\$ 512,553.41

; 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;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0716 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 Department of Budget and Financial Management, Department of Internal Services or other designee on October 16, 2018 in the total payment amount of **\$532,653.20** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, October 17, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on October 16, 2018 in the total payment amount of **\$1,624.15 to Moneris** 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 Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0717 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

- WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and
- WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and
- WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it
- RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

10/16/18	729	\$ 67,816.32
10/16/18	698	2,257.49
10/16/18	676	21,261.58
10/16/18	675	410.00
Total		\$ 91,745.39

; 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;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0718

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**RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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, attached hereto as Exhibit "A" and incorporated herein by reference, 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 herein are properly certified by the County Auditor in the amount of **\$24,494.67** as set forth in Exhibit "A" dated **October 16, 2018** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0719

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

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$3,600.16 for September 2018 IV-D contract payment local match on the CSEA Juvenile & Clerk for July 2018 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out \$3,600.16

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE \$3,600.16

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0720

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**RE: APPOINTMENT TO THE AKRON
METROPOLITAN AREA TRANSPORTATION
STUDY (AMATS) TECHNICAL ADVISORY
COMMITTEE (TAC) REPRESENTING A SMALL
VILLAGE OF PORTAGE COUNTY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Akron Metropolitan Area Transportation Study (AMATS) Technical Advisory Committee(TAC) was created to provide specific technical advise to the AMATS Policy Committee, to exercise general technical guidance and review technical progress of this study and advise and assist the Technical Director in obtaining data required for the study; and

WHEREAS, the Portage County Board of Commissioners has one appointment to the AMATS TAC, as a Small Village Representative; and

RESOLVED, that the Portage County Board of Commissioners confirms appointment of the following member to the Akron Metropolitan Area Transportation Study (AMATS) Technical Advisory Committee (TAC) as the Portage County Small Village Representative, effective immediately and ending on December 31, 2018:

Member:

John E. Trew
2862 Mennonite Rd.
Mantua, OH 44255

RESOLVED, all appointments are subject to the result of a background check; 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 was as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0721

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**RE: ENTER INTO AMENDMENT NO. 1 FOR TITLE
XX SENIOR RECREATION SERVICES BETWEEN**

**THE BOARD OF COMMISSIONERS ON BEHALF
OF THE PORTAGE COUNTY DEPARTMENT OF
JOB & FAMILY SERVICES AND FAMILY &
COMMUNITY SERVICES, INC.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20170442 (the "Original Contract") on October 31, 2017 by Resolution No. 17-0822 to provide Title XX Senior Recreation Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; 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 Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019

RESOLVED, that the total amount of this Agreement is not to exceed Seventy thousand and 00/100 dollars (\$70,000.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0722

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**RE: ENTER INTO AMENDMENT NO. 2 BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY DEPARTMENT OF JOB &**

**FAMILY SERVICES, THE PORTAGE COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES
AND THE NORTHEAST OHIO CONSORTIUM
COUNCIL OF GOVERNMENTS.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

- WHEREAS,** Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) require that Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provider service programs, including employment and training services to youth; and
- WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIA funds, WIOA funds and other workforce development activity funding sources by Geauga, Ashtabula and Portage Counties pursuant to a Governing Agreement entered into by those counties; and
- WHEREAS,** on December 16, 2016, the Area 19 Workforce Development Board(WDB), and the NOC COG Board, as defined under the Intergovernmental Agreement, each voted to enter into an Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for a term commencing January 1, 2017 ending June 30, 2017; and
- WHEREAS,** on June 7, 2017, the NOC COG board and on June 21, 2017, the Area 19 Workforce Development Board (WDB) both voted to give the authority for the NOC COG to enter into a second Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA youth services for a term commencing July 1, 2017 and ending June 30, 2018; and
- WHEREAS,** on December 6, 2017, the NOC COG Board passed a motion to amend the Agreement commencing July 1, 2017 and ending June 30, 2018. Said motion permitted the July 1, 2017, contractor agreement to be amended in writing to increase the budgets for determination of Eligibility, Framework design including case management and supportive services by a total of One Hundred Sixty Thousand Nine Hundred Ninety-Three and 32/100 dollars (\$160,993.32); and be it further
- WHEREAS,** on June 25, 2018, the NOC COG board and the Workforce Development Board passed a motion to amend the contractor Agreement. Both motions permitted the July 1, 2017 contractor Agreement, as amended, to be further amended in writing to change the term of the Agreement from a term of July 1, 2017 to June 30, 2018 to that of July 1, 2017 to September 30, 2018, with the provision of an additional Seventy-two Thousand Five Hundred and 00/100 Dollars (\$72,500.00) in budget.

