



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, March 21, 2019

9:00 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
Kathleen Clyde	Vice President	Attending 9:03 AM
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Human Resources Director Janet Kovick, HR Generalist Jenna Morgan, Department of Budget & Financial Management Director Todd Bragg, Job and Family Services Director Kellijo Jeffries, Water Resources Deputy Director Laura Weber, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:01 AM

PLEASE ADD TO YOUR AGENDA

March 21, 2019

RESOLUTION:

1. Shalersville Well No. 3

In response to the discrepancy on the quote, Deputy Director Weber contacted Ohio Drilling, who stated the quote was correct at \$111,078. The material costs have increased because the material on-site was recycled material (original quote of \$98,388) and during the time the Water Resources Department went out for proposals, the recycled material ended up going to another municipality. The March 14, 2019 quote is for new material that hasn't been ordered and the cost is \$111,078.

Attorney Meduri provided a March 20, 2019 e-mail, which indicated the Board could proceed with an emergency for this project under Ohio Revised Code Section 307.86(A). The Board agreed to consider the resolution later in the day after it adopts the Consent Agenda.

The Board asked if Ohio Drilling indicated the County would receive recycled material initially and Deputy Director Weber will check with Director Roberts.

COMMISSIONERS' MEETING**Discussion:**

- a. Tuesday Discussion Items: Policies, and two Executive Session (G)(1) Employment.
- b. Enterprise Fleet Management
Commissioner Kline reported when a vehicle is sent for service, any department can request a vendor contact them if additional repairs are necessary, so they can make the decision whether to proceed or not before Enterprise is contacted. The Board suggested a memo to those who utilize County vehicles, but after discussing the issue further with Director Bragg, the Board agreed Commissioner Kline will contact the Sheriff directly to relay the information and no memo will be sent at this time.

HUMAN RESOURCES**Discussion:**

- a. 2019 Employee Appreciation Luncheon
The date for the Employee Appreciation Luncheon is suggested for Friday, June 21st from 11:00 AM-1:30 PM at the Administration Building. Commissioner Christian-Bennett will be in D.C. that date, so the Board will hold the event on Friday, June 28th instead.

This year, the Department is using an RSVP form, adding a vegetarian option and a drink preference for agencies who have multiple shifts.

- b. Promotional Items
The Board discussed the Crestline quote for Easy Writer jewel pens. Since the pens will be used Countywide, the Board agreed to purchase 2,500 with the County's logo and website printed on them. The total amount for 2,500 pens is \$824.45 and funding will come from Commissioners' Other.

Commissioner Clyde discussed the possibility of shortening the County's web address with Information Officer Lloyd Alger and the County owns the address and it could be changed.

- c. Draft of Merit Pay Policy
A first draft of the Merit Pay Policy was presented, and it is designed to offer merit increases based on employee performance.

The Board briefly discussed the policy and Director Kovick will bring back for further discussion on March 28, 2019.

9:45 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider employment of a public employee. Also present: Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:15 AM Director Kovick exited the session
10:16 AM Director Bragg entered the session.

11:25 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

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JOB & FAMILY SERVICES

Discussion:

- a. Data Report
Director Jeffries does not have a Data Report as she is waiting for updated Medicaid and Workforce figures.
- b. Graduation Party 2019 – Pathways to Independence
There are five youths in foster care that will graduate from high school in May and a graduation party is scheduled for Friday, May 24, 2019, 5:00 PM-7:00 PM at Maplewood Career Center. The Board is welcome to attend.
- c. EZ Pass
Two social workers were sent out of state to pick up a youth in foster care and the workers went through an EZ Pass toll booth on the Pennsylvania Turnpike on January 11, 2019 by mistake instead of paying the toll. The County received two bills, one for the toll - \$28.30 and one for the violation - \$98.10. Director Jeffries was able to contact the Violations Department to get the administrative fees reduced to \$58.10; Total \$ 86.40. Since this action was not done intentionally, the Board agreed Job and Family Services could pay the invoice./Journal Entry II.
- d. IV-D Investigator Contract Follow Up Discussion
The Board supports the IV-D increase for the second investigator for the Prosecutor's Office, less the vehicle because the County has an extra vehicle for that purpose. Prosecutor Vigluicci asked if the IV-D contract could be amended instead of waiting for the new contract period, which begins in July. The Board agreed the contract could be amended now and Director Jeffries will clarify with the Prosecutor's Office and prepare an amendment to the agreement for Board consideration.

