



Portage County Board of Commissioners
Organizational Meeting
~ Minutes ~

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

Kassidy Parbel Clerk
330-297-3600

Monday, January 8, 2024

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 in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

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

Also attending throughout the day was County Administrator Michelle Crombie.

PRESIDENT / VICE PRESIDENT

President of the Board for 2024 – 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 2024 or until the next organizational meeting of the Board./Resolution No. 24-0001

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

Vice-President of the Board for 2024 – 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 2024 or until the next organizational meeting of the Board./Resolution No. 24-0002

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

STAFF APPOINTMENTS

Clerk for the Board for 2024 – Kassidy Parbel

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Kassidy Parbel as Clerk for the Portage County Board of Commissioners for 2024 or until the next organizational meeting of the Board./Resolution No. 24-0003
 Roll call vote: Commissioner Christian-Bennett, Yea;
 Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries.

Acting Clerk for 2024 – Sarah Metts

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Sarah Metts as Acting Clerk of the Portage County Board of Commissioners for 2024 or until the next organizational meeting of the Board./Resolution No. 24-0004
 Roll call vote: Commissioner Christian-Bennett, Yea;
 Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries.

Alternate - Acting Clerk for 2024 – Sara Hoag

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin to appoint Sara Hoag as Alternate - Acting Clerk of the Portage County Board of Commissioners for 2024 or until the next organizational meeting of the Board./Resolution No. 24-0005
 Roll call vote: Commissioner Christian-Bennett, Yea;
 Commissioner Tinlin, Yea;
 Commissioner Badalamenti, 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 2024./Resolution No. 24-0006
 Roll call vote: Commissioner Christian-Bennett, Yea;
 Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea;
Motion Carries.

DISCUSSION

1. Official appointments of Board members or their designee for 2024

The Board discussed its official appointments and agreed to move forward with the resolution. Currently there are some vacancies which will be reviewed with one applicant thus far. Notice must be given to the public of the available vacancies. There is the intention of revisiting and amending the resolution once additional information has been received. Administrator Michelle Crombie will now be the alternate for Commissioner Badalamenti for the Solid Waste Management District Policy Committee as well as alternate for Commissioner Tinlin for the Data Processing Board.

Motion: by Sabrina Christian-Bennett, seconded by Mike Tinlin appointing board members and their designees for 2024 as presented./Resolution No. 24-0007
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 1, 2024, through December 31, 2024./Resolution No. 24-0008
Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries.

DISCUSSION

Commissioner Christian-Bennett mentioned that she would like Commissioner Badalamenti and Commissioner Tinlin to consider possibly having an afternoon coffee with the public on a quarterly basis. The purpose of having it in the afternoon is to work around citizens' work schedules. The meetings would be informal where no decisions would be made, possibly around 5pm, rotating around the 4 quadrants of the County. Logistics will be reviewed with staff before a formal motion is made.

DISCUSSION

Due to scheduling conflicts, County Administrator Crombie asked the Board to approve the changes of two meeting dates: The regularly scheduled meeting for Thursday, January 18th will now be held on Tuesday, January 16th. Also, the February 15th regularly scheduled meeting will be held on Tuesday, February 13th. A legal notice of these changes will be submitted for publication in the Record Courier as well as on the County website and TV bulletin boards.

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RESOLUTION NO. 24-0001

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**RE: COMMISSIONER ANTHONY J.
BADALAMENTI ELECTED PRESIDENT OF
THE BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2024.**

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 2024 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 Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 24-0002

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**RE: COMMISSIONER SABRINA CHRISTIAN-
BENNETT ELECTED VICE PRESIDENT OF
THE BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2024.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett, that the following resolution be adopted:

RESOLVED, that Commissioner Sabrina Christian-Bennett is elected Vice President for 2024 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. 24-0003

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**RE: APPOINT KASSIDY PARBEL AS CLERK OF
THE BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2024.**

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

RESOLVED, that Kassidy Parbel is appointed by the Board of Portage County Commissioners as Clerk of the Board for the year 2024 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. 24-0004

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**RE: APPOINT SARAH METTS AS ACTING
CLERK IN THE ABSENCE OF THE CLERK
OF THE PORTAGE COUNTY BOARD OF
COMMISSIONERS FOR 2024.**

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

RESOLVED, that Sarah Metts is appointed by the Board of Portage County Commissioners as Acting Clerk, in the absence of the Clerk for the Board, for the year 2024 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

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

- WHEREAS,** in reference to Ohio Revised Code Section 121.22 concerning open public 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. 24-0006

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, 7TH 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. 24-0007 - RE: PORTAGE COUNTY COMMISSIONERS
BOARD APPOINTMENTS FOR THE YEAR
2024.**

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

RESOLVED, by the Board of Commissioners of Portage County, that the following board appointments be made for 2024:

BOARD	REPRESENTATIVE	ALTERNATE
911 Planning Committee	Anthony J. Badalamenti	Sabrina Christian-Bennett
President (ORC 128.06)		
AMATS Policy Committee	Anthony J. Badalamenti	Debbie Mann
Board of Commissioners (AMATS bylaws)	Mike Tinlin	Michelle Crombie
	Sabrina Christian-Bennett	Michael Hlad
AMATS Technical Advisory Committee	Tom Hardesty	N/A
Portage County Small Villages (TAC bylaws)		
Board of Revisions	Anthony J. Badalamenti	Sara Hoag
1 Commissioner (ORC 5715.02)		Sarah Metts
		Michelle Crombie
Combined General Health District Advisory Council	Anthony J. Badalamenti	N/A
President (ORC 3709.03)		
Community Corrections Board	Sabrina Christian-Bennett	Mike Tinlin
1 Commissioner (ORC 5149.34)		
CCAO Service Corporation Energy Program Board of Participants	Shannon Kautzman	Claire Philpot
Appointing Representative & Alternate to Natural Gas Purchase Program		Jackie Petty
County Commissioners' Association of Ohio (CCAO) Voting Member at the Annual Meeting	Anthony J. Badalamenti	Mike Tinlin
Representative and Alternate		
Data Processing Board	Mike Tinlin	Michelle Crombie
Commissioner (ORC 307.84)		
Emergency Food & Shelter Board of Portage County (Federal Board)	Anthony J. Badalamenti	Kellijo Jeffries
BOC President & EMA (EFSB Responsibilities & Requirements Manual)	Ryan Shackelford	Brett Lee
Family & Children's First Council	Mike Tinlin	Anthony J. Badalamenti
(ORC 121.37)		

Investment Advisory Committee	Sabrina Christian-Bennett	Mike Tinlin
Two commissioners (ORC 135.341)	Anthony J. Badalamenti	N/A
Landbank Board of Directors	Sabrina Christian-Bennett	Anthony J. Badalamenti
Two commissioners (ORC 1724.03, bylaws)	Mike Tinlin	N/A
Local Emergency Planning Commission	Sabrina Christian-Bennett	N/A
(ORC 3750.03)	Anthony J. Badalamenti	N/A
	Mike Tinlin	N/A
Northeast Consortium Council of Government (NOC COG)	Sabrina Christian-Bennett	Mike Tinlin
Local Elected Official		
Northeast Ohio Four County Regional Planning and Development Org. (NEFCO)	Daniel Blakely	Tia Rutledge
Board of Commissioners has 6 reps.	Todd Peetz	Gail Gifford
	Joseph Diorio	
	Sabrina Christian-Bennett	Mike Tinlin
		N/A
	Amos Sarfo	Eric Long
NEFCO Environmental Technical Advisory Committee (ERTAC)	Ron Etling	N/A
NEFCO ERTAC Bylaws		
NEFCO Comprehensive Economic Development Strategy (CEDS) Committee	Brad Ehrhart	Diana Fierle
Ohio Public Works District 7 Integrating Committee	Sabrina Christian-Bennett	Mike Tinlin
See 21-421, 3 yr term ending 5-30-2024	Larry Jenkins	Mike Collins
Portage Development Board Executive Committee	Sabrina Christian-Bennett	Mike Tinlin

Portage-Geauga Joint BOC	Anthony J. Badalamenti	N/A
Board of Commissioners	Sabrina Christian-Bennett	N/A
	Mike Tinlin	N/A
Ravenna Arsenal Restoration Board	Ryan Shackelford	Brett Lee
(RAB operating policy)		
Records Commission	Mike Tinlin	N/A
1 Commissioner (ORC 149.38)		
Regional Planning Commission	Sabrina Christian-Bennett	Matt Adelman
Board of Commissioners	Anthony J. Badalamenti	Debbie Mann
(RPC bylaws)	Mike Tinlin	Michelle Crombie
	Daniel Blakely	Tia Rutledge
	Larry Jenkins	Mike Collins
Solid Waste Management District Policy Committee	Anthony J. Badalamenti	Michelle Crombie
ORC 3734.54		
Storm Water Task Force	Mike Tinlin	N/A

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 as follows:

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

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RESOLUTION NO. 24-0008 - RE: AUTHORIZATION FOR THE BOARD OF

**COMMISSIONERS TO HOST EMPLOYEE
APPRECIATION FUNCTIONS JANUARY 1,
2024 THROUGH DECEMBER 31, 2024**

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; and
- WHEREAS,** in accordance with the IRC Section 132(e), Fringe Benefits under the De Minimis Fringe Benefits for the County that includes, "...any property or services, provided by an employer for an employee, the value of which is so small in relation to the frequency with which it is provided, that accounting for it is unreasonable or administratively impractical"; and
- WHEREAS,** the event(s) will also have prior authorization by the appropriate legislative body and/or the County Administrator as determined by Resolution No. 21-0396 and Resolution No. 21-0878; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby authorize the expenditure of hosting employee appreciation function(s) for the 2024 fiscal year in a total amount not to exceed \$5,000; 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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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **January 8th, 2024 at 9:11 AM.**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **January 8th, 2024.**


Anthony J. Badalamenti, President
Sabrina Christian-Bennett, Vice President
Mike Tinlin, Board Member
Cassidy Parbel, Clerk