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Amendment No. 2 with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for the period July 1, 2017 through September 30, 2018, in the amount of Seventy-Two Thousand Five Hundred and 00/100 dollars (\$72,500.00); and be it further

RESOLVED, that the total amount of this agreement effective July 1, 2017 through September 30, 2018 shall not exceed Four Hundred Thirty-four thousand Six hundred Forty-four and 54/100 dollars(\$434,644.54); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0723 - RE: ENTER INTO AMENDMENT NO. 1 FOR TITLE XX ADULT PROTECTIVE CASE MANAGEMENT SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20170448 (the "Original Contract") on November 14, 2017 by Resolution No. 17-0858 to provide Title XX Adult Protective Case Management Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; 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 Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019

RESOLVED, that the total amount of this Agreement is not to exceed Thirty thousand five hundred forty-three and 04/100 dollars (\$30,543.04); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0724 - RE: AUTHORIZE APPLICATION FOR THE FY18
EMERGENCY MANAGEMENT PERFORMANCE
GRANT (EMPG) ON BEHALF OF THE PORTAGE
COUNTY OFFICE OF HOMELAND SECURITY &
EMERGENCY MANAGEMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Board of Portage County Commissioners considered the grant application to the Ohio Emergency Management Agency for FY 2018 Emergency Management Performance Grant funds for the time period of October 1, 2017 through June 30, 2019, in accordance with a Work Plan created with the guidance of the Regional Ohio EMA Representative; now, therefore, be it

RESOLVED, that the Board of Portage County Commissioners authorizes the grant application for FY 2018 Emergency Management Performance Grant for the total budgeted amount of \$204,599.00; with a grant award of \$102,299.50 and a 50% local match amount of \$102,299.50 which is provided by the General Fund for the grant period of October 1, 2017 through June 30, 2019; and be it further

RESOLVED, that the Board of Commissioners authorizes the President or Vice President of the Board of Commissioners to sign the grant application documents; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Office of Homeland Security & Emergency Management Agency Director; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0725 - RE: NOMINATE MEMBERS TO THE PORTAGE
COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE (LEPC).**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans; and

WHEREAS, ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district; and

WHEREAS, the State Emergency Response Commission, which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term; and

WHEREAS, by Resolution 17-0463, the Portage County Board of Commissioners made recommendations to the SERC for the term beginning August 17, 2017 and ending August 16, 2019; and

WHEREAS, it has become necessary to replace and add members to the Portage County Local Emergency Planning Committee (LEPC); and

WHEREAS, the Portage County LEPC has recommended to the Board of Commissioners that the member listing be updated as follows; now, therefore, be it

RESOLVED, that the Board of Commissioners does hereby recommend the following members to serve on the Portage County LEPC for the term ending August 16, 2019:

<i>Status</i>	<i>Name</i>	<i>Representing</i>
<i>Primary</i>	<i>John Boruta</i>	<i>Industry</i>
<i>Alternate</i>	<i>Jeff Johnson</i>	<i>Industry</i>

; and be it further

RESOLVED, that a copy of this resolution be forwarded by Emergency Management Office staff to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0726 - RE: PERFORMANCE BOND AGREEMENT FOR
WATER MAIN IMPROVEMENTS FOR
ORCHARD ESTATES WATERMAIN EXTENSION
PROJECT, PORTAGE COUNTY WATER
RESOURCES PROJECT NO. BR-W 18-020-P.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, Orchard Estates 1 MHC, LLC (OWNER), has established a Performance Bond Account in the amount EIGHTY TWO THOUSAND SIX HUNDRED SEVENTY NINE DOLLARS AND THIRTY CENTS (\$82,679.30) at **Portage Community Bank (BANK)**; and

WHEREAS, the Performance Bond Account has been set up at the BANK for the purpose of guaranteeing the construction of water main improvements for Project No. **BR-W 18-020-P, "Orchard Estates Watermain Extension"** (PROJECT); and

WHEREAS, the PROJECT will provide water service to three (3) parcels along State Route 59, situated in the Township of Ravenna, Original Lot 57S and the Township of Franklin, Original Lot 36, Portage County, Ohio; and

WHEREAS, the Director of Water Resources is required to approve invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; now therefore be it

RESOLVED, that this Board hereby agrees to enter into a Performance Bond Agreement with the OWNER and BANK for the benefit of Portage County; and be it further

RESOLVED, the amount of EIGHTY TWO THOUSAND SIX HUNDRED SEVENTY NINE DOLLARS AND THIRTY CENTS (\$82,679.30) to be held in a Performance Bond Account by the BANK is for the express purpose of guaranteeing the construction of the PROJECT; and be it further

RESOLVED, that the Director of the Portage County Water Resources Department shall be the signatory agent representing the Board regarding approval of invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0727

-

RE: A RESOLUTION AUTHORIZING PORTAGE COUNTY TO ENTER INTO A WATER SERVICE AGREEMENT FOR SALE OF POTABLE WATER TO ORCHARD ESTATES 1 MHC, LLC.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Orchard Estates 1 MHC, LLC is a limited liability corporation operating a Mobile Home Park currently supplying potable water to its premises in Ravenna Township; and

WHEREAS, in order for Orchard Estates 1 MHC, LLC to continue to supply potable water to their premises located in Portage County, Orchard Estates 1 MHC, LLC is requesting Portage County become their sole supplier of bulk water in Portage County;

WHEREAS, Portage County has an adequate water supply to provide Orchard Estates 1 MHC, LLC their required water demand, the water supply would come from the Portage County Brimfield Water Plant and the Portage County Shalersville Water Plant; now therefore be it

RESOLVED, by the Board of County Commissioners, Portage County, Ohio (COMMISSIONERS):

Section 1. That the COMMISSIONERS agree to enter into a Water Service Agreement with Orchard Estates 1 MHC, LLC to be their bulk supplier of potable water.

Section 2. That the water supplied to Orchard Estates 1 MHC, LLC will be used for existing Orchard Estates 1 MHC, LLC water demands as located in Ravenna Township.

Section 3. That a copy of the Orchard Estates 1 MHC, LLC/Portage County Water Service Agreement is attached hereto and incorporated herein.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action. were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0728

-

**RE: GENERAL SEWER AGREEMENT FOR SANITARY
SEWER IMPROVEMENTS TO MEADOW VIEW
SUBDIVISION - PHASE 9, PORTAGE COUNTY
WATER RESOURCES DEPARTMENT PROJECT
NO. ST-4 18-120-P.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

- WHEREAS,** Frontier MV X LLC (OWNER) will construct 1,300 linear feet of 8-inch sanitary sewer and 1,445 linear feet of 6-inch sanitary sewer and all necessary appurtenances to provide sanitary sewer service to (29) sub-lots, within the Meadow View Subdivision - Phase 9, situated in the City of Streetsboro, Original Lot 66, Portage County, Ohio; and
- WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for the MEADOW VIEW SUBDIVISION - PHASE 9 (PROJECT), County Project Number ST-4 18-120-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further
- RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of Eighty Two Thousand Six Hundred Ninety Three Dollars and Zero Cents (\$82,693.00); and be it further
- RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (29) sub-lots, within the Meadow View Subdivision - Phase 9, situated in the City of Streetsboro, Original Lot 66, Portage County, Ohio; and be it further
- RESOLVED,** that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION No. 18-0729 - RE: SHELTER FOR VICTIMS OF DOMESTIC
VIOLENCE - DISTRIBUTION OF MONIES
ACCUMULATED IN MARRIAGE
LICENSES/DIVORCE FEES SPECIAL FUNDING
FOR THE YEAR 2019.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED: that it has been determined by this Board of County Commissioners as follows:

As required by Chapter 3113.35 of the Ohio Revised code, SAFER FUTURES, a program of Family & Community Services, 705 Oakwood St., Ravenna, Ohio 44266 filed an application to receive monies collected as provided by Chapter 33113 (Marriage License fees and Divorce fees), for the calendar year 2019 for shelter for victims of domestic violence. SAFER FUTURES, as evidenced by documentation submitted with the application, meets the requirements of Ohio Revised Code Chapter 3113; be it further

RESOLVED: that a written request was received from SAFER FUTURES for the release of available funds monthly from the total amount of monies as determined by the Portage County Probate Court & Clerk of Courts obtained monthly for the periods of January 1, 2019 through December 31, 2019; and be it further

RESOLVED: the total amount of monies accumulated in Marriage Licenses/Divorce Fees Special Fund during the year 2019 is paid to SAFER FUTURES, a program of Family & Community Services, 705 Oakwood Street Ravenna, Ohio 44266. Said payments to be made from Special Fund – Marriage Licenses & Divorce Fees, as determined by the Portage County Probate Court & Clerk of Courts; and be it further

RESOLVED: that a certified copy of this resolution be filed with the Portage County Department of Budget & Financial Management and Juvenile Court; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0730

-

**RE: PROVISION OF TAX BILL PRINTING,
INSERTION AND DELIVERY SERVICES TO
PORTAGE COUNTY, OHIO**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** the County Treasurer, in accordance with Section 323.13 *et. seq.* of the Ohio Revised Code, utilizes the services of a printing, insertion and delivery firm to facilitate the delivery of tax bills to taxpayers in Portage County; and
- WHEREAS,** the County Treasurer drafted and managed a "request for proposals" process for the provision of those services, netting 16 requests for information and 10 proposals from printing, insertion and delivery firms; and
- WHEREAS,** the County Treasurer, in consultation with staff, has conducted a thorough review of said proposals and submitted a recommendation to the Board of County Commissioners; now therefore be it
- RESOLVED,** that the County Treasurer is hereby authorized to enter into contract negotiations on behalf of Portage County for the provision of said services by SmartBill Limited ("SmartBill") consistent with SmartBill's proposal; and be it further
- RESOLVED,** that the Board of County Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

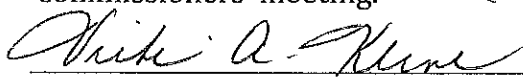
Recessed: 9:43 AM


Reconvened: 11:02 AM Commissioner Kline absent.


Motion To: Adjourn the Official Meeting of October 11, 2018 at 11:02 AM

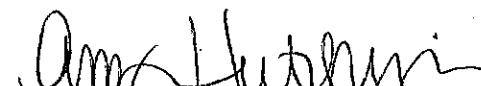
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett
ABSENT:	Vicki A. Kline

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


Vicki A. Kline, President


Sabrina Christian-Bennett, Vice President


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk