



Portage County Board of Commissioners
Meeting Minutes

0542

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, September 17, 2020

9:02 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present via Zoom video conference.

Attendee Name	Title	Status
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Absent

Also attending throughout the day County Administrator Gene Roberts.

Commissioner Clyde asked for a moment of silence for the Portage County residents who lost their lives this week battling the COVID-19 virus. Our thoughts are with the family and loved ones during this difficult time.

Recessed: 9:03 AM into Solid Waste Management District Meeting

Reconvened: 9:04 AM

BOARD OF DEVELOPMENTAL DISABILITIES

Present: Director John Vennetti and Human Resources Director Lynn Leslie

Discussion:

1. Collective Bargaining Agreement

Director Vennetti noted after approximately 7-8 bargaining sessions, he was very pleased that they were able to settle the Collective Bargaining agreement without a strike. He also explained nothing was added to the base because they are well compensated compared to other surrounding Counties.

Director Leslie noted the following highlights to the agreement:

- With the Janus decision, fair share fees were declared illegal, so language has been removed from the contract and a provision was inserted that should Janus be overturned, they would negotiate accordingly.
- The pay steps were expanded from the current 14 steps to 28 steps. The beginning step and top step amounts remain the same, but this allows employees a greater opportunity to receive pay increases over a period of time when they start their career.
- Language has been included in the contract regarding health insurance. Previously, they had 'MeToo' language that said they would take whatever Unit A received.

- Employees are paying 12% of the insurance premium starting September 1, 2020 and it will increase to 12.5% next year and 13% the following year which is in line with what others are doing.
- Tele-working is working and once things get back to normal, language has been included in the contract that would allow them to work from home up to 4 times per month.
- Current employees located in the top step of the scale are getting a \$1,500 lump sum payment each year of the contract and those who have not topped out will continue to receive step increases. Since the steps have been doubled, current staff has been grandfathered in and they won't receive the smaller step but will continue to receive what they normally would have received under the terms of the old agreement (2 step increase), which is equivalent to the former 1 step increase. Any new employees coming into the agency will be on the new scale.
- Director Vennetti noted the one time lump sum payment was in the previous contract.

Resolution:

1. The Board of Commissioners accepts and approves a collective bargaining agreement between the Portage County Board of Developmental Disabilities and the Portage County Educators Association for the Developmentally Disabled Unit./Resolution No. 20-0563

RESOLUTION NO. 20-0563 - RE: ACCEPT AND APPROVE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (PORTAGE DD) AND THE PORTAGE COUNTY EDUCATORS ASSOCIATION FOR THE DEVELOPMENTALLY DISABLED (PCEADD) - UNIT B.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

RESOLVED, that the Board of Portage County Commissioners does hereby accept and approve the Collective Bargaining Agreement between the Portage County Board of Developmental Disabilities (Portage DD) and the Portage County Educators Association for the Developmentally Disabled (PCEADD) – Unit B, as negotiated and accepted by vote of the Bargaining Unit and resolution by Portage DD; and be it further

RESOLVED, that this agreement is in effect from September 1, 2020 and shall continue in full force and effect until August 31, 2023; 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:

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

HUMAN RESOURCES

Present: Director Janet Kovick and Susan Lynn

Discussion:

1. 2021 Health Benefit Q & A

Ms. Lynn explained in previous years, the Human Resources department prepared health benefit packets for everyone and they were distributed individually, but since COVID-19, she will deliver the packets to a designated person in each department and have them distribute to their employees. Individuals will then complete the paperwork and interoffice the forms back to Ms. Lynn. If a department sees the need for her to present and explain the information, she will make some type of arrangement depending on the department.

Since there isn't a wellness clinic this year, that information will be included in the benefit packets and employees have access to call Ms. Lynn at any time to answer questions.

Commissioner Clyde noted the Board will provide final numbers next week so Ms. Lynn can start the process.

Ms. Lynn also mentioned due to COVID-19, a lot of dental offices were closed, so Delta Dental has provided a credit to the County for June. Ms. Lynn suggests a holiday for employees who receive a dental deduction and she will work with the Auditor's Office and the Department of Budget and Financial Management to make it happen.

Ms. Lynn has been talking to the Health Department about this year's flu clinic and currently they don't have large quantities of flu vaccines. Since the Administration Building is closed, they discussed several options for County employees to get their shot. If an employee has coverage through Medical Mutual, the cost of the shot is covered with their Medical Mutual card at most local pharmacies. Commissioner Clyde would like to see the flu clinic at several different locations (Administration Building, Sheriff's Office, etc.) and a drive through option, as well.

Commissioner Clyde asked if there's anything the Board can initiate to assist with the process, for example inviting Willis Towers Watson to help on-site with open enrollment

as that would be a CARES eligible expense and Ms. Lynn stated she prefers to handle open enrollment so responses are standardized from one source.

Ms. Lynn noted she would like to eventually have online open enrollment in the future.

2. Annual Sick Leave Incentive Program

Director Kovick presented a copy of the Commissioners' Personnel Policy Section 23 (J) Paid Leave of Absence. The yearly sick leave incentive program allows qualified employees to chance to redeem a portion of their annual remaining sick leave for cash. The amount of sick leave that is cashed out is at a specified percentage based on the number of sick leave hours that remain for that year.

Section 6 explains the different types of sick leave that are excluded from redemption, including sick leave accrued by donation, transfer from another public agency, transfer from another appointing authority or other non-work basis.

Every employee that used FFCRA leave accrued 0.0575 hours of sick leave per hour of the FFCRA time they used. Normally, full time employees accrue 4.6 hours of sick leave for every 80 hours served. Does the Board want to allow employees that accrued sick leave while using FFCRA, to be eligible for redemption of that time as part of the sick leave incentive program? If the Board wants to exclude the FFCRA sick time, an addendum will need to be made to the policy and then a resolution will need to be adopted.

The incentive program communication typically comes out in October for those employees who want to participate.

Commissioner Kline believes it's a good idea and it's only temporary, but Commissioner Clyde would like more time to review.

Director Kovick noted as of the last payroll period, there were 39 employees that have taken FFCRA leave and the total number of accrued hours is 163, the most hours accrued by an employee was roughly 27 hours and the average hours accrued was 4 hours since April 1st.

The number of employees who participate in the incentive program are as follows:

2019 - 131
2018 - 128
2017 - 108

The policy is currently in the Commissioners' Personnel Policy Manual and Director Kovick has received a lot of positive feedback. The Board agreed Director Kovick will bring back this item for additional discussion next week.

Resolutions:

1. The Board of Commissioners Approves the Temporary Remote Learning and Childcare Leave Policy./Resolution No. 20-20-0564
 - The revised draft was based on feedback from one of the Directors.

**RESOLUTION NO. 20-0564 - RE: APPROVING THE TEMPORARY REMOTE
LEARNING AND CHILDCARE LEAVE
POLICY.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners recognizes the need for flexibility for the upcoming school year and the dilemma faced by employees to send their children to school or stay home to care for their children while remote learning amidst the COVID-19 pandemic, as well as the potential concern of parents of children attending childcare services; and

WHEREAS, the Commissioners offer several options to employees to care for their children during the pandemic under the Temporary Remote Learning and Childcare Policy; now therefore be it

RESOLVED, the Portage County Board of County Commissioners approves the Temporary Remote Learning and Childcare Leave Policy effective this date until further notice; and be it further

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

Roll Call vote as follows:

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

2. The Board of Commissioners encourage Portage County Employees to Volunteer as Precinct Election Officials Amid the COVID-19 Pandemic and to Authorize Commissioners' Department Directors to Allow Employees to Serve During the November 3, 2020 General Election./Resolution No. 20-0565
 - There currently is a shortage of poll workers because of COVID-19 and this resolution offers incentive to employees to serve.

- The current Election Day leave policy requires an employee to use their vacation day, personal leave or comp time to serve as a poll worker and this resolution temporarily suspend that requirement and allow employees to receive paid administrative leave and if the employee is eligible for overtime and worked over 8 hours, they would receive overtime.
- The Board had a similar policy back in 2012.

Commissioner Clyde explained a number of other counties are adopting a similar resolution due to the pandemic and this resolution is modeled after Summit County.

The County Auditor has been contacted to ensure this won't cause any problems with an audit.

The Board of Elections has a policy for County officials on the ballot, and it indicates their workers cannot serve as poll workers, but only applies to the Commissioners' immediate staff, not the Commissioners' Departments.

The next step is to adopt the resolution and then outreach to Commissioners' employees.

**RESOLUTION NO. 20-0565 - RE: ENCOURAGE PORTAGE COUNTY
EMPLOYEES TO SERVE AS PRECINCT
ELECTION OFFICIALS AMID THE COVID-19
PANDEMIC AND TO AUTHORIZE
COMMISSIONERS' DEPARTMENT
DIRECTORS TO ALLOW EMPLOYEES TO
SERVE DURING THE NOVEMBER 3, 2020
GENERAL ELECTION.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution is adopted:

WHEREAS, the Portage County Board of Elections is experiencing a shortage of poll workers for the upcoming November 3, 2020 General Election due to concerns regarding safety amid the COVID-19 pandemic; and

WHEREAS, the Portage County Board of Commissioners seeks to assist the Board of Elections by encouraging employees to serve as poll workers in the upcoming General Election; and

WHEREAS, to ensure that there are a sufficient number of poll workers available to conduct efficient operations at each of the polling locations established by the Board of Elections, it is necessary to permit such employees to be assigned to work as precinct election officials under the supervision of the Board of Elections; and

WHEREAS, Ohio Revised Code section 3501.28(F)(1)(a) provides that any employee of the County may serve as a precinct election official on the day of an election without loss of the employee's regular compensation for that day so long as the employee's appointing authority permits leave with pay for this service in accordance with a resolution setting forth the terms and conditions for that leave passed by the Board of County Commissioners; and

WHEREAS, the Board of Commissioners wishes to temporarily amend **Section 23(K) – Election Day Leave** of the Portage County Personnel Policy Manual for the November 3, 2020 General Election and allow employees to work as a precinct election official on the day of an election, not be required to use vacation, personal time or compensatory time to work as a precinct election official, and in addition to other compensation set forth by the Board of Elections for time worked on the day of election and any pre-election training required by the Board of Elections, shall receive their ordinary rate of pay for the ordinary number of hours scheduled to work on that day and if eligible, shall qualify for overtime compensated at a rate of one and one-half times the employee's regular rate of pay for actual overtime worked; and

WHEREAS, serving as precinct election official is subject to the operational needs of the department and must be scheduled and approved in advance by the Department Director/designee; now therefore be it

RESOLVED, that the Board hereby authorizes all Portage County Commissioners' Department Directors to grant paid administrative leave to employees who will serve as precinct election official for the November 3, 2020 General Election; and be it further

RESOLVED, that Department Directors shall only grant such leave to non-essential employees who may be excused from work without interrupting the smooth operation of the department; and be it further

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

Roll call vote as follows:

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

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Helene Papczun, Program Officer for Portage County Job & Family Services, effective September 25, 2020 as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Noah Lazear, Quality Assurance Officer for Portage County Job & Family Services, effective September 23, 2020 as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

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

Motion Carries

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners accepts the proposal of E.L. Robinson Engineering of Ohio and enter into agreement for providing professional design services for the Hankee Road (TH 224) culvert project in Freedom Township, Portage County./Resolution No. 20-0566
 - The County Engineer needs to have work done on the Hankee Road culvert in Freedom Township.
 - The cost is \$49,773.67.

RESOLUTION No. 20-0566

- **RE: ACCEPT PROPOSAL OF E. L. Robinson Engineering of Ohio AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL DESIGN SERVICES FOR THE HANKEE ROAD (TH 224) CULVERT PROJECT IN FREEDOM TOWNSHIP, PORTAGE COUNTY**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to provide professional design services for the **Hankee Road (TH 224) Culvert Project** in Freedom Township, Portage County; and

WHEREAS, the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of

qualification from engineering consulting firms seeking to provide professional services during the years of 2019 and 2020; and

WHEREAS, the Portage County Engineer selected E. L. Robinson Engineering of Ohio from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to provide professional design services for the **Hankee Road (TH 224) Culvert Project** in Freedom Township, Portage County; and

WHEREAS, the Portage County Engineer, upon review of the proposal from E. L. Robinson Engineering of Ohio, recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of E. L. Robinson Engineering of Ohio and authorizes the Portage County Engineer to enter into an agreement for providing professional design services for the **Hankee Road (TH 224) Culvert Project** in Freedom Township, Portage County; and be it further

RESOLVED, that a contract be entered into with E. L. Robinson Engineering of Ohio, 1468 West 9th Street, Suite 800, Cleveland, Ohio 44113 at a not to exceed cost of \$49,773.67, and be it further

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

Roll call vote as follows:

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

2. The Board of Commissioners agrees to enter into an agreement between the Portage County Child Support Enforcement Agency and Portage County Domestic Relations Court-Magistrate Services./Resolution No. 20-0567

- This is a resolution for Child Support Enforcement 4D Contract for services for the Domestic Relations Court Magistrate at a cost of \$163.45 per hour for work on behalf of Job and Family Services.
- Term: July 1, 2020-June 30, 2021

RESOLUTION NO. 20-0567

**- RE: ENTER INTO AN AGREEMENT
BETWEEN THE PORTAGE COUNTY
CHILD SUPPORT ENFORCEMENT**

**AGENCY AND PORTAGE COUNTY
DOMESTIC RELATIONS COURT –
MAGISTRATE SERVICES.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Domestic Relations Court – Magistrate Services; and

WHEREAS, it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court that Magistrate Services shall be purchased at the rate of One hundred sixty-three and 45/100 dollars (\$163.45) per hour, not to exceed Eighty-four thousand nine hundred ninety three and 39/100 dollars (\$84,993.39);

WHEREAS, the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court -Magistrate Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court -Magistrate Services at the rate of One hundred sixty-three and 45/100 dollars (\$163.45) per hour, not to exceed Eighty-four thousand nine hundred ninety three and 39/100 dollars (\$84,993.39); be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1414; and be it further

RESOLVED, that the term of this agreement shall be from July 1, 2020 through June 30, 2021; 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Absent;

3. The Board of Commissioners agrees to enter into a subgrant agreement for Title XX Adult Day Services between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services./Resolution No. 20-0568

- The next 3 resolutions are the result of proposals done earlier in the year for Title XX Services.
- This resolution is for Adult Day Care Services for Job and Family Services through Coleman Professional Services.
- 1 proposal was received.
- Term: October 2020-September 20201
- Cost: \$98,389.98

RESOLUTION NO. 20-0568

- RE: ENTER INTO A SUBGRANT AGREEMENT FOR TITLE XX ADULT DAY SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES d.b.a. COLEMAN ADULT DAY SERVICES.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** Portage County Job & Family Services is in need of Adult Day Services designed to provide eligible Portage County adult (age 60 and over) who have moderate to severe disabilities the opportunity to participate in physical, cultural, creative, cognitive, and social development activities as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and
- WHEREAS,** Requests for Proposals were sent to thirteen (13) potential service providers; and
- WHEREAS,** One (1) proposal was received, opened and tabulated for Title XX Adult Day Services on August 12, 2020; and
- WHEREAS,** Coleman Professional Services d.b.a Coleman Adult Day Services is willing and able to provide these services; and
- WHEREAS,** The Subgrant Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Coleman Professional Services d.b.a Coleman Adult Day Services; now therefore be it

- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Subgrant Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services d.b.a Coleman Adult Day Services with its principal place of business located at 5982 Rhodes Road, Kent, Ohio 44240, for the period October 1, 2020 through September 30, 2021, with the option to renew two (2) additional years; and be it further
- RESOLVED,** that the total amount of this Subgrant Agreement is not to exceed Ninety-eight thousand three hundred eighty-nine and 98/100 dollars (\$98,389.98); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; 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:

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

4. The Board of Commissioners agrees to enter into an agreement for Title XX Adult Protective Case Management between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services./Resolution No. 20-0569
- This resolution is for Adult Protective Case management services
 - 1 proposal was received.
 - Term: October 1, 2020-September 30, 2021
 - \$29,149.91

RESOLUTION NO. 20-0569 - RE: ENTER INTO AN AGREEMENT FOR TITLE XX ADULT PROTECTIVE CASE MANAGEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, Portage County Job & Family Services is in need of Adult Protective Services ("APS") Case Management for adults (age 60 and over) who are residents of Portage County by providing short-term (90 days or less) intensive wrap-around case management services to meet the identified needs of this population; and

WHEREAS, Requests for Proposals were sent to thirteen (13) potential service providers; and

WHEREAS, One (1) proposal was received, opened and tabulated for Title XX APS Case Management on August 12, 2020; and

WHEREAS, Family & Community Services, Inc. is willing and able to provide these services through their program entitled "Caring Home Help Senior Outreach Services"; and

WHEREAS, The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into a Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Ravenna, OH 44266, for the period October 1, 2020 through September 30, 2021, with the option to renew two (2) additional years; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Twenty-nine thousand one hundred forty-nine and 91/100 dollars (\$29,149.91); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1410; 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:

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

5. The Board of Commissioners agrees to enter into an agreement for Title XX Geriatric Mental Health Counseling between the Board of Commissioners on behalf of the Portage

County Job & Family Services and Family & Community Services, Inc./Resolution No. 20-0570

- This resolution is for Geriatric Mental Health Counseling Services
- Specifically for adults age 60 or over.
- Term: October 1, 2020-September 30, 2021
- 2 proposals were received, the best received was Family and Community Services
- \$13,229.56

RESOLUTION NO. 20-0570 - RE: ENTER INTO AN AGREEMENT FOR TITLE XX GERIATRIC MENTAL HEALTH COUNSELING BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, Portage County Job & Family Services ("PCJFS") is in need of Geriatric Mental Health Counseling for adults (age 60 and over) who are residents of Portage County by going to the homes of PCJFS Adult Protective Services referred clients to assess the need for services and evaluate access to coverage by their insurance; and

WHEREAS, Requests for Proposals were sent to thirteen (13) potential service providers; and

WHEREAS, Two (2) proposals were received, opened and tabulated for Title XX Geriatric Mental Health Counseling on August 12, 2020; and

WHEREAS, Family & Community Services, Inc. is willing and able to provide these services; and

WHEREAS, The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Ravenna, OH 44266, for the period October 1, 2020 through September 30, 2021, with the option to renew two (2) additional years; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Thirteen thousand two hundred twenty-nine and 56/100 dollars (\$13,229.56); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1410; 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:

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

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator Job and Family Services

Resolutions:

1. The Board of Commissioners agrees to transfer \$7,439.45 from Fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 20-0571
 - This resolution is for the 4D contract payments made in the month of August, Domestic Court for April, Prosecutor for June, Clerk of Court for June, and Juvenile Court for May and June 2020.

RESOLUTION NO. 20-0571 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

It was moved by Vicki A. Kline, 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 \$7,439.45 for August 2020 IV-D contract payments local match for Domestic Court April 2020, Prosecutor June 2020, Clerk of Court June 2020 and Juvenile Court May-June 2020 services as reviewed and recommended by the Department of Job & Family Services:

FROM:
FUND 0001, COUNTY GENERAL FUND
ORGCODE - 00100009
Debit Expense Account
Object: 910000– Transfer Out \$7,439.45

TO:
FUND 1414, CHILD SUPPORT ADMINISTRATION
ORGCODE - 14140512
Revenue Account
Object: 280000 – Transfer In
Project NONE \$7,439.45

; 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:

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

2. The Board of Commissioners agrees to transfer \$160,000 from Fund 1415, Child Welfare Special Levy to Fund 1410 Public Assistance Fund./Resolution No. 20-0572
- This resolution is for the regular shared transfer from the Child Welfare fund to Public Assistance fund to help pay for shared costs for \$160,000.
 - This is for the 3rd quarter SFY 2020 payment no. 2.

RESOLUTION NO. 20-0572 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

It was moved by Vicki A. Kline, 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 \$160,000.00 for 3rd Qtr SFY2020 Payment#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

\$160,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$160,000.00

;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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Absent

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg indicated the bill run has a heavier volume this week, but is still the within the upper end of normal.

RESOLUTION NO. 20-0573

-

RE: **BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Vicki A. Kline, 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 Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on September 17, 2020 in the total payment amount of **\$1,329,442.77, including late fees finance charges, interest & penalties amounting to \$11.03 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, Absent;

RESOLUTION NO. 20-0574

-

RE: **WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on September 17, 2020 in the total payment amount as follows:

1. \$8,552.55 to Wage Works – Contributions
2. \$1,155.00 to Wage Works- Admin
3. \$144,648.50 to Medical Mutual – Claims
4. \$57,798.01 to Medical Mutual - Admin; 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, September 18, 2020	\$ 8,552.55
Wire Transfer on Friday, September 18, 2020	\$ 1,155.00
Wire Transfer on Friday, September 18, 2020	\$ 144,648.50
Wire Transfer on Friday, September 18, 2020	\$ 57,798.01

;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:

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

RESOLUTION NO. 20-0575 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Vicki A. Kline, 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:

09/17/20	432	\$8,563.21
09/17/20	433	647.30
09/17/20	442	2,329.33
09/17/20	443	6,453.12
09/17/20	444	670.52
09/17/20	445	255.07
09/17/20	479	46.00
09/17/20	503	867.43
09/17/20	504	195.20
09/17/20	505	1,088.14
09/17/20	508	82.00
09/17/20	565	68.00
Total		\$21,265.32

; 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Absent;

RESOLUTION NO. 20-0576

-

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

It was moved by Vicki A. Kline, 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 has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$151,883.27** dated **September 17, 2020** 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:

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

REGIONAL PLANNING COMMISSION

Present: Director Todd Peetz and Lisa Reeves

Discussion:

1. 2020 CDBG Community Development Allocation Program
In June, Director Peetz submitted the 2020 CDBG grant on behalf of the Board and it's been approved. The resolution before the Board today is to enters into the contract with the State of Ohio for the 2020 CDBG allocation.

Resolutions:

1. The Board of Commissioners accepts the Ohio Development Services Agency, Office of Community Development for the 2020 CDBG Community Development Allocation Program Funds./Resolution No. 20-0577

B-F-20-1CJ-1

RESOLUTION No. 20-0577

- RE: **ACCEPT THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2020 CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM FUNDS**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution 20-0379 on June 11, 2020 and approved the filing of an application for the 2020 CDBG Community Development Allocation Program funds in the amount of \$630,000; and
- RESOLVED,** the Board of Portage County Commissioners accepts the 2020 CDBG Community Development Allocation Program funds in the total amount of Six Hundred Thirty Thousand Dollars (\$630,000); and be it further
- RESOLVED,** that the grant period begins September 1, 2020 and ends October 31, 2022; 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:

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

Discussion:

1. Main Street Ravenna

The Board has been invited to attend a zoom meeting on Friday, October 2, 2020, regarding the Ravenna downtown district plan, which includes the Administration building. The time has not been determined as they are waiting to hear back from Ravenna City Council. Commissioner Clyde noted if it's a presentation without active participation, it's appropriate for the Board to attend, but if it involves deliberating and a back and forth discussion, it should be brought to the Board of Commissioners and discussed in public session.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the September 10, 2020 regular meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

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

Motion Carries

Dog Warden**Resolution:**

1. The Board of Commissioners accepts the donation to the Office of the Portage County Dog Warden./Resolution No. 20-0581

**RESOLUTION NO. 20-0581 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

HEREAS, the Portage County Dog Warden has previously reported a donation, in the form of deceased benefits via an Annuity, from Frederick E Pfarr; originally reported in the amount of \$37,798.70 however, that actual amount received was \$38,842.22; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in the amount of \$38,842.22 the Board agrees to receive this donation via a one time payment from Athene Annuity and Live Company and agrees to pay all charges associated with the processing of this claim, and the Board agrees to leave the funds as previously distributed unchallenged (6 payments totaling \$4,200); and be it further

RESOLVED that the Board of Commissioners authorizes the Director of Budget and Financial Management to sign and submit the corresponding paperwork necessary to process this claim, and that received funds will be deposited into fund 1330, Dog and Kennel, with no restrictions as to their use within that fund, per Mr. Pfarr's wishes,

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:

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

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the September 8, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

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

Motion Carries

WATER RESOURCES

Present: Director Gene Roberts

Director Roberts noted the following resolutions are for 3 different individuals that have requested time taps the Commissioners afford new customers for \$5,580.00

Resolutions:

**RESOLUTION NO. 20-0578 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: David B. Newshutz & Karen L. Newshutz (OWNERS)
Service Address: 4717 Mogadore Road
Kent, OH 44240

Parcel Number: 04-017-10-00-054-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: And known as being Lot # 1 of Oakwood Acres No. 1 as the same is platted and recorded in Plat Book 11, Page 16 of the Portage County Records of Plats, be the same more or less, but subject to all legal highways. Prior instrument reference Instrument Numbers 202011183 and 201712364 of the Portage County Records.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 0.96% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of August 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the

preceding quarterly installment.

- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined 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, and that all deliberations of this Board and of any of its committees 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:

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

**RESOLUTION NO. 20-0579 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT
AND ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Timothy J. O'Connor Jr. & Autum Angel O'Connor
(OWNERS)

Service Address: 7912 State Route 305
Garrettsville, OH 44231

Parcel Number: 21-026-00-00-013-000

Property Description: Situated in the Township of Hiram, County of Portage, and State of Ohio: And known as being part of Lot 26, an unplatted parcel containing 10.018 acres of land and more fully described in instrument number 201322891 of the Portage County Record of Deeds, which description is hereby incorporated as though fully rewritten herein.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 0.89% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of September 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.

H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall,

among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined 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, and that all deliberations of this Board and of any of its committees 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:

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

**RESOLUTION NO. 20-0580 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the

applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Mark J. Kearns & Pamela R. Kearns (OWNERS)
Service Address: 352 Eckwood Drive
Kent, OH 44240

Parcel Number: 04-017-10-00-022-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: And known as being all of Lot Number 36 in Oakwood Acres as the same is platted and recorded in Plat Book 11, Page 16 of the Portage County Records of Plats, as recorded and more fully described by Instrument Number 200604912 of the Portage County Records, which description is hereby incorporated as though fully rewritten herein.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

A. The total amount of such connection charges to be financed is \$5,580.00.

B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.

C. A carrying charge shall be paid equal to 0.89% percent per annum (based on

½ of the Ohio Water Development Authority for the month of September 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.

- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same

manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined 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, and that all

deliberations of this Board and of any of its committees 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:

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

10:12 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Vicki A. Kline, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider dismissal of a public employee. Also present: Water Resources Department Director Gene Roberts. Roll call vote: Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Absent;

10:21 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

After exiting executive session, the Board acted by adopting the following Resolution:

1. Draft Resolution: Approve job abolishment and subsequent layoff of a position in the Portage County Water Resources Department/Resolution No. 20-0582

Commissioner Clyde shared the following Rationale for the Reorganization of the Portage County Water Resources Department:

The position of Deputy Director in the Portage County Water Resources Department was created by the Board of Commissioners with a purpose of transferring information and department status between the Director and a Deputy Director to create a smooth transition of the Department's administration over a brief period of time.

Recently, the Portage County Board of Commissioners suspended the Deputy Director's transition plan for Water Resources in response to the COVID-19 Pandemic. The suspension of the transition plan returned the administration of the Department and its five Divisions to the Director.

Upon experiencing the restored chain of command reporting to the Director, it became apparent that a renewed efficiency was being experienced by the Division Managers when communicating directly with the Director. Equally the Director was able to obtain important information in a timely fashion, unfiltered by an intermediary and equally important the Director was able to provide timely direction to the Managers of each of the Divisions progressing issues and projects on to their next logical step. Review of the restored chain of command reporting to the Director, provided insight and understanding that the duties of the Deputy Director were impeding the efficient transfer of information in the Water Resources Department.

The abolishment of the Deputy Director position and return of the direct Administration of Water Resources to the Director will continue the efficient transfer of information with better service delivery to customers while annually returning \$113,000 to the Departments operating funds.

**RESOLUTION NO. 20-0582 - RE: APPROVE JOB ABOLISHMENT AND
SUBSEQUENT LAYOFF OF POSITION IN
THE PORTAGE COUNTY WATER
RESOURCES DEPARTMENT.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** the position of Deputy Director in the Portage County Water Resources Department was created in 2018 with a purpose of transferring of information and department status between the Director and a Deputy Director to create a smooth transition of the Department's administration over a brief period of time; and
- WHEREAS,** the Portage County Board of Commissioners recently suspended the Deputy Director's transition plan for Water Resources in response to the COVID-19 Pandemic returning the administration of the Department and its five Divisions to the Director; and
- WHEREAS,** the restored chain of command of the Division Managers reporting to the Director resulted in a renewed efficiency of important information being communicated and direction being given in an unfiltered, timely fashion; and
- WHEREAS,** as a result of the renewed efficiency of operations and the realization that the duties of the Deputy Director position impeded the efficient transfer of information within the Water Resources Department, the abolishment of the full-time Deputy Director is being recommended due to a reorganization for efficient operations; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby adopt the attached Statement of Rationale and approve the layoff of the full-time, non-bargaining position of Deputy Director in the Portage County Water Resources Department effective at close of business on October 5, 2020; and be it further
- RESOLVED,** that the Board of Portage County Commissioners agrees to provide paid administrative leave to the full-time Water Resources Deputy Director from September 18, 2020 through the close of business on October 5, 2020; 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:

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

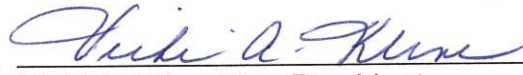
Motion: by Vicki A. Kline, seconded by Kathleen Clyde that the Board adjourn the Meeting of **September 17, 2020 at 10:23 AM.**

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of September 17, 2020.



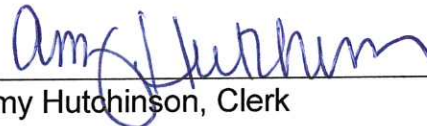
Kathleen Clyde, President



Vicki A. Kline, Vice President

----- ABSENT -----

Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk