



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, April 11, 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	Present
Sabrina Christian-Bennett	Board Member	Present

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:01 AM

COMMISSIONERS' MEETING

1. Discussion:

- a. Tuesday discussion items – (1) Budget schedule with Director Bragg and (2) Sales and Use Tax proposal timeline with Director Townend and Director Bragg. Commissioner Clyde will contact Director Townend for an update.

2. Journal Entries and Consent Agenda

Commissioner Clyde would like Director Bragg to be in attendance when the Board reviews the Consent Agenda and Journal Entries and Commissioner Christian-Bennett suggested Director Townend be in attendance, as well. Commissioner Clyde will discuss this issue with both Directors.

Commissioner Clyde had questions on Consent Agenda Resolutions 12 and 13 and Commissioner Christian-Bennett motioned to pull Resolution Nos. 12 and 13 from the Consent Agenda.

CONSENT AGENDA

April 11, 2019

RESOLUTIONS

12. Declare the necessity to lease one (1) vehicle for use by the Portage County Building Department, two (2) vehicles for the Portage County Adult Probation Office and two

(2) vehicles for the Portage County Prosecutor./**PULLED FROM THE CONSENT AGENDA.**

13. Enter into a participation agreement for the self-insurance pool administered by the County Risk Sharing Authority (CORSAs) for county insurance for the period of 2019-2022./**PULLED FROM THE CONSENT AGENDA.**

PLEASE ADD TO YOUR AGENDA:

1. Draft Resolution: Amend Resolution No. 19-0221, adopted April 4, 2019, Portage County Commissioners Board Appointment for year 2019 by removing Commissioner Kline as the representative of the EMA Advisory Council and adding Commissioner Clyde as the representative. Commissioner Christian-Bennett will remain the alternate.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to Amend Resolution No. 19-0221, adopted April 4, 2019, Portage County Commissioners Board appointments for the year 2019./19-0238

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

2. April 10, 2019 e-mail from Amanda Goldberg, Common Pleas Court, requesting an additional appropriation of \$15,000 for the purchase of drug screen kits.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to Amend the General Fund Annual Appropriation Resolution No. 18-0904, adopted December 13, 2018./19-0239

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

HUMAN RESOURCES

1. Discussion:

a. Travel Policy

Recently, there has been a need for clarification regarding meal reimbursements in **Section 13 – Travel and Expense Reimbursement** of the Commissioners' Personnel Policy Manual.

- **Meal reimbursements while traveling within Portage County:** The Board agreed to approve meal reimbursements while traveling within Portage County.
- **Overnight expenses – No reimbursement will be made for lodging: For the night prior to the meeting or conference, unless the meeting or conference is greater than one hundred and fifty miles:** The Board is

leaning towards lowering the mileage, but will wait to hear back from Director Kovick concerning what other Counties allow.

- **Meal times (added):** The Board agreed the definition for Breakfast is midnight-9:00 AM; Lunch 11:00 AM-3:00 PM; Dinner 6:00 PM-Midnight.
- Commissioner Clyde pointed out the amounts for meal reimbursements are not indexed and will need to be periodically updated and Director Kovick will check into Federal guidelines (General Services Administration) as it adjusts each year for inflation.

Director Kovick will add this item to her agenda on April 25, 2019 for further discussion.

b. Social Media Policy Update

Director Kovick has asked the Prosecutor's Office to review the policy to reconfirm its validity. Once Director Kovick hears back from the Prosecutor's Office, she will add it to her agenda on April 25, 2019.

- The Board agreed to remove the word 'blog' from the policy and have it changed to 'web pages' and to further define RC-2 and RC-3 form under Records Retention.

c. Performance Evaluation Template Update

Director Kovick has been working on performance evaluation templates for Employees, Supervisors and Directors, in case they would be needed by a County office. Director Kovick will also provide the Board copies of the Director Roberts' sample for comparison purposes.

d. Promotional Items – Pens

Director Kovick presented the promotion pens and she will send an e-mail to Elected Officials and Department Heads to advise.

e. The Board confirmed the final date for the Employee Appreciation luncheon will be Friday, June 28, 2019 and Director Kovick will contact Duma's Meats to see if they would like to participate again this year with the food.

f. Labor Counsel

Director Kovick has been in touch with Jim Wilkins and he returned the labor counsel agreement for Portage County and it has been forwarded to Internal Services to finalize the process.

9:38 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 discuss employee discipline of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Department Director Janet Kovick, and Attorney Chris Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:10 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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10:11 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 discuss employment of a public employee. Also present: Job and Family Services Director Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:22 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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WATER RESOURCES DEPARTMENT

Present: Director Gene Roberts

1. Discussion:

a. 2018 Consumer Confidence Report

In keeping with past practice Water Resources is requesting Board approval of the 2018 draft of the Consumer Confidence Report and specifically the language in the Community Participation section on Page One:

Community Participation

Inquiries about public participation and policy decisions can be made by calling (330) 297-3670. The Board of Commissioner's meetings are held weekly on Thursday 9:00 am and are open to the public.

The Board agreed the telephone number should be changed from Water Resources to the Commissioners' Office at (330) 297-3600 and Director Roberts will make the change.

The final 2018 Consumer Confidence Report will be available on the Water Resources web site and all customers will be notified of the report on their next water invoice. The new process of publishing to the web is approved by the Ohio EPA and results in several thousand dollars savings in printing and postage.

b. Engineering Division Staff Professional Development Step Requirements

The purpose of the Professional Development compensation is to recognize employee efforts when advancing their educational horizon both within their current assignments but also within the Department as a whole. This small stipend provides employees with the incentive to educate themselves and prove

they are ready to move up within the Department when openings present opportunities.

The following Engineering staff members are eligible for Professional Development compensation and Director Roberts requests it be retroactive to July 2, 2018, due to the amount of time it has taken to develop the program:

- John Evans, Permit/Project Coordinator II
- Christian Cline, Design Technician II
- Jacob Workman, Engineering Technician III
- Harry Carpenter, Engineering Technician III
- Matthew Dewalt, Engineering Tech I.

Total approved compensation retroactive to July 2, 2018 is \$6,640.00. Director Kovick will prepare the required Personnel Action forms for the increases next week.

c. Village of Mantua Utility Bidding Extension

Director Roberts updated the Board concerning the Village of Mantua bid opening whereby two bids were received, one from Portage County and a second from a company not interested in acquiring the utilities, but operating only. The bid from the second company is higher than what the County is charging now, and the Village would like to stay with the County. Director Roberts would support the agreement extension if the County receives a Memorandum of Understanding (MOU) from the Village. The County is not interested in taking over the operation and having the Village still own the land beneath it. Director Roberts will prepare a draft MOU for Board consideration.

d. Pharmaceuticals

Every year, the Drug Enforcement Administration (DEA) partners with the Sheriff's Office and Water Resources to hold a pharmaceutical collection and permission to hold the event is Journal Entry #10 today.

e. City of Akron, State Route 14 and Lake Rockwell

A tree stand was discovered on Portage County property in the City of Streetsboro without permission from the County. The City of Akron is willing to remove the stand and Director Roberts will send an e-mail noting the Board agrees to have them remove it.

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COMMISSIONERS' CONSENT AGENDA

April 11, 2019

1. Approval of the April 4, 2019 and April 9, 2019 regular meeting minutes.

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RESOLUTIONS

April 11, 2019

Budget & Financial Management:

1. Approve the Thursday, April 11, 2019 wire transfers for health benefits as presented by

the County Auditor and reviewed by the Department of Budget & Financial Management./19-0223

2. Approve the Thursday, April 11, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0224
3. Approve the Tuesday, April 16, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0225
4. Approve the Tuesday, April 16, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0226
5. Approve the Tuesday, April 16, 2019 Then & Now Certification, as presented by the County Auditor./19-0227

Job and Family Services

6. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund (\$140,208.69)./19-0228
7. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund (28,472.26). /19-0229
8. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration (10,090.10)./19-0230

Internal Services

9. Accept bids for furnishing various sizes of gravel for use by the Portage County Engineer./19-0231
10. Accept bids for furnishing various sizes of slag for use by the Portage County Engineer./19-0232
11. Authorize the Portage County Engineer to participate in the Ohio Department of Transportation's Annual Winter Road Salt bid for the 2019-2020 winter season./19-0233
12. *Declare the necessity to lease one (1) vehicle for use by the Portage County Building Department, two (2) vehicles for the Portage County Adult Probation Office and two (2) vehicles for the Portage County Prosecutor./PULLED FROM THE CONSENT AGENDA.*
13. *Enter into a participation agreement for the self-insurance pool administered by the County Risk Sharing Authority (CORSA) for county insurance for the period of 2019-2022./PULLED FROM THE CONSENT AGENDA.*
14. Approve specifications and set bid date for the Portage County Clerk of Courts renovation project./19-0236

Commissioners

15. Amend Resolution No. 19-0204, which amended Resolution 18-0137 for appointments to the various public boards made by the Portage County Board of Commissioners./19-0237

Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to approve the Consent Agenda as amended for April 11, 2019

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

RESOLUTION NO. 19-0223

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 19-0224 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

04/11/19	443	\$ 9,303.04
04/11/19	444	84.00
04/11/19	451	539.48
04/11/19	454	4,403.89
04/11/19	455	100.00
04/11/19	456	1,524.24
04/11/19	460	202.50
04/11/19	473	855.00
04/11/19	476	80.00
04/11/19	481	814.05
Total		\$ 17,906.20

; 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. 19-0225 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 April 16, 2019 in the total payment amount of **\$328,066.22** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0226 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

04/16/19	644	\$ 28.00
04/16/19	645	2,149.00
04/16/19	646	371.00
04/16/19	647	346.74
Total		\$ 2,894.74

; 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. 19-0227 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 **\$85,265.83** as set forth in Exhibit "A" dated **April 16, 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;

RESOLUTION NO. 19-0228 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$140,208.69 for Oct 2018-Mar 2019 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1413, JFS WIA FUND
ORGCODE - 14130519
Debit Expense Account
Object: 912000 - JFS Shared
Project 3A258
Project 3B278
Project 3A259
Project 3B259

\$37,673.13
\$ 6,728.50
\$39,035.51
\$56,771.55

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
ORGCODE - 14100512
Revenue Account
Object: 282000 - JFS Shared
Project 5SHAR

\$140,208.69

; 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. 19-0229 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for One Stop sharing costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$28,472.26 for the 2nd Qtr SFY19 Oct-Dec 2018 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1413, JFS WIA FUND
 ORGCODE - 14130519
 Debit Expense Account
 Object: 912000 - JFS Shared
 Project 3A258
 Project 3B278

\$14,236.11
 \$14,236.15

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 - JFS Shared
 Project 5SHAR

\$28,472.26

; 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. 19-0230 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 \$10,090.10 for February 2019 IV-D contract payment local match for the CSEA Juvenile Court for Feb 2019, Clerk of Courts for Jan & Feb 2019, Prosecutor Oct & Nov 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 \$10,090.10

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION
ORGCODE - 14140512
Revenue Account
Object: 280000 - Transfer In
Project NONE \$10,090.10

; 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. 19-0231 - RE: ACCEPT BIDS FOR FURNISHING VARIOUS SIZES OF GRAVEL FOR USE BY THE PORTAGE COUNTY ENGINEER.

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

WHEREAS, notice of receiving bids for furnishing various Aggregate Materials for use by the Portage County Engineer was published in the Record Courier on **March 11, 2019** and **March 18, 2019**, and

WHEREAS, five (5) sealed bids for furnishing **Various Sizes of Gravel** for use by the Portage County Engineer were received, tabulated and recorded on March 27, 2019; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following stipulations:

1. All gravel is to be ordered as needed and in quantities needed at that time. F.O.B. Plant.
2. Payment of the order is to be made upon receipt of the invoice.
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work program;

;now therefore be it

RESOLVED, that the bid of Central Allied Enterprise, Inc., P.O. Box 80449, Canton, Ohio 44708 be accepted as the **lowest and best bid received** for the following materials:

2,000 Tons, More or Less, Crushed #4 Gravel, FOB Plant \$13.50 Per Ton

and

2,000 Tons, More or Less, #9 Gravel, FOB Plant \$5.00 Per Ton

and be it further

RESOLVED, that the bid of Ballentine Sand & Gravel LLC., 7854 Cooley Road, Ravenna, Ohio 44266 be accepted the **lowest and best bid** received for the following material:

4,000 Tons, More or Less, #304 Gravel, FOB Plant \$11.50 Per Ton

and be it further

RESOLVED, that the bid of Oscar Brugmann Sand & Gravel, Inc., 3828 Dudley Road, Mantua, Ohio 44255 be accepted the **lowest and best bid** received for the following material:

1,000 Tons, More or Less, Crushed #2 Gravel, FOB Plant \$14.95 Per Ton

RESOLVED, that the following bids submitted by Oscar Brugmann Sand & Gravel, Inc., 3828 Dudley Road, Mantua, Ohio 44255 be accepted as **ALTERNATE** bids:

2,000 Tons, More or Less, Crushed #4, FOB Plant \$14.95 Per Ton

and be it further

RESOLVED, that the following bids submitted by Ballentine Sand and Gravel LLC, 7854 Cooley Road, Ravenna, Ohio 44266 be accepted as **ALTERNATE** bids:

2,000 Tons, More or Less, #9 Gravel, FOB Plant \$8.75 Per Ton

and be it further

RESOLVED, that the following bids submitted by Central Allied Enterprise, Inc., P.O. Box 80449, Canton, Ohio 44708 be accepted as **ALTERNATE** bids:

4,000 Tons, More or Less, #304 Gravel, FOB Plant \$12.50 Per Ton

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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0232

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**RE: ACCEPT BIDS FOR FURNISHING VARIOUS
SIZES OF SLAG FOR USE BY THE
PORTAGE COUNTY ENGINEER.**

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

WHEREAS, notice of receiving bids for furnishing various Aggregate Materials for use by the Portage County Engineer was published in the Record Courier on **March 11, 2019** and **March 18, 2019**, and

WHEREAS, three (3) sealed bids for furnishing **Various Sizes of Slag** for use by the Portage County Engineer were received, tabulated and recorded on March 27, 2019; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following stipulations:

1. All slag is to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice of the delivered material;
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work program;

now therefore be it

RESOLVED, that the following bids submitted by LaFarge Great Lakes, 2106 West 3rd Street, Cleveland, Ohio 44113 be accepted as the **lowest and best bids received**:

	Del. To FOB Plant	Del. To Newton Falls Road
Various Sites		
2,000 Tons, More or Less, #6M	*****	\$25.25/Ton
\$25.75/Ton		
and		
6,000 Tons, More or Less, #8	*****	\$29.05/Ton
\$29.55/Ton		
and be it further		

RESOLVED, that the following bids submitted by The Arms Trucking Company, 14818 Mayfield Road, P.O. Box 369, East Claridon, Ohio 44033 be accepted as the **lowest and best bids received**:

	Del. To FOB Plant	Del. To Newton	Falls	Road
Various Sites				
3,000 Tons, More or Less, #57	*****	\$17.50/Ton		
\$18.00/Ton				

and be it further

RESOLVED, that the following bids submitted by The Arms Trucking Company, 14818 Mayfield Road, P.O. Box 369, East Claridon, Ohio 44033 be accepted as **ALTERNATE** bids:

Sites	FOB Plant	Del. To Newton	Falls	Road	Various
6,000 Tons, More or Less, #8	*****	\$30.10/Ton			\$30.60/Ton

and be it further

RESOLVED, that the following bids submitted by LaFarge Great Lakes, 2106 West 3rd Street, Cleveland, Ohio 44113 be accepted as **ALTERNATE** bids:

Sites	FOB Plant	Del. To Newton	Falls	Road	Various
3,000 Tons, More or Less, #57	*****	\$18.25/Ton			
\$18.75/Ton					

and be it further

RESOLVED, that the following bids submitted by Stoneco, Inc. dba Allied Corp. Inc., 8920 Canyon Falls Blvd. Suite 120, Twinsburg, Ohio 44087 be accepted as **ALTERNATE** bids:

Sites	FOB Plant	Del. To Newton	Falls	Road	Various
2,000 Tons, More or Less, #6M	*****	\$30.25/Ton			\$30.25/Ton

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. 19-0233 - RE: AUTHORIZE THE PORTAGE COUNTY
ENGINEER TO PARTICIPATE IN THE OHIO
DEPARTMENT OF TRANSPORTATION'S
ANNUAL WINTER ROAD SALT BID (018-20)
FOR THE 2019-2020 WINTER SEASON.**

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

WHEREAS, the Portage County Commissioners, on behalf of the Portage County Engineer, hereby submits this written agreement to participate in the **Ohio Department of Transportation's (ODOT) Annual Winter Road Salt Bid (018-20)** in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the winter road salt contract; and
- d. The Political Subdivision's electronic order for sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 19, 2019 by 12:00 P.M. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request.

Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorize the Portage County Engineer to participate in the **Ohio Department of Transportation's Annual Winter Road Salt Bid** (Contract 018-20) for the *2019-2020 Winter Season*; and be it further

RESOLVED, The Political Subdivision hereby requests through this participation agreement a total of **6,000 TONS** of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

RESOLVED, by the following authorized person(s) that this participation agreement for the ODOT winter road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT winter salt contract:

Approval Date

Approval Date

Approval Date

;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:

RESOLUTION NO. 19-0234

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 19-0235

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 19-0236 - RE: APPROVE SPECIFICATIONS AND SET BID
DATE FOR THE PORTAGE COUNTY CLERK
OF COURTS RENOVATION PROJECT.**

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

RESOLVED, that the bid specifications for receiving bids for the Portage County Clerk of Courts renovation project, 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., E.S.T. on May 1, 2019 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on April 12th and April 18th, 2019 and a copy thereof be posted on the County's website and 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. 19-0237

**RE: AMEND RESOLUTION NO. 19-0204, WHICH
AMENDED RESOLUTION 18-0137 FOR
APPOINTMENTS TO THE VARIOUS PUBLIC
BOARDS MADE BY THE PORTAGE COUNTY
BOARD OF COMMISSIONERS**

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

WHEREAS, on February 22, 2018, the Board of Commissioners adopted Resolution 18-0137: Appointments to the various public boards made by the Portage County Board of Commissioners (procedure); and

WHEREAS, on March 28, 2019, the Board adopted Resolution No. 19-0204, which amended Resolution No. 18-0137; and

WHEREAS, it is necessary to amend resolution 19-0204, to exempt any Elected Official from the requirement of completing an application prior to being considered for a Board appointment; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend Resolution No. 19-0204, dated March 28, 2019, to exempt any Elected Official from completing an application to be considered for appointment on a public board; 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 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0238

**RE: AMEND RESOLUTION NO. 19-0221,
ADOPTED APRIL 4, 2019, PORTAGE
COUNTY COMMISSIONERS BOARD
APPOINTMENTS FOR YEAR 2019.**

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

WHEREAS, the Board of Commissioners adopted Resolution No. 19-0120 on February 14, 2019, making various board appointments for the year 2019; and

WHEREAS, said Resolution was amended on April 4, 2019 by Resolution No. 19-0221; and

WHEREAS, Resolution No. 19-0221 will need to be amended changing the representative on the EMA Advisory Board; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend Resolution 19-0221, adopted April 4, 2019, Board Appointments for 2019 as follows:

1. Remove Commissioner Kline as representative for the Emergency Management Agency Advisory Council and appoint Commissioner Kathleen Clyde; Alternate of Commissioner Christian-Bennett will remain the same; and be it further

RESOLVED, that the above-mentioned appointments are effective immediately through the next organizational meeting of the Board or passage of said Board appointment Resolution; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Commissioners, the Commissioners' Clerk, the Commissioners' Clerical Specialist and Portage County Office of Homeland Security and Emergency Management; and be it

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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

2019 BOARD APPOINTMENTS
Revised April 11, 2019

BOARD	REPRESENTATIVE	ALTERNATE
911 Planning Committee	Vicki A. Kline	Kathleen Clyde
Presiding Officer		
AMATS Policy Committee	Vicki A. Kline	Melissa Long
Three Board of Commissioners	Kathleen Clyde	Frank Hairston
	Sabrina Christian-Bennett	Michael Hlad
AMATS Citizen Involvement Committee	Audrey Kessler	N/A
AMATS Technical Advisory Committee (TAC)		
Portage County Small Villages	Rick Patrick	N/A
Portage County Township Association	John Kovacich	Jim Greener
Board of Revisions	Vicki A. Kline	JoAnn Townend

President		
Combined General Health District Advisory Council	Vicki A. Kline	N/A
President		
Community Corrections Board	Kathleen Clyde	Sabrina Christian-Bennett
Designee		
Community Improvement Corporation of Summit, Medina and Portage Counties (CIC) (Greater Akron Chamber)	Brad Ehrhart	N/A
Representative and Voting Member		
County Commissioners Assoc. Service Corp of Ohio (CCAOSC)	Michelle Crombie	JoAnn Townend
Appointing Representative & Alt to Natural Gas Purchase Program		
CCAO Membership Meetings for 2019	Kathleen Clyde	Sabrina Christian-Bennett
Representative and Alternate		
Data Processing Board	Vicki A. Kline	Kathleen Clyde
BOARD	REPRESENTATIVE	ALTERNATE
Emergency Food and Shelter Board of Portage County (Federal Board)	Vicki A. Kline	Kellijo Jeffries
President	Ryan Shackelford	Cody Brookover
Required Aptm.		
Emergency Management Agency Advisory Council	Kathleen Clyde	Sabrina Christian-Bennett
One Commissioners and One Alternate		
Family and Children's First Council	Kathleen Clyde	Vicki A. Kline
Investment Advisory Committee	Vicki A. Kline	N/A
President & Vice President	Kathleen Clyde	N/A
Landbank Board of Directors	Vicki A. Kline	Sabrina Christian-Bennett
Two Commissioners and One Alternate	Kathleen Clyde	

Local Emergency Planning Commission	Vicki A. Kline	Sabrina Christian-Bennett
One Commissioners and One Alternate		
Northeast Consortium Council of Government (NOC COG)	Sabrina Christian-Bennett	Kathleen Clyde
Local Elected Official (LEO)		
Northeast Ohio Four County Regional Planning and Development Org. (NEFCO)	Gene Roberts	Tia Rutledge
Board of Commissioners has 6 reps.	Todd Peetz	Patrick Holland
	Joseph Diorio	Mary Helen Smith
	Vicki A. Kline	Kathleen Clyde
	John Zizka	N/A
	James Bierlair	Amos Sarfo
NEFCO Environmental Technical Advisory Committee (ERTAC)	Ron Etling	N/A
Ongoing term (16-0106)		
NEFCO Comprehensive Economic Development Strategy (CEDS) Committee	Brad Ehrhart	Diana Fierle
Ohio Public Works District 7 Integrating Committee	Sabrina Christian-Bennett	Vicki A. Kline
See Res. No. 18-0347, dated 5/15/18; 3 yr term 5-31-18 to 5-30-2021	Mickey Marozzi	Mike Collins
Portage Development Board	Kathleen Clyde	Sabrina Christian-Bennett
Portage-Geauga Joint BOC	Vicki A. Kline	N/A
Three Board of Commissioners	Kathleen Clyde	N/A
	Sabrina Christian-Bennett	N/A
PMHA Housing Services Council	Audrey Kessler	N/A
See Res. No. 13-0450 with no term expiration date		
Ravenna Arsenal Restoration Board	Ryan Shackelford	N/A
Records Commission	Vicki A. Kline	N/A
President		

Regional Planning Commission	Vicki A. Kline	Terry Montz
Three Board of Commissioners	Sabrina Christian-Bennett	Matt Adelman
	Kathleen Clyde	
	Gene Roberts	Tia Rutledge
	Mickey Marozzi	Dan Jendrisak
	James Bierlair	Eric Long
Regional Planning Commission Executive Committee	Sabrina Christian-Bennett	N/A
April aptn. by Executive Committee		
Solid Waste Management District Policy Committee	Kathleen Clyde	N/A
As designated by the Board President		
Storm Water Task Force	Vicki A. Kline	Jim Greener

RESOLUTION NO. 19-0239

RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 18-0904 ADOPTED DECEMBER 13, 2018.

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

RESOLVED, that it has become necessary to amend the General Fund 2019 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
Fund: 0001 General Fund		
590 Adult Probation		
05905 Adult Probation Materials & Su	15,000	-
MEMO TOTAL	<u>\$ 15,000</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 15,000</u>	<u>\$ -</u>
; and be it further		

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY

April 11, 2019

Commissioners

1. The Board of Commissioners authorized the purchase of two (2) OptiPlex 5060 MT Computer Modules from Dell for \$1,676.58, as per Dell eQuote 1024222578360, for use by the Commissioners' Office.
2. 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 March 2019.
3. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for March 2019 as presented by the Portage County Treasurer.
4. In accordance with Ohio Revised Code Section 3113.39, the Board of Commissioners acknowledged receipt of the 2018 Annual Report for Shelters for Victims of Domestic Violence, as presented by Donya Buchanan, Portage County Family & Community Services.
5. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Request Draw No. 3, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Activity No.	Amt Requested
B-F-18-1CJ-1	Neighb. Fac/ Community Ctr	1	\$700.00
B-F-18-1CJ-1	Fair Housing Program	1	1,800.00
B-F-18-1CJ-1	General Admin	2	5,100.00
Total			\$7,600.00

6. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of March 2019, received on April 9, 2019 as presented by the County Auditor and County Treasurer.
7. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Request Draw No. 2, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Activity No.	Amt Requested
B-X-18-1CJ-1	Administration	1	\$2,500.00
Total			\$2,500.00

Human Resources

8. The Board of Commissioners signed Personnel Action Form for a professional development wage increase for Daniel Cross, Treatment Plant Operator I, for Portage County Water Resources, effective March 26, 2019, for receiving his Class II Water Supply Operator license presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Angel Brander, JFS Accountant for Portage County Job & Family Services, due to successfully completing 5 years of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective March 14, 2019, presented by Janet Kovick, Human Resources Director.

External Services

10. 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 National Take-Back Initiative on Saturday, April 27, 2019 from 10:00 am to 1:00 pm at the Portage County Water Resources Department located at 8116 Infirmary Road in Shalersville Township, as required in Part II of the Streetsboro Wastewater Treatment Plant NPDES Permit.
11. The Board of Commissioners acknowledged receipt of the Neighborhood Development Services, Inc. Loan Processing System report on the Description of System, Suitability of Design and Operating Effectiveness of Controls (SSAE 18 Type II) audit report for the period January 1, 2018 through December 31, 2018, as presented by Neighborhood Development Services.

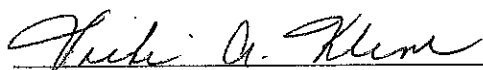
Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to approve the Journal Entries for April 11, 2019

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

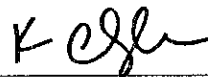
Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to adjourn the Official Meeting of April 11, 2019 at 10:55 AM

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.



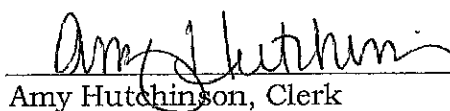
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk