



# Portage County Board of Commissioners

Organizational Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Monday, January 9, 2023

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.  
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice-President	Present
Mike Tinlin	Board Member	Present

## **PRESIDENT / VICE PRESIDENT**

President of the Board for 2023 – Anthony J. Badalamenti

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Anthony J. Badalamenti as President of the Portage County Board of Commissioners for 2023 or until the next organizational meeting of the Board./Resolution No. 23-0001

Roll call vote: Commissioner Badalamenti, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Tinlin, Yea;

**Motion Carries.**

Vice-President of the Board for 2023 – Sabrina Christian-Bennett

Motion: by Anthony J. Badalamenti, seconded by Mike Tinlin to appoint Sabrina Christian-Bennett as Vice President of the Portage County Board of Commissioners for 2023 or until the next organizational meeting of the Board./Resolution No. 23-0002

Roll call vote: Commissioner Badalamenti, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Tinlin, Yea;

**Motion Carries.**

**STAFF APPOINTMENTS**

Clerk for the Board for 2023 – Amy Hutchinson

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Amy Hutchinson as Clerk for the Portage County Board of Commissioners for 2023 or until the next organizational meeting of the Board./Resolution No. 23-0003  
 Roll call vote: Commissioner Badalamenti, Yea;  
 Commissioner Christian-Bennett, Yea;  
 Commissioner Tinlin, Yea;  
**Motion Carries.**

Acting Clerk for 2023 – Sara Hoag

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Sara Hoag as Acting Clerk of the Portage County Board of Commissioners for 2023 or until the next organizational meeting of the Board./Resolution No. 23-0004  
 Roll call vote: Commissioner Badalamenti, Yea;  
 Commissioner Christian-Bennett, Yea;  
 Commissioner Tinlin, Yea;  
**Motion Carries.**

**RULES**

Establish Rules for the Commissioners' Meeting

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin for the purpose of setting regular and special meetings and establishing rules for the meetings for the Board of Commissioners for 2023./Resolution No. 23-0005  
 Roll call vote: Commissioner Badalamenti, Yea;  
 Commissioner Christian-Bennett, Yea;  
 Commissioner Tinlin, Yea;  
**Motion Carries.**

**PUBLIC RECORDS TRAINING**

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint the Commissioners' Clerk as the designee to attend training programs and seminars about Ohio's Public Records Law on behalf of Commissioner Mike Tinlin./Resolution No. 23-0006  
 Roll call vote: Commissioner Badalamenti, Yea;  
 Commissioner Christian-Bennett, Yea;  
 Commissioner Tinlin, Yea;  
**Motion Carries.**

## PURCHASE OF REFRESHMENTS

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to authorize the purchase of refreshments for the Board of Commissioners' functions from January 2, 2023, through December 31, 2023./Resolution No. 23-0007  
Roll call vote: Commissioner Badalamenti, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Tinlin, Yea;  
**Motion Carries.**

## DISCUSSION

### 1. Official appointments of Board members or their designee for 2023

The Board discussed its official appointments and agreed to move forward with the resolution with the intention of revisiting and amending the resolution once additional information has been received.

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin appointing board members and their designees for 2023 as presented./23-0008  
Roll call vote: Commissioner Badalamenti, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Tinlin, Yea;  
**Motion Carries.**

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9:16 AM In accordance with the Ohio Revised Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners moves into executive session to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of imminent court action. Also Present: Attorney Chris Meduri, County Administrator Michelle Crombie, and Department of Budget and Financial Management Director Jackie Petty. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

9:36 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners moves out of executive session. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

After exiting the executive session, the Board took no action.

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**Discussion:****1. Sale of County Property:**

Administrator Crombie explained the Columbiana County Port Authority would like to purchase the WIC Lisbon building for the \$250,000 amount that was offered to the Portage County Combined General Health District. Commissioner Christian-Bennett pointed out we arrived at the \$250,000 amount because we took the Columbiana County Auditor's tax value of \$468,800 and split it in half. The building was appraised at \$350,000 back in 2016 and we spent \$549,106.79 for the purchase back in 1998.

Commissioner Christian-Bennett would like to see a current appraisal and suggested the Board counteroffer \$350,000.

Administrator Crombie noted on May 26, 2022, the Board indicated it would be willing to accept \$234,000 from the Portage County Health Department for the purchase of the building.

Commissioner Christian-Bennett would like to ask \$350,000 from the Columbiana County Port Authority and Commissioner Badalamenti pointed out that if they don't approve the price, we can get an appraisal done.

Commissioner Christian-Bennett noted the \$250,000 was an amount presented to Portage County's Health Department.

Ms. Kautzman will email the prospective buyer indicating the Board's asking price of \$350,000 and she will report back to the Board.

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**RESOLUTION NO. 23-0001**

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**RE: COMMISSIONER ANTHONY J.  
BADALAMENTI ELECTED PRESIDENT OF  
THE BOARD OF PORTAGE COUNTY  
COMMISSIONERS FOR THE YEAR 2023.**

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

**RESOLVED,** that Commissioner Anthony J. Badalamenti is elected President for 2023 to preside at all regular and special sessions thereof for a term of one year or until the next organizational meeting of the 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio

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Roll call vote as follows:

Anthony J. Badalamenti, Yea;      Sabrina Christian-Bennett, Yea;      Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0002      -      RE:    COMMISSIONER SABRINA CHRISTIAN-BENNETT ELECTED VICE PRESIDENT OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS FOR THE YEAR 2023.**

It was moved by Anthony J. Badalamenti, seconded by Mike Tinlin that the following resolution be adopted:

**RESOLVED,** that Commissioner Sabrina Christian-Bennett is elected Vice President for 2023 for a term of one year or until the next organizational meeting of the 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0003      -      RE:  APPOINT AMY HUTCHINSON AS CLERK OF  
THE BOARD OF PORTAGE COUNTY  
COMMISSIONERS FOR THE YEAR 2023.**

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

**RESOLVED,** that Amy Hutchinson is appointed by the Board of Portage County Commissioners as Clerk of the Board for the year 2023 or until the next organizational meeting of the 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



meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now, therefore, be it

- RESOLVED,** that the annual organizational meeting of the Board shall be held in accordance with Ohio Revised Code Section 305.05 and not later than the second Monday of January of each year; and be it further
- RESOLVED,** that fifty such regular sessions will be held each year in accordance with Ohio Revised Code Section 305.06; and be it further
- RESOLVED,** that the Board of Commissioners agrees to meet every Thursday during the week and on the last Tuesday of every month commencing at 9:00 AM and concluding at the end of County business; and be it further
- RESOLVED,** that the meetings are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further
- RESOLVED,** that notices of upcoming meetings will be published on the Portage County Board of Commissioners' agenda, which is posted on the first-floor and seventh-floor TV monitors located in front of the elevators in the Portage County Administration Building, and on the Commissioners' web page located at <https://www.portagecounty-oh.gov/portage-county-board-commissioners>; and be it further
- RESOLVED,** that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8); and be it further
- RESOLVED,** that special and emergency sessions will be held at the call of the Board of Commissioners; and be it further
- RESOLVED,** that the Clerk of the Board will direct the "Record-Courier" to publish notice in its newspaper of the time, place, and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification, the Clerk shall give at least twenty-four hours advance notice to any other news media that may have requested notification; and be it further
- RESOLVED,** that in the event of an emergency, the Clerk, on behalf of the member or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place, and purpose of the meeting; and be it further,
- RESOLVED,** any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it

further

**RESOLVED,** any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers; and be it further

**RESOLVED,** that marked as an "Attachment" to this Resolution, and incorporated by reference herein, is a summary of the rule being adopted by the Board of Commissioners and be it further,

**RESOLVED,** that a certified copy of this resolution shall be posted on the Commissioners' first floor and seventh floor TV monitors; 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:

Anthony J. Badalamenti, Yea;      Sabrina Christian-Bennett, Yea;      Mike Tinlin, Yea;

#### ATTACHMENT TO RESOLUTION NO. 23-0005

**REGULAR SCHEDULED MEETINGS** (also referred to as **REGULAR SESSIONS**) of the **BOARD OF PORTAGE COUNTY COMMISSIONERS** will be held as follows:

**TIME**      **EVERY THURSDAY** of each week and the **LAST TUESDAY** of every month commencing at **9:00 AM** and concluding at the end of business.

**PLACE**      PORTAGE COUNTY ADMINISTRATION BUILDING, 7<sup>TH</sup> FLOOR  
449 SOUTH MERIDIAN STREET  
RAVENNA, OHIO 44266  
(330) 297-3600

**NOTICES** of upcoming regularly scheduled meetings will be published on the Portage County Commissioners' agenda, which is posted on the First Floor and Seventh Floor TV monitors located in front of the elevators in the Portage County Administration Building, and on the Commissioners' Calendar at: <https://www.portagecounty-oh.gov/portage-county-board-commissioners>.



**SPECIAL MEETINGS** (also referred to as **SPECIAL SESSIONS**) of the **BOARD OF PORTAGE COUNTY COMMISSIONERS** will be held as follows:

**HELD AT THE CALL OF THE BOARD**

**NOTICES** of special meetings will be published on the Portage County Commissioners' agenda, which is posted on the First Floor and Seventh Floor TV monitors located in front of the elevators in the Portage County Administration Building, and on the Commissioners' calendar located at: <https://www.portagecounty-oh.gov/portage-county-board-commissioners>.

The Clerk of the Board will also direct the Record-Courier to publish in its newspaper notice of the time, place, and purpose of a special meeting at least twenty-four hours in advance of the special meeting. If any other news media have requested notification, the Clerk shall give at least twenty-four hours advance notice to any other news media that may have requested notification.

In the event of an emergency, the Clerk, on behalf of the member or members calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

**PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED**

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board of Commissioners.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

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**RESOLUTION NO. 23-0006      -      RE:    IN ACCORDANCE WITH OHIO REVISED  
CODE SECTION 109.43 AND SECTION  
149.43, APPOINT THE COMMISSIONERS'  
CLERK AS THE DESIGNEE TO ATTEND  
TRAINING PROGRAMS AND SEMINARS  
ABOUT OHIO'S PUBLIC RECORDS LAW ON  
BEHALF OF THE BOARD OF  
COMMISSIONERS.**

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

- WHEREAS,** Ohio law requires that elected officials attend a three-hour seminar for each term of office to receive training in Public Records Law, but also allows the official to appoint a designee; now there for be it
- RESOLVED,** the Portage County Board of Commissioners does hereby appoint its Clerk as Commissioners Mike Tinlin's designee to attend the required training in accordance with Ohio Revised Code Section 109.43 (B) and Section 149.43 (E)(1); 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 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:

Anthony J. Badalamenti, Yea;      Sabrina Christian-Bennett, Yea;      Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0007      -      RE:    AUTHORIZATION FOR THE PURCHASE OF  
ITEMS NECESSARY FOR THE HOSTING OF  
PORTAGE COUNTY FUNCTIONS FROM  
JANUARY 1, 2023 THROUGH DECEMBER  
31, 2023.**

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

- WHEREAS,** the Board of Commissioners, a legislative body with legislative power, hosts various meetings and functions throughout the year for which they must authorize the purchase of items necessary for those events; and
- WHEREAS,** in accordance with the Auditor of the State of Ohio Bulletin 2004-002, which requires "that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority"; now, therefore, be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby authorize the purchase of items necessary to host various events throughout the year 2023 in a total amount not to exceed \$1,000.00; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this



<b>Program Board of Participants</b>		
Appointing Representative & Alternate to Natural Gas Purchase Program		Claire Phlipot
<b>County Commissioners' Association of Ohio (CCAO) Voting Member at the Annual Meeting</b>	Anthony J. Badalamenti	Mike Tinlin
Representative and Alternate		
<b>Data Processing Board</b>	Mike Tinlin	Michelle Crombie
Commissioner (ORC 307.84)		
<b>Emergency Food &amp; Shelter Board of Portage County (Federal Board)</b>	Anthony J. Badalamenti	Kellijo Jeffries
BOC President & EMA (EFSB Responsibilities & Requirements Manual)	Ryan Shackelford	Brett Lee
<b>Family &amp; Children's First Council</b>	Mike Tinlin	Anthony J. Badalamenti
(ORC 121.37)		
<b>Investment Advisory Committee</b>	Sabrina Christian-Bennett	N/A
Two commissioners (ORC 135.341)	Anthony J. Badalamenti	N/A
<b>Landbank Board of Directors</b>	Sabrina Christian-Bennett	Anthony J. Badalamenti
Two commissioners (ORC 1724.03, bylaws)	Mike Tinlin	N/A
<b>Local Emergency Planning Commission</b>	Sabrina Christian-Bennett	N/A
(ORC 3750.03)	Anthony J. Badalamenti	N/A
	Mike Tinlin	N/A
<b>Northeast Consortium Council of Government (NOC COG)</b>	Sabrina Christian-Bennett	Mike Tinlin
Local Elected Official		
<b>Northeast Ohio Four County Regional Planning and Development Org. (NEFCO)</b>		
Board of Commissioners has 6 reps.	Daniel Blakely	Tia Rutledge
	Todd Peetz	Gail Gifford
	Joseph Diorio	Mary Helen Smith
	Sabrina Christian-Bennett	Mike Tinlin

	John Zizka	N/A
	Amos Sarfo	Eric Long
<b>NEFCO Environmental Technical Advisory Committee (ERTAC)</b>	Ron Etling	N/A
NEFCO ERTAC Bylaws		
<b>NEFCO Comprehensive Economic Development Strategy (CEDS) Committee</b>	Brad Ehrhart	Diana Fierle
<b>Ohio Public Works District 7 Integrating Committee</b>	Sabrina Christian-Bennett	Mike Tinlin
See 21-421, 3 yr term ending 5-30-2024	Michael Marozzi	Larry Jenkins
<b>Portage Development Board Executive Committee</b>	Sabrina Christian-Bennett	Mike Tinlin
<b>Portage-Geauga Joint BOC</b>	Sabrina Christian-Bennett	N/A
Board of Commissioners	Anthony J. Badalamenti	N/A
	Mike Tinlin	N/A
<b>Ravenna Arsenal Restoration Board</b>	Ryan Shackelford	Brett Lee
(RAB operating policy)		
<b>Records Commission</b>	Mike Tinlin	N/A
1 Commissioner (ORC 149.38)		
<b>Regional Planning Commission</b>	Sabrina Christian-Bennett	Matt Adelman
Board of Commissioners	Anthony J. Badalamenti	Debbie Mann
(RPC bylaws)	Mike Tinlin	
	Daniel Blakely	Tia Rutledge
	Michael Marozzi	Larry Jenkins
<b>Solid Waste Management District Policy Committee</b>	Anthony J. Badalamenti	N/A
ORC 3734.54		
<b>Storm Water Task Force</b>	Mike Tinlin	

**RESOLVED,**

that the above-mentioned appointment is 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' Clerk, each Commissioner, each representative, and alternate; and be it further

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

Roll call vote was as follows:

Anthony J. Badalamenti, Yea      Sabrina Christian-Bennett, Yea;      Mike Tinlin, Yea;

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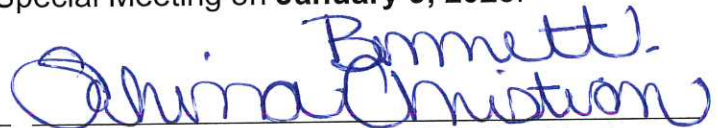
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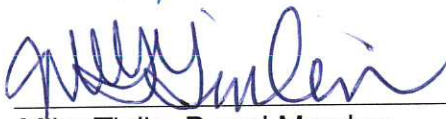
Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board adjourns the Organizational and Special Meetings of **Monday, January 9, 2023, at 9:44 AM.**

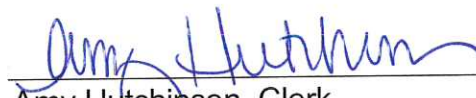
Roll call vote: Commissioner Badalamenti, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Tinlin, Yea;  
**Motion Carries.**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' Organizational and Special Meeting on **January 9, 2023.**

  
Anthony J. Badalamenti, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Tinlin, Board Member

  
Amy Hutchinson, Clerk