11:33 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider compensation of a public employee. Also present: Human Resources Director Janet Kovick and Job and Family Services Director Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

11:44 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took action by Journal Entry for Job and Family Services./Journal Entry III.

Commissioner Christian-Bennett motioned to pull the following Resolutions from the Consent Agenda:

RESOLUTIONS

6. *Accept the Ohio Development Services Agency, Office of Community Development for the 2018 CDBG Critical Infrastructure Program Funds./* **PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION./19-0174**

o The first WHEREAS stated "the Board of Portage County Commissioners adopted Resolution 18-0823 on November 15, **2019**..." and it should read **2018**.

12. *Approve specifications and set date for the Coleman Professional Services Rehab Project in Franklin and Edinburg Townships./* **PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION./19-0180**

o The address is listed in the draft resolution stated **5982** Rhodes Road and it should read **5974** Rhodes Road.

PLEASE ADD TO THE AGENDA

March 21, 2019

1. Shalersville Water Treatment Plant – Declare Emergency and Award Contract.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to determine that a real and present emergency exists at the Shalersville WTP (well number 3) owned by the Portage County Board of Commissioners and operated by the Portage County Water Resources Department and awarding contract./19-0185

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

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Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to accept the Ohio Development Services Agency, Office of Community Development for the 2018 CDBG Critical Infrastructure Program Funds *as amended*./19-0174

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve specifications and set date for the Coleman Professional Services Rehab Project in Franklin and Edinburg Townships *as amended.*/19-0180

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

COMMISSIONERS' CONSENT AGENDA

March 21, 2019

1. Approval of the March 14, 2019 regular meeting minutes.

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RESOLUTIONS

March 21, 2019

Budget & Financial Management:

1. Approve the Thursday, March 21, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0169
2. Approve the Thursday, March 21, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0170
3. Approve the Tuesday, March 26, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0171
4. Approve the Tuesday, March 26, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0172
5. Approve the Tuesday, March 26, 2019 Then & Now Certification, as presented by the County Auditor./19-0173
6. *Accept the Ohio Development Services Agency, Office of Community Development for the 2018 CDBG Critical Infrastructure Program Funds./****PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. (19-0174)***

Job and Family Services

7. Transfer from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund (\$25,085.41)./19-0175

8. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration (\$18,086.64)./19-0176
9. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund (\$110,000.00)./19-0177

Internal Services

10. A resolution authorizing the purchase, through the State of Ohio contract #RS902619, Index No. GDC093, of one (1) 2019 Ford F-350 Truck for use by the Portage County Engineer./19-0178
11. A resolution authorizing the purchase, through the state term schedule (STS) 800507, Index No. STS515, of one (1) Minuteman Snow and Ice control truck equipment package from Concord Road Equipment Manufacturing, Inc., for use by the Portage County Engineer./19-0179
12. *Approve specifications and set date for the Coleman Professional Services Rehab Project in Franklin and Edinburg Townships.* ***/PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. (19-0180)***
13. Approve specifications and set date for the Family and Community Services (F&CS) Chiller System Project, Ravenna, Ohio./19-0181
14. Accept and award the bid of Frank Martuccio Asphalt & Paving, Inc. for the Hayes Road resurfacing project (CH138, part of Section A and all of Section B) in Ravenna Township, Portage County./19-0182

Dog Warden

15. Acceptance of donations to the Office of the Portage County Dog Warden./19-0183

External Services

16. Authorizing the preparation of plans, specifications and estimate of cost for project no. SH-W (19-060), Shalersville WTP sand bed improvements, in the Portage County Regional Sewer District, Shalersville Township./19-0184

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for March 21, 2019 *as amended*.

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

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**RESOLUTION NO. 19-0169 - RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 March 21, 2019 in the total payment amount as follows:

1. \$8,902.50 to Wage Works Contributions-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, March 22, 2019	\$ 8,902.50
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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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0170 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

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

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

department and/or fund and thus are processed in lieu of issuing a warrant; and

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

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

03/21/19	607	\$ 838.50
03/21/19	619	1,237.96
03/21/19	634	6,540.48
03/21/19	635	28.00
Total		\$ 8,644.94

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0171 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 March 26, 2019 in the total payment amount of **\$1,311,370.60** 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 Wednesday, March 27, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March

26, 2019 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 Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0172 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

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

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

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

03/26/19	705	\$ 8,836.80
03/26/19	706	15,000.00
03/26/19	708	25,182.42
03/26/19	709	141,023.44
03/26/19	714	6,368,495.17
Total		\$ 6,558,537.83

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0173 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$176,628.99** as set forth in Exhibit "A" dated **March 26, 2019** 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; Kathleen Clyde, Yea;

B-X-18-1CJ-2

RESOLUTION No. 19-0174

**RE: ACCEPT THE OHIO DEVELOPMENT
SERVICES AGENCY, OFFICE OF
COMMUNITY DEVELOPMENT FOR THE
2018 CDBG CRITICAL INFRASTRUCTURE
PROGRAM FUNDS**

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

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution 18-0823 on November 15, 2018 and approved the filing of an application for the 2018 CDBG Critical Infrastructure Program funds in the amount of \$500,000; and
- RESOLVED,** OCD awarded \$495,300 for the Vine and Gill Street Infrastructure Project in the City of Ravenna.
- RESOLVED,** the Board of Portage County Commissioners accepts the 2018 CDBG Critical Infrastructure Program funds in the total amount of Four Hundred Ninety-Five Thousand Three Hundred Dollars (\$495,300); and be it further
- RESOLVED,** that the grant period begins February 1, 2019 and ends March 31, 2021; and be it further
- RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further
- RESOLVED,** 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0175 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$25,085.41 for the month of February 2019 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 - JFS - Shared

Project 5SHAR

\$25,085.41

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS - Shared

Project 5SHAR

\$25,085.41

; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0176

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

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 \$18,086.64 for February 2019 IV-D contract payment local match for the CSEA Juvenile Court for Nov 2018 – Jan 2019, Clerk of Courts for Nov & Dec 2018, Domestic Court for Sep & Oct 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

\$18,086.64

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE

\$18,086.64

; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0177 - RE: TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND
1410 PUBLIC ASSISTANCE FUND**

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

WHEREAS, the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$110,000.00 for the 2nd Qtr SFY19 Est#2 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 - JFS Shared

Project 5SHAR

\$110,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS Shared

Project 5SHAR

\$110,000.00

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0178 - RE: A RESOLUTION AUTHORIZING THE
PURCHASE, THROUGH THE STATE OF
OHIO CONTRACT #RS902619, INDEX NO.
GDC093, OF ONE (1) 2019 FORD F-350
TRUCK FOR USE BY THE PORTAGE
COUNTY ENGINEER.**

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

WHEREAS, pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2019 Ford F-350 Truck** for use by the Portage County Engineer's office; and

WHEREAS, the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the State of Ohio Contract #RS902619, one (1) **2019 Ford F-350 Truck**, and

WHEREAS, Middletown Ford is the contractor authorized by the State of Ohio to offer said **2019 Ford F-350 Truck** at the State Contract price of **\$29,756.66**; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2019 Ford F-350 Truck** from Middletown Ford, 1750 North Verity Parkway, Middletown, Ohio 45042, for the total amount of **\$29,756.66** (including temporary tags and delivery), 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0179 - RE: A RESOLUTION AUTHORIZING THE
PURCHASE, THROUGH THE STATE TERM
SCHEDULE (STS) 800507, INDEX NO.
STS515, OF ONE (1) MINUTEMAN SNOW
AND ICE CONTROL TRUCK EQUIPMENT
PACKAGE - FROM CONCORD ROAD
EQUIPMENT MANUFACTURING, INC., FOR**

**USE BY THE PORTAGE COUNTY
ENGINEER.**

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

WHEREAS, Resolution 18-0221 authorized the purchase through the Ohio Department of Transportation's state contract of one 2019 Freightliner Tandem Axle Cab and Chassis from Valley Freightliner, Inc. for use by the Portage County Engineer; and

WHEREAS, the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the State Term Schedule (STS) 800507, Index No. STS515, one (1) **Minuteman Snow and Ice Control Truck Equipment Package** to be installed on the above vehicle, and

WHEREAS, Concord Road Equipment Manufacturing, Inc. is the contractor authorized by the State of Ohio to offer said **Minuteman Snow and Ice Control Truck Equipment Package** -- at the State Contract price of \$79,625.93; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **Minuteman Snow and Ice Control Truck Equipment Package** from Concord Road Equipment Manufacturing, Inc., 348 Chester Street, Painesville, Ohio 44077 for a total cost of \$79,625.93; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0180 - RE: APPROVE SPECIFICATIONS AND SET DATE
FOR THE COLEMAN PROFESSIONAL
SERVICES REHAB PROJECT IN FRANKLIN
AND EDINBURG TOWNSHIP**

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

RESOLVED, that the bid specifications, as submitted for receiving bids to be approved for the labor and materials to tear off and replace decking at the Rhodes House located at 5974 Rhodes Road in Franklin Township. At the Edinburg House located at 4155 State Route 14 in Edinburg Township the following is proposed:

Replace kitchen sink and faucet, replace dishwasher, replace hot water tank with 50-gallon electric and install new panel for power, replace tub/shower and faucet in both bathrooms, replace bathroom sink with new sink and vanity, faucets and shut-off valves; Replace supply lines, toilets, grab bars, new fans and paint both bathrooms; Replace upper bath sink with new handicap wall sink and faucet; Install grab bars; Replace front porch decking surface and hangers and repair the handrail; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m., April 17, 2019 and will be publicly opened and read aloud in Room 134 on the 1st Floor of the County Administration Building; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on March 24, 2019 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0181

-

RE: APPROVE SPECIFICATIONS AND SET DATE FOR THE FAMILY AND & COMMUNITY SERVICES (F&CS) CHILLER SYSTEM PROJECT, RAVENNA, OHIO

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

RESOLVED, that the bid specifications, as submitted for receiving bids for the labor and materials to replace the 80-ton chiller system located at 705 Oakwood Street, Ravenna, Ohio be approved.

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., April 17, 2019 and will be publicly opened and read aloud in Room 134 on the 1st Floor of the County Administration Building; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on March 24, 2019 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0182 - RE: ACCEPT AND AWARD THE BID OF FRANK MARTUCCIO ASPHALT & PAVING, INC. FOR THE HAYES ROAD RESURFACING PROJECT (CH 138, PART OF SECTION A AND ALL OF SECTION B) IN RAVENNA TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS, notice of Receiving Bids for the **Hayes Road Resurfacing Project (CH 138, Part of Section A and All of Section B)** was published in the Record Courier on February 22, 2019 and March 1, 2019, and

WHEREAS, two (2) sealed bids were received and grand totals were tabulated and recorded on March 13, 2019 for furnishing all labor, materials and equipment necessary to complete the project known as **Hayes Road Resurfacing (CH 138, Part of Section A and All of Section B)**; and

WHEREAS, after reviewing said bids, it is the recommendation of the Portage County Engineer that the bid of **Frank Martuccio Asphalt & Paving, Inc.** be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Frank Martuccio Asphalt & Paving, Inc., 1059 Mercer Avenue, Hermitage, Pennsylvania 16148**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **Hayes Road Resurfacing Project (CH 138, Part of Section A and All of Section B)** in Ravenna Township, Portage County; and be it further

RESOLVED, that a contract be entered into with **Frank Martuccio Asphalt & Paving, Inc.** in the total amount of **\$260,933.26** 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0183 - RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

Name	Address	
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$120
Pet Supplies Plus	1262 St Rt 303 Streetsboro Oh 44241	\$27
Susan Eagleson	6328 W Shore Dr Kent Oh 44240	\$25
Sally Nitz	1975 Auten Dr. Akron Oh 44320	\$15
Byron Bigelow Sr	1199 Apache Ps Streetsboro Oh 44241	\$100
Joe & Tesa Ross	988 E. Spruce Ave Ravenna Oh 44266	\$8

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0184 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. SH-W (19-060), SHALERSVILLE WTP SAND BED IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, SHALERSVILLE TOWNSHIP.

It was moved by Sabrina Christian-Bennett, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

WHEREAS, Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and

WHEREAS, it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. SH-W (19-060), Shalersville WTP Sand Bed Improvements, referred to as the "PROJECT"; and

WHEREAS, the PROJECT is necessary because the existing sand beds are no longer performing properly due to loss of sand media and build-up of sediments; and

WHEREAS, the PROJECT is essential to maintaining and operating a reliable water supply system; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County, Ohio:

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

Section 2. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department Of Budget and Financial Management within 15 days after its passage.

Section 3. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0185 - RE: DETERMINE THAT A REAL AND PRESENT
EMERGENCY EXISTS AT THE
SHALERSVILLE WTP (WELL NUMBER 3)
OWNED BY THE PORTAGE COUNTY BOARD
OF COMMISSIONERS AND OPERATED BY
THE PORTAGE COUNTY WATER
RESOURCES DEPARTMENT AND
AWARDING CONTRACT.**

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

WHEREAS, the Portage County Board of Commissioners owns the Shalersville WTP located at 9750 Coit Road, Mantua OH; and

WHEREAS, at this location is the operation of a water treatment plant along with five production water wells; and well #3 is no longer in production as the well has failed and needs replaced; and

WHEREAS, at this location the loss of well #3 as a water source is considered an emergency based on limiting supply water for plant demand; and

WHEREAS, the anticipated increased demand that comes with the change of season precludes the possibility of completing the statutory competitive bidding process; and

WHEREAS, there is actual physical disaster to structures as evidenced by the presence of fine sand in well #3, and furthermore having solicited informal estimates from no fewer than three persons who could perform the contract and receiving a proposal from only one; now therefore be it

RESOLVED, that pursuant to ORC 307.86 (A) the Board of County Commissioners by a unanimous vote of its members, makes a determination that a real and present emergency exists for the reasons aforesaid, and authorizes Ohio Drilling Company to replace Well #3 at a cost of One hundred eleven thousand, seventy-eight dollars and 00/100 (\$111,078.00); and be it further

RESOLVED, that the Board of 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 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY

March 21, 2019

Commissioners

1. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of February 2019, received on March 12, 2019 as presented by the County Auditor and County Treasurer.
2. The Board of Commissioners authorized Commissioner Kline to sign the State of Ohio Development Services Agency Office of Community Development Request for Release of Funds (RROF) and Certification for Federally Funded State Projects funded by the 2013 CDBG Formula Allocation Grant as follows:

Grant Agmt No.	Project	Activity No.	Amount	Location
B-F-18-1CJ-1	Demolition/Clearance Windham Township Demolition	2	\$52,000.00	Windham Township

Human Resources

3. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Savanna Barton, Breastfeeding Peer Helper for Portage/Columbiana WIC due to successfully completing the 120-day probationary period, effective March 20, 2019, presented by Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Lori Pyles, Social Service Worker 3, for Portage County Job & Family Services, effective March 15, 2019, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Lori Pyles, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Christopher McCarron as a Regional Wastewater Superintendent, replacing John Leiendecker for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 22, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners approved the Water Resources department to offer a Laborer position to the applicant whom is qualified for the laborer position. With intent is to hold a Collections System Operator position open until he succeeds to obtain his Collection System license at which time he would move up to the Operator In Training. The temporary Laborer position would leave the employee on probation until he succeeds in taking the Ohio EPA Licensure examination.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries for March 21, 2019.

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

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JOURNAL ENTRY II

March 21, 2019

1. The Board of Commissioners authorized Job and Family Services to pay for toll charges received by two Social Services workers in a County vehicle travelling through

a cashless tolling point on the Pennsylvania Turnpike on January 11, 2019 to pick up a youth in foster care for \$ 86.40 as presented by Director Kellijo Jeffries.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve Journal Entry II for March 21, 2019

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

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JOURNAL ENTRY III

March 21, 2019

1. After Exiting Executive Session, the Board of Commissioners approved the Agency Wide Wages Policy #010-23, (longevity scale), effective March 1, 2019 for Job and Family Services as presented by Director Kellijo Jeffries.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve Journal Entry III for March 21, 2019

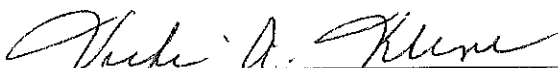
Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

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Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to adjourn the Official Meeting of March 21, 2019 at 11:52 AM.

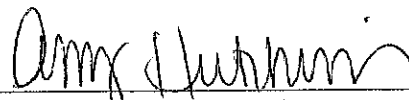
Roll call vote: Commissioner Clyde, Yea;
Commissioner Christian-Bennett, Yea;
Commissioner Kline, Yea;

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of March 21, 2019.


Vicki A. Kline, President


Kathleen Clyde, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk