



Portage County Board of Commissioners  
Meeting Minutes

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

Kassidy Parbel, Clerk  
330-297-3600

Thursday, November 30<sup>th</sup>, 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 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, Barb Tittle, Adam Gumpf, Auditor Matt Kelly, Sheriff Bruce Zuchowski, Adam Ciganik and Brian Norsen.

1. The Board of Commissioners approves the November 21<sup>st</sup> 2023 regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

## WATER RESOURCES

Present: Director Daniel Blakely

### Discussion:

#### 1. *Natural Essentials Surcharge*

Director Blakely wanted to update the Board on the surcharge that will be charged to Natural Essentials. The amount will be around \$1,061. The wastewater samples that were submitted from the company have a high Biochemical Oxygen Demand (BOD.) This has resulted in an extra charge. Director Blakely included the letters that he plans to send to Natural Essentials. The samples that were tested were also submitted a month late, and he says that they will stay on top of it, so the company is compliant.

The Commissioners thanked him for the update.

## INTERNAL SERVICES

Present: Director Shannon Kautzman

### **Discussion:**

Before speaking about the project updates, Director Kautzman wanted to discuss the Veterans Office possibly moving to the Annex Building. She states that the doorways at the Annex Building need to be ADA compliant for Veterans. She received a cost for updating approximately 9 doorways, and a bathroom of around \$71,000. With the other updates to the building being the ramp, and an ADA button for the automatic opening of doors, the total amount needed would be \$134,000. Director Kautzman does not have it in her budget for this year and she will have discussions with the Budget and Finance Director, Jackie Petty.

Commissioner Christian-Bennett states that she thinks that Director Jeffries from Job and Family Services is interested in the space that will be available if the Veterans Office is to move. There is 1,800 square feet of space there that could be utilized. JFS could pay the county rent, instead of seeking out another space.

A discussion about how many rooms are in the area, and it is mentioned that there are 4 or 5.

Commissioner Badalamenti confirms that the updates to the Annex Building would include the doorways, the bathroom, and the ADA door button. Director Kautzman states that the HVAC and basement is still being completed and would have been no matter what department moved to the building. She states that the Veterans' Office stated that the only thing they wanted was paint and carpet and they were willing to cover the cost of those items from their own budget. The cost for the paint is around \$18,000 and the carpeting is \$54,000.

Director Kautzman wanted to know if the Board would like her to move forward. It is suggested that she discuss it with Director Petty. Commissioner Christian-Bennett feels that it is a good idea because they make use of the space and recover some of the rent that was lost when JFS moved out of the Riddle Block. Rent was also lost when JFS moved out of the Annex Building.

The Commissioners agree that it is a good idea to proceed and move forward. Commissioner Tinlin feels that it is the best use for that building.

Director Kautzman also verifies whether the Commissioners are still in agreement with using the basement at the Annex Building for storage. Shelving will be needed, but she states that the funds for that will probably come out of the Records Center budget. She will be meeting with the gentleman who is in charge of waterproofing the basement.

### *1. Project Updates*

- The Administration Building's floors still need to be completed because the epoxy did not dry as well as expected due to the product being temperature based and the hallways having little heat. They will come in again this weekend to complete. They should be done by Sunday and the toilets can be reinstalled in the bathrooms. Now Director Kautzman states that the bathrooms look dingy with the new floor and states that she will have maintenance paint them.

- It's stated that installing the Keltron System looks to be more complicated than originally thought. The system is for relaying notifications to dispatch in the event of an emergency. The whole system needs to be replaced in the Administration Building, Riddle Block Building, Prosecutors Office, and the Juvenile Detention Center. The JDC would have to be responsible for their own accrued cost, but Director Kautzman wants the bid to be inclusive. She's unaware of the cost and if ARPA funds can be used. It's inevitable that the work is completed.
- Director Jeffries requested that the carpet is replaced in an area of the second floor because it is frayed and could be hazardous. She is also interested in installing a sink in the breakroom. The cost is exceptional at \$7,000 because there is not a close water source to there resulting in a drilled hole to the first floor. The Commissioners feel that Director Kautzman should see if there are any other options available due to the cost being high for the addition of one sink.
- There is a Kickoff meeting with the contractor and the architect at the Annex Building where start and completion dates will be determined. There is temporary heating that was installed by Johnson Controls to keep the pipes from freezing throughout the winter.
- At the Dog Wardens Office they are very happy with the installation of the new completed floor. Some paint will need to be touched up since the tape was peeled.
- The MARCS Radio Tower update consists of funds being moved, and the contract being brought through for signatures. Director Kautzman states that since EMA Director, Ryan Shackelford will be overseeing the project, any future updates will be coming from him.
- There is an Otis meeting later that day, and Director Kautzman will have more details as to whether the main elevator is still on schedule.
- The Probate Court Office Renovations, punch list items are being completed, with the tentative move in date to be 12/11. The date may be postponed due to the intercom system not being installed yet. A cost on Judge Doherty's carpet for the 2<sup>nd</sup> court room and mediation offices was also received. The bid is for \$19,000. Director Kautzman wants to know if the Board wishes for her to proceed, and states that it makes sense, since they completed carpet in all of the other areas, and it will be done at the same time. The maintenance budget will cover the cost.
- The Records Center will be painted this winter by the Portage County inmates. The County will supply the paint. Don Tawney of the Sheriff's Department will be supervising.
- The HVAC units at the Riddle Block are all installed. One unit needs to be configured because it keeps tripping.

Administrator Crombie relays a quick update from Director Jeffries: Director Jeffries would be interested in the soon to be open Veterans' area only if it will cost the same as the area that OMJ is in now. The cost would be \$1,691 a month for 1,886 square feet.

**Resolutions:**

1. The Board of Commissioners accepts the proposal of Wertz Geotechnical Engineering, Inc. and enters into an agreement for providing geotechnical exploration services for the project known as the Old Forge Bridge Replacement./Resolution No. 23-0705
2. The Board of Commissioners accepts the proposal of Euthenics, Inc. and enters into an agreement for providing professional design services for the project known as the Old Forge Bridge Replacement./Resolution No. 23-0706
3. The Board of Commissioners declares Pennoni most qualified firm as a result of review and analysis of qualifications and enter into negotiations for providing professional design services for the project know as Judson Road Bridge Rehabilitation (FRA247, T143A) in Franklin Township, Portage County./Resolution No. 23-0707
4. The Board of Commissioners agrees to amend Resolution No. 23-0607: Authorizing to enter into agreement with DLZ for the preparation of plans, specifications, and estimate of cost for project No. PC-W (23-101) Water Storage Improvements – Rootstown, Portage County-W (23-080), Water Storage Improvements – Shalersville – and MV-0 (23-090), Water Storage Improvements – Mantua, for the Portage County Water Resources Department./Resolution No. 23-0708
5. The Board of Commissioners agrees to enter into an agreement with Ajax Commercial Cleaning, Inc for the Water Resources Department at the following locations: O&M Offices, Rootstown Water Office and Streetsboro Wastewater Treatment Plant Offices./Resolution No. 23-0709
6. The Board of Commissioners authorize Portage County Water Resources to Accept Grant Funds from the Ohio EPA H2Ohio Fund for Design and Construction assistance Chinn Regional Sewer Improvements Project in Ravenna Township, Portage County, Ohio./Resolution No. 23-0710

**HUMAN RESOURCES**

Present: Director Tami Soltis

**Journal Entries:**

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(l), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize to hire Chambray Flowers for JFS Driver, Portage County Job & Family Services to be effective as of Wednesday, November 29, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

2. Accept the resignation of Karrie Brock, JFS Intensive Case Manager with Job & Family Service effective date December 4, 2023.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
3. Authorize the three-day internal posting of the full time JFS Intensive Case Manager for Portage County Job & Family Services with external posting if no internal appointment is made.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
4. Accept the resignation of Ronald Frazier, Collection System Operator I with Water Resources effective date December 1, 2023.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
5. Authorize the seven-day internal posting of the full time Collections System Operator OIT, I, II for Portage County Water Resources with external posting if no internal appointment is made.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
6. Authorize as an exception to Section 23 (D)(1) of the Personnel Policy annual, each Commissioners' Department Director is authorized, not required, to grant four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees, which may be used on:
- Friday, December 22, 2023
  - Tuesday, December 26, 2023
  - Friday, December 29, 2023
  - Tuesday, January 2, 2024
- Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

7. Authorize all County offices will remain open during current business hours on the above dates. Holiday leave offered hereunder is waived if not used, and employees working on the above dates will not receive holiday pay. For the purpose of this order, "non-essential" shall be defined by the department director in a non-discriminatory manner using their sound discretion.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

**EXECUTIVE SESSION:**

9:24 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the investigation of charges against a public employee. Also present: Director Tami Soltis, and County Administrator Michelle Crombie. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, 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 move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Jackie Petty

**Discussion:**

Director Petty has a quick update on the court budgets before the discussion item: Last week the court orders were brought forward via Journal Entry for Juvenile Court, Probate Court, and Common Pleas. The Commissioners had asked Director Petty to find out what the increases have been over the last couple of years. She discovered that just for the court order increases are as follows:

Probate Court from	2022-2023 increased 25.35%
	2023-2024 increased 3.98% (this is mostly in salary lines & benefit increases)
Juvenile Court from	2022-2023 increased 22.43%
	2023-2024 increased 8.43% (this is combined with Juvenile Probation)
Common Pleas Court from	2022-2023 increased 12.32%
	2023-2024 increased 4.39%

1. *Ohio State University Extension, 2024 Support from Portage County*

Director Petty received clarification from the OSU Extension that if the level of support remained the same, it would continue to support their program as is currently. The \$140,000 is not actually status quo and was adding staff hours. Her recommendation is to continue to support the group as in the past.

The Commissioners agree.

**Journal Entries:**

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Direct the Auditor's Office to pay/process the November 21, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

Expenditure Review		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,595,510.64	(Includes late fees of: \$1.74)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$	
Journal Vouchers totaling:	\$225,438.36	
Then and Now list totaling:	\$154,239.06	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the November 21, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

**Resolutions:**

1. Transfer from Fund 1001, Certificate of Title Administration Fund to Fund 0001, General Fund./Resolution No. 23-0711
2. Transfer from Fund 0001, General Fund to Fund 1010, Computerization Clerk Muni Court./Resolution No. 23-0712
3. Rescind Resolution 23-0476, Transfer from Fund 1343, PCBDD Part B IDEA to Fund 1340, PCBDD General Administration./Resolution No. 23-0713
4. Advance Repayment from Fund 1343, PCBDD Part B IDEA to Fund 1340, PCBDD General Administration./Resolution No. 23-0714
5. Transfer from Fund 1501, American Rescue Plan to Fund 5600, Streetsboro Sewer General Administration./Resolution No. 23-0715

**VETERANS SERVICES OFFICE**

Present: Director Will Craven Jr.

**Discussion:**

Commissioner Badalamenti had a quick discussion with Director Craven about a volunteer project for a gentleman that needs work completed on the interior and exterior of his home.

*1. 2024 Budget*

Director Craven states that this is his first time presenting on his department's budget. Commissioner Christian-Bennett states that the first topic would be the topic of full-time salary increases of 35.7% plus benefit increases which would increase the department's budget to \$152,765. She asks that Director Petty go over the recommendations.

Director Petty states that any department that is not currently on the wage scale receives increases of 1.25% which would mean a \$24,500 increase to the department, rather than the \$152,765.

Commissioner Badalamenti asks Director Craven how the numbers that are being requested are justified. Director Craven states that there are several factors that contribute. The current positions that are marked as a 7 and 11 are working far past the capacity of that wage grade. When the positions are realigned with their responsibilities, it brings them to a grade 8 and a 14. The jobs have not been refactored, and Director Craven went to Human Resources to ask for some level of specifics that could be identifiable. He mirrored the listed duties to the responsibilities performed in his own department. Director Craven states that since his department is not on the County Wage Scale then it is not HR's responsibility to conduct a review.



The Commissioners state that they must go by the wage scale to give increases.

Director Craven clarifies that there are two increases and one added position that is being proposed. There are also added amounts for the wage increases for competitiveness because the department continues to lose personnel to outside counties.

Director Soltis is asked to join the conversation, and a background is given to proceed with what can be done to help Director Craven. Director Soltis states that progress stopped with the past director of Veterans Affairs. There was never a resolution that went through. There wasn't approval across the Veterans Affairs Board.

Director Craven states that the Veterans Affairs Board "reflected" the County Wage Scale, and then later adopted the Portage County Veterans Wage Scale. That is the problem, and they opted out. Therefore, they automatically default to the 1.25% increase.

Commissioner Christian-Bennett states that if the scale is not followed across all departments, then it is useless. The departments cannot choose when they come on and get off. Now they cannot be a part of it for 2-3 years.

Commissioner Badalamenti states that 2 things are happening simultaneously: they're bringing people up to where they should be on the scale with pay and then there is an additional position that is being added. Director Craven states that there is also a 3<sup>rd</sup> component which is the proposed raise for each wage grade. Commissioner Badalamenti states that the issue lies with the overall wage increase. They could have chosen to participate and now along with other departments that stated they didn't want to, until now when it is too late.

Commissioner Christian-Bennett asked for some clarification. Administrator Crombie answered that the job factoring comes into play if the department has adopted the scale. They can investigate it and an idea can be given as to where the wages would fall. She states that she would like to do some research to see where the process had stopped with the Veterans' Department because she was sure at one point the Board agreed with the adoption but didn't necessarily agree with where things fell on the scale. She states that when the Board gives Veterans a budget, they can pay people where they want, but if they are not on the scale then it doesn't do any good to factor. The process with the wage scale is that they factor the jobs and determine where the job falls, but if they take on a significant amount of job duties and their job changes that's when a refactoring would take place and chances are, they would become a grade higher. She says that is just the process. She says that she defers to Director Craven as he oversees his department, and how he would proceed.

Director Craven states that he did what was said and he went to Human Resources, and they said they couldn't help him. Commissioner Christian-Bennett and Administrator Crombie state that is factual.

Commissioner Badalamenti states that due to the Board and the prior director, Director Craven is in an inconvenient position. They made decisions that are affecting him today, and if they change things then they will be going against County policy. Director Craven agrees and he

states that he is trying to build a good team that will stay. The Commissioners understand his predicament.

Commissioner Tinlin doesn't always agree with Boards and Commissioner Christian-Bennett states that sometimes they get stuck with bad decisions that prior boards have made. Director Craven was a member of the Veterans Board and after he is asked why the wage scale was never adopted, he answers: It was adopted initially, and the prior director didn't follow through with the second part of what was needed by letting the Commissioners know. Mr. Pickens found out that nothing was finalized during his time as intermediate Director. The Veterans Board then determined that for guidance to operate, it was recommended that a reflection of the County wage scale occur which the Board of Commissioners funds.

Commissioner Christian-Bennett states that it is confusing because the Veterans Board can make a recommendation, but it's the Commissioners final decision.

Administrator Crombie recommends that the Veterans investigate what other positions are paid throughout other counties. Director Craven states that he could have numbers to them by the end of the day. He is told to look at comparable counties by size.

Commissioner Badalamenti reiterates that the Veterans Board did what they needed to do at that moment. Commissioner Christian-Bennett states that within the budget there is a recommendation to approve two new vehicles and the building improvements at the Annex Building will be included in the County budget.

The Commissioners also clarified that there was an additional position that Director Craven wants to add. They recommend that Director Craven meet with Director Petty due to the confusion.

Director Craven asked about the current area where the Veterans Office resides. It's stated that it's being investigated, but the tentative plan is for JFS to encumber the area for it to be used as a visitation site. It will probably be about a year before they will be able to move. The likelihood is very high.

## **OHIO TREASURER OF STATE**

Present: Alaina Bowers – External Affairs Manager & Adam Gumpf – Public Affairs Liaison

### **Discussion:**

#### *1. STABLE Account Flyer and Information*

Ms. Alaina Bowers came from the Ohio Treasurer of State Office to lead the discussion on the STABLE Account. Auditor Kelly has sat in on the discussion. It's mentioned that the Commissioners are familiar with the account, but the past Auditor was not in favor, so it did not move forward. Ms. Bowers gives background information by stating that the account is celebrating its 7-year Anniversary. It's administered by the Ohio Treasurer's Office, and is a national program, but was initially launched in Ohio. It's a savings and investment account that individuals can contribute to if they are eligible. Eligibility is based on whether they had a disability, diagnosis, or a disorder before they were 26 years old. The funds in the account can

be used on qualified disability expenses. It allows for savings for the individual's entire life, but it's important because if you are on SSI or Medicaid there are limitations as to how much money you can have in your name. It took ten years, and the able act was passed in 2014. This allowed states to implement their own ABLE Program. Connections have been made with disability affiliated organizations, school districts and local governments. They want to build advocacy of the program due to its empowerment of individuals to have financial independence. A lot of the account holders do work, but family members are also able to contribute to the accounts. The limits of contribution typically increase every year but as of 2023, if you were not working, it was \$17,000 and if you were employed you can contribute an additional \$32,590. The entire account can have a lifetime balance of \$523,000 in it.

Commissioner Christian-Bennett mentions a friend with a family member who would have benefited from this account. She says individuals can use this for larger purchase items, such as furniture that needs to be replaced.

All three Commissioners and Auditor Kelly are onboard with proceeding. Ms. Bowers wants local governments to be aware of the direct deposit feature. She wants to spread the word and to offer support from the Treasurer's Office for the direct deposit piece.

#### **COUNTY ADMINISTRATOR**

Present: Administrator Michelle Crombie

Administrator Crombie states that the resolution being brought forward allows for lunch for the employees as an employee appreciation event. It was directed by the Prosecutor's Office that this is how it should be brought forward. This resolution will be specific and covers all Board of Commissioners Departments, not just the 7<sup>th</sup> floor.

#### **Resolutions:**

1. The Board of Commissioners approve authorization for the Board of Commissioners to host employee appreciation functions through December 31, 2023./Resolution No. 23-0716

**RECESS: 10:10 AM**

**RECONVENE: 10:30 AM**

#### **MISCELLANEOUS**

#### **Journal Entries:**

1. The Board of Commissioners acknowledged the receipt of the November 27, 2023 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

2. The Board of Commissioners received the November 16, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for October 2023, in accordance with Ohio Revised Code Section 325.07.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

#### **Resolutions:**

1. Appointment of Leanne Blitz to the Ohio Children's Trust Fund Regional Prevention Council./Resolution No. 23-0717
2. The Board of Commissioners acknowledge the acceptance of donations to the office of the Portage County Dog Warden./Resolution No. 23-0718

#### **SHERIFF'S OFFICE**

Present: Ron Rost and Chief Deputy Ralph Spidalieri

#### **Discussion:**

##### *1. 2024 Budget*

Mr. Rost started by asking if Director Petty had any questions regarding the budget request. She had several. As far as the salary increases are concerned, she would like to know where the collective bargaining agreements stand so the COLA can be figured.

Chief Deputy Spidalieri states that negotiations will be starting soon. They are coming to the end of the contract right now, and he hopes by the first of February, everything will be in place. Director Petty's recommendation would be to leave the budget flat until it is determined what those increases will be and then supplement. For the administration salaries, there is a 15.12% increase. It was determined by the BOC at an earlier date that any department that is not on the Wage Scale would automatically be given a 1.25% increase since the positions are not collective bargaining.

Commissioner Christian-Bennett asked if Mr. Rost could speak to the 15.12%. Mr. Rost states that the increase stems from 22-23 when one of the clerks moved from CCW to Administrative, because there is not enough revenue being generated in the CCW Division and Fingerprints, so she was moved to Admin in 2023, even though the budget didn't absorb it at that time. That is the only difference.

Commissioner Badalamenti clarified what that position's salary is. Low 40's \$41,000-\$42,000.

Director Petty states that the budget for this year is projected to be underspent in Admin, this year, so asks if the position was added wouldn't it be short? Mr. Rost states that there are some other components in which they didn't spend what they thought they would. He would delineate those items and send them to Director Petty in an email.

Commissioner Christian-Bennett states that Budget and Finance is showing that they will be over \$16,573 for Admin. Commissioner Tinlin asks for the document that Commissioners Badalamenti and Christian-Bennett are referring to.

Commissioner Christian-Bennett clarified that no increases would be given for the collective bargaining positions yet, and then they can retro back. That would be Corrections, Detectives, Road Deputy salaries and Dispatch. Part-time positions are also mentioned.

Commissioner Badalamenti asked how the exponential increases were determined, and clarified that the increase of total deputies is 27.77%. Chief Spidalieri stated that they took an average of last year's increase which was around 5% and looked at other agency increases which are anywhere from 4-12 or 13%. A base number was determined just for the sake of budgeting, and that number was 5%. The Board needs to consider the 8 deputies that were approved on the grant.

Commissioner Badalamenti thought that everything that fell under the grant was paid for by the state. When was the grant and when did the deputies start?

Chief Spidalieri states that it is paid for by the state, and in 2023 there were no additional appropriations. The deputies started throughout the year. The approval for the grant was in March, and there were a couple of deputies that were able to qualify that had been backlogged to 2022. The process is behind. They are communicating with the state 2-3 times a week on true-ups for the disbursement of funds, however the budget did not require pulling on the funds because of the timeframe of when the deputies started to arrive full-time. They will be able to captivate the amount of 1.8 million dollars, but what's nice is that it never had to be touched for 2023, and the original plan was to pull it for 2023 and 24. This technically will give an extension for this year as well as 2025. The 8 deputies' number is included in the budget because the employees are a part of the department. At the end of the day, they still will be appropriated from the general fund because the dollars that come in from the grant are received into the general fund. The general fund will appropriate the dollars into the Sheriff's fund. It's the same money and it just depends on how you put it on paper. The grant money hasn't been received yet.

A separate fund was created and Mr. Rost states that since nothing has been received, nothing has been paid in. Director Petty states that for next year, would the solution be to project what will be spent, certify the money, move the expenses, and then put the draw downs in there. Mr. Rost states that it depends on how close you need to get with the estimations, because he doesn't know if they are going to continue to be 6 months behind in reimbursements. Claims have been filed for the first through third quarters without any reimbursements.

Chief Spidalieri states that the general fund in perspective is funding the positions right now, and that is why they are included. They have not had to advocate for extra dollars for those positions in 2023 since it has been difficult to hire for additional positions such as jail positions. There was a surplus on those line items.

Commissioner Christian-Bennett states that on the projected budget there is \$776,490 of unused funds under the jail. But when she looks at Road Deputies, there is a deficit of \$438,100 and another under Detective Bureau of \$218,308. Chief Spidalieri states that is correct; that the total salary items will have close to a quarter of a million dollars in surplus at the end of the year when everything is combined within the organization.

Commissioner Christian-Bennett states that the budget is showing that there would be \$209,040 left over and that is not correct because the department was just given another \$400,000 for inmate care. Mr. Rost states that the \$209,000 figure is strictly compensation and doesn't take into account any other type of expenses.

If the overall budget is looked at, the grand total is \$375,100 and Commissioner Christian-Bennett says that it cannot be accurate due to the \$400,000 for inmate care. Chief Spidalieri states that is for inmate medical, and annually it has always done that true-up. Commissioner Christian-Bennett understands that as well as the fact that the amount cannot be predicted, but it is not a surplus, and this money was injected. When this is looked at, it looks like these funds are left over and that is not a true depiction.

The number is always a rolling number and that is how it has been budgeted. If there is higher inmate medical care that is always a true-up. That money is allocated later. Chief Spidalieri states that a solution may be to appropriate an additional 1 million dollars as an example and work from that to keep the other numbers true. In fairness to the organization, the salary line was maintained below with a quarter of a million in surplus after combining the total of salary items. The \$400,000 cannot be looked at because that has always been an item that they cannot control within the budget at the beginning. Chief Spidalieri agrees and thinks that they should add the amount in, at least they would have a baseline of knowing.

Mr. Rost directs the Commissioners to look at the Projected overage. He states that two components make that number up; compensation which is projected at \$209,040 and everything else is \$166,060. The majority of the \$166,060 is an overage in administrative leases, which is estimated to be around \$163,000 of the \$166,060. Everything else washes out close to 0.

Commissioner Tinlin called for a point of order and would like to make a statement. He would make it regardless of if the Sheriff's Office was present. He thinks that they are looking at the situation from a very silly perspective. The Sheriffs that he worked under never got along with the Commissioners. He doesn't want to pinpoint and nickel and dime their budget. The Sheriff was elected by the residents to run the Sheriff's Office and his concern is the safety of the residents of this County. We are in a bad time in the country, and it has affected Portage County as well. He wants to take care of this and move on. He states that he is not happy with the events as every Sheriff has had to deal with backlash. If there is money, then he proposes taking care of business and making sure that the department has the manpower and equipment to operate. He wants to look forward. This is his opinion. If a survey was conducted, the residents would state that they feel safer because he cannot drive within the county without seeing a Sheriffs' car. Discrepancies will happen, but they need to move on, and start out fresh. Medical and overtime was talked about months ago and it cannot be changed.

Commissioner Christian-Bennett reiterates that the budget states there is a surplus and that is not accurate when \$400,000 was interjected. She states the overall bottom line should be viewed, and she says the point is that they fund an entire county. Commissioner Tinlin realizes that and is disgruntled because he just received the document that has been referenced throughout the presentation. Commissioner Christian-Bennett states that she doesn't hear similar talk when it comes to other departments. She states that when \$400,000 needs to be interjected then they need to be able to have that, because it is not an option at that point. She is concerned about what will happen to this projection/budget if open positions start to be filled within the jail.

Commissioner Badalamenti interjects and states that the disagreements with past Sheriffs were rectified within the first and second year by supplying the department with everything that was asked for. Sheriff Zuchowski stated that the items were needed, and they were not "wants." Commissioner Badalamenti agrees that the items were used to make the department a functioning organization. He does have an issue with the fact that there was a negative reaction, and the word "defunding" was used when it came time to back off a little bit and catch up after a lot of money was invested. Commissioner Christian-Bennett interjects and states that it was mentioned that they didn't support law enforcement.

Sheriff Zuchowski mentions the \$400,000 figure and says it has no bearing on what is being talked about as far as the department's salaries, and Commissioner Christian-Bennett disagrees.

Commissioner Badalamenti raised a point of order and stated that he has a problem when the ask keeps going up when he knows what has been done in the past. He states that they have expanded their role as a Sheriff from the 5 duties without any communication to the BOC. According to the ORC that Chief Spidalieri guided Commissioner Badalamenti to, Commissioner Badalamenti doesn't see the proper procedures being followed even though it is assumed that the new task forces will be funded. Duties are being expanded exponentially and that means more salaries and more money. He states the Sheriffs' expansion thrills certain members of the public and others are not so happy about it. He's not sure when they got where they are with their relationship, as he is proud of what they have accomplished. He sees the requests for increases of 27.7% and has been told that it's because they are not receiving the 3% increase that the rest of the County is receiving even though the department was given the opportunity to be a part of the Wage Scale. Commissioner Badalamenti feels that the department has excluded themselves, even though he has letters from deputies stating that they are aware of the Commissioners' support. He partially agrees with Commissioner Tinlin and admits to nitpicking the budget request due to it being unclear, with a lack of communication. The BOC was unaware of recent hires and departures. He would like to open the line of communication.

Sheriff Zuchowski states that there was a previous incident where he was accused of overspending, even though he was within budget. He states Commissioner Badalamenti has never admitted to being wrong. Commissioner Badalamenti states that he was not wrong and expressed that he reached out to the Sheriff's Department several times to let them know that they would have to alleviate spending. He was told that he wasn't in charge, which he wasn't

trying to be. Sheriff Zuchowski agrees and states that the stipulations are that if they qualify and have reasonable asks for what is trying to be accomplished, then the Commissioners are to facilitate the financials.

Commissioner Badalamenti states that the department was given everything that was wanted and needed for 2.5 years. Sheriff Zuchowski reiterated that Commissioner Badalamenti was avoiding the issues and was wrong. Commissioner Badalamenti mentions the purchase of radios before being stopped to announce that it was time for public comment.

## **PUBLIC COMMENT**

**11:01 AM** – There is no public comment given.

Commissioner Christian-Bennett recommends redirecting the conversation. Commissioner Badalamenti is asking the Sheriff for common courtesy. Sheriff Zuchowski mentions a previously planned engagement that they were unable to attend at the last minute due to Chief Spidalieri being out of town, in Kentucky receiving his helicopter pilot license recertification.

Chief Spidalieri would like to clear the record and dispute the allegations that they are over budget. He states that they had a sit down and Director Petty and Soltis were included. At the end of the meeting, he states that it was determined that the department was not over budget. Director Petty states that they were projected to be, and they were not over in that moment because it was Spring.

Chief Spidalieri states that they were told they were over budget, and they had overspent and that wasn't the case. The department was on track. He mentions the medical expenses that keep being brought up. In past practice the Commissioners' Office always injected into the budget for that cost. They never budgeted for it, and now all of the sudden, the rules are changing. The department should include the \$400,000 in their numbers, and they cannot in good practice do that. He states that it looks like the department is careless when they are not.

Commissioner Christian-Bennett states that the BOC must plan for the injection, regardless, and recapitulates that it is a falsehood that there is an available \$375,000. She is not saying that the department is over budget, rather the BOC needs to be vigilant in budgeting, so they do not find themselves in a difficult situation.

Chief Spidalieri understands and would like to clear the air. He mentions that his department will be in a surplus position if you do not count the \$400,000 that was always appropriated after. His department has kept their budget under a quarter of a million dollars. He agrees with Commissioner Christian-Bennett and thinks that they need to determine an amount to put into the budget for medical. There is no way of knowing what to project: it could be a million dollars, or it could be \$100,000. There is no controlling it. The reality of the salary items across the board is that they are coming in with a surplus of a quarter of a million dollars, and that is the bottom line.

Commissioner Christian-Bennett states that another thing that is looked at is the historical value and when money was injected, odds are that it will need to be increased in the future.



She states that somewhere must give because there isn't constant money to keep funneling. There is a huge surplus in salary and fringe benefits currently because they are not fully staffed, especially at the jail. Hopefully, one day they will be fully staffed but if they were now, the \$375,000 wouldn't exist. She states that it is misleading to say there is \$375,000 when they had to inject. She states that it's not a penalty to the department, it's for budgeting purposes, and at the best she would state that they stayed within the budget and the injection occurred for reasons out of their control.

Sheriff Zuchowski states that they go over this every year, and they cannot control the number. Commissioner Christian-Bennett understands that and says that they must take that into consideration. That is what they rely on the advisement of the financial teams.

Chief Spidalieri states that they are good with that and suggests taking an average of the years for the medical costs.

Commissioner Christian-Bennett states that sometimes when that increases, something must give. That is the point Commissioner Badalamenti is trying to make: the department is not good at giving up anything, and a lot has been given. It is not sustainable, and that is why they need to work better together and see what can be done.

Chief Spidalieri is not opposed to working together better. However, his justification is that everything is at an increase, usually in the teens or twenty percentile mark. Benefits cost a lot more. There are almost 200 people in the department's payroll. He would like to say that they are going backwards in their asks, but the number just continues to grow. There are also increases in call volume, overdose deaths and the drug problems that are coming in. He mentions the open border and quantifies the numbers that they are having. This is not a county problem, rather a national problem. Chief Spidalieri mentions the fortunate circumstance of the grant that was originally thought to be had for only two years and the fact that it will roll over for a third year. There will be an additional 1.8 million for future use to offset the 8 hires. The department is trying, and they have an individual who is working with the grants. The department is trying to serve Portage County the best that they can in a changing a volatile environment. His department is ever changing, and the things discussed are not personal; its business and it's an expensive business.

Commissioner Christian-Bennett would like to move on for the sake of time. Another item is brought up and Director Petty reiterates that essentially the budget for part-time road deputies was increased to \$111,000 which was an increase of \$400.00. A typo's found when discussing this item and the amount is noted that it is for part-time Corrections Officers. If part-time Corrections can be hired, then the over-time number will be reduced significantly. This would not be a good item to change according to Chief Spidalieri.

Chief Spidalieri mentions the fact that it is difficult to keep uniformed deputies at the courthouse with a \$22.50 an hour wage. He would like to talk about this. They are still budgeting for the numbers but there are deputies who are getting to retirement age, and the positions are becoming difficult to fill.

Commissioner Badalamenti mentions that he hears both sides state that it is difficult to communicate with one another. He wants to have a better line of communication. Chief Spidalieri would like to take the meetings as seriously as possible. They work very diligently to know their numbers and once they have an agreement, those are the numbers they work within, as they have shown with the past several budgets.

There is a benefits increase of 1.2 million. Mr. Rost states that 2023 was underfunded. It was discussed that it would be put in at the end of the year and it hasn't because of a surplus in compensation. If you take the 14% increase for next year combined with the fact that it is currently underfunded: that is where the huge increase comes from.

Commissioner Christian-Bennett clarified that the benefits are underfunded now for 2023. Mr. Rost says that it has been stated all year. A budget amendment has not been completed, and the amount to cover it is \$200,000. It's not technically needed due to the surplus of vacancies.

Director Petty states that one of the major unknowns is not knowing what items will be moved to the grant funding. It is supposed to cover benefits also, and the expenses are supposed to be transferred to the grant. Right now, the County is funding it because the grant money hasn't been received.

Chief Spidalieri talks about the possibility of having another fund for the grant even though he states that it complicates things. There is a sliding scale of pay and this makes it hard to predict the end number. As far as deposits; it works to have the fund, but he states that as expenditures; it makes it easier to use the General Fund, which is reimbursed anyway. It makes it hard to keep records for the Sheriff's Department as well as Budget and Finance. Commissioner Christian-Bennett mentions the grant tracking and how that needs to be checked and reported.

The grant and the Budget and Finance department both are reported too. Mr. Rost completes the affirmation of the numbers according to the requests and they have been submitted for the first through third quarters. They are just behind on payments. As far as the budget number is concerned, it would be easier for the department to count the positions.

Director Petty states that it is ideal to move expenses out so you wouldn't need excessive budget. At the beginning of the year, the grant money could be certified, so then you would have a budget to spend it against. The challenge at the beginning was that it wasn't certified, but it could be fixed with the Auditor, so it is easier.

Commissioner Christian-Bennett asked if it would be easier for Director Petty to keep it how it is with its own budget line/account, or if it can be combined. Director Petty states that they would have to create a project code when the Auditor's Office has already created a fund.

Commissioner Badalamenti asked if they reported to the grant for the first through third quarters. They have and apologize for not having the information. It was overlooked as to who was copied on the emails. That is an easy correction.

The next item that is mentioned is the increase in professional and technical services from around \$102,605 to \$204,000. Commissioner Christian-Bennett would like some clarification because it is stated that they have only used around \$90,000 this year. Mr. Rost states that there is an additional amount that they will have due during the first couple months of 2024 for body cam storage. This amount is about \$95,000 and has never been incurred in the past.

The last item is the automobile budget and leases. \$250,000 needs to be discussed. This would just be a budgeted line item for vehicles. Chief Spidalieri mentions the fact that they are going to be within the third year of the leases. He asks about how they would like to plan to budget for the program because they are now looking at the possibility of 12-15 purchases with the lease revolving next year. How would they like that to go into the budget? He wants to be transparent and states that the program is working great. Maintenance costs are down tremendously, and they need to continue a good idea. He wants to know that they will have the Commissioners' support with the program. They will have conversations with Director Petty about the best way to continue it.

Commissioner Badalamenti states that he agrees the program has worked very well and asks about the additional 3-4 vehicles that were picked up throughout the year. Chief Spidalieri states that's what the \$250,000 would be used for. He gave examples of a few vehicles that have been recently damaged but are not safety concerns at this time. The situation now is that with the strike, the manufacturers are making more money selling cars on retail than with the government subsidized cars. Currently, there are 3 cars that they have an opportunity to purchase, and he would like to know if they can move on them. He would also like to know if they can have an answer to continue with the leasing program and if there are any disputes over the \$250,000 line item for the car budget.

The Commissioners cannot answer those questions as of now and state that they will have to meet again, possibly later in the next week or two.

Commissioner Badalamenti would like to reiterate the line of communication between the two departments.

Chief Spidalieri understands and mentions last week's executive session and states that the following is a priority: he has been working with Verkada Camera System for the jail over the last two weeks. There was an original quote that was presented to the Commissioners for \$637,180.00. Sheriff Zuchowski and Lieutenant Morganstern sat down and discussed the seriousness of the need as their liability is exposed right now. The service contract is ending with the current cameras. There was a conference call with the company and negotiations were made to reduce the amount to a final amount of \$400,000. In addition, the Sheriff asked if Verkada would be willing to accept payments with non-interest for a 60-month period which is the length of the licensing term. This accounts for being an \$80,000 figure for 5 years with no interest. These terms are based upon it being done by the end of the year. This includes all the cameras with a ten-year warranty, and a 5-year licensing agreement. This issue will not have to be revisited for 5 years and will give an entire system to the jail. This is critical to the purse strings of the county and to protect it from a potential lawsuit. This is a small price to pay for a lot of protection.

Commissioner Tinlin asks what the timeline is. They want to start now, and they want the commitment for the end of year, so they can book it. It is suggested that they meet with Jackie Petty, and she can bring her recommendation back to the Board.

Commissioner Christian-Bennett would like to stop the discussion and move forward with the agenda for the sake of time. They thank the department for coming in.

## **HOPETOWN**

Present: Ted St. John, Founder and Chief Executive and Brian Norsen, the House Manager and Operations Coordinator.

### **Discussion:**

#### *1. Hope Town Annual Report*

Mr. St. John started the presentation by stating that the support received by the Commissioners has been crucial. First, he wants to say what the organization believes in: He believes that everyone is recovering from something, and he believes that people do recover. Their mission is to inspire people to change their lives and they hope that those people will go on to inspire others. Hope Town was started around 3 years ago, with one building being converted and the women's house opening the second year. They have come a long way since only having 2 employees. They were able to take the best parts of Hope Village, which was responsibly closed officially in March and bring them to Hope Town. The original model of Hope Town was to have 2 recovery houses and they have grown to be much more. He states that it is a recovery ecosystem because people can operate fully in the system and contributes to the services that are provided and the way they are provided. There is an office in the county jail doing re-entry services and a lot of linkage and navigation services which basically connect people when they have a crisis. Mr. St. John introduces his Program Director, Adam Ciganik and the House Manager, Brian Norsen. Mr. Norsen moved into the home last December and it was quickly realized that his employment was a good fit. He also manages the fleet of cars, as well as keeping the house in order.

Commissioner Badalamenti asks if Mr. St. John could give a synopsis of what Hope Town is. Hope Town provides several different recovery support services including recovery housing. There currently is an 18 bed Male Home and a 13 bed Female Home. These homes provide a structured, safe, affordable sober environment to get sober recovery support. They provide linkage services and re-entry services with the county jail. They also work with treatment centers all throughout the county. Hope Town has gone from 2 to 23 employees in a short amount of time with 10 of those being drivers. They also have made connections with Hope on Wheels through a supplemental transportation contract. Mr. St. John states that the transportation aspect serves the mission of recovery housing. Hope Town provides a space for employment, housing, and transportation. The transportation service will probably double this year. Essentially, they started with treatment services, and they were contracted with almost all the Medicaid suppliers to be able to transport passengers to medical treatments. There's also a work program through OhioMeansJobs that provides aid in getting a job and transportation. They also will provide a stipend for lunch. The program will allow aid in getting to and from work for 6 months, as well as provide what is needed for that specific job such as tools or clothes.

Commissioner Christian-Bennett asked about those residents that may not be able to work. Mr. St. John stated that work is a requirement whether it be full or part-time based upon disabilities and how intense the resident's treatment is at that time. They must complete service or volunteer hours and they are staying active one way or another.

Commissioner Tinlin states that he is proud of the program and that it is a tough undertaking. Commissioner Christian-Bennett states that Mr. St. John has a great team.

Mr. St. John states that they are three guys who are in recovery, and they hope that the work they are doing will help others to change their lives, and their family's legacies.

Mr. St. John informed the Commissioners that he has been compiling information for an annual report. He would like Mr. Norsen to give a recap of his experiences with the program and current roll with the organization.

Mr. Norsen is a life-long resident of Portage County and is from Mantua. He is a recovering alcoholic/drug addict who had an unmanageable life at one point. He is a construction worker by trade and came to Hope Town in December of last year from prison. Upon his arrival, he was broken, lost, and confused with very little support, like a lot of the new residents. The program worked hard to get him a spot in the home, and they received funding from a source in Summit County. He instantly saw some good things in the program. They prioritized his focus on recovery, instead of immediately sending him back to work. Mr. Norsen started to help around the home with light maintenance projects and was noticed for his managerial skills. They offered him a job managing the house about two months later, which helped pay his rent. He became a peer leader and held the residents accountable for the agreements that they made. Mr. Norsen was also offered a job as a driver. He takes his recovery and his newfound purpose day-by-day.

Mr. St. John wanted to mention that Hope Town's first year revenue was \$90,000 mostly with donations, and the second year it was \$300,000 because there was 6 months of Medicaid rides. This year's projections are around \$850,000 and next year that should double. He wants to thank the Commissioners again for their support. The Commissioners had agreed to allot \$25,000 a year for 5 years for the operations. These funds are coming out of the Opiate Settlement Fund that is received every year.

The Commissioners state that it turned out to be a good investment.

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<b>RESOLUTION NO. 23-0705</b>	<b>-</b>	<b>RE:</b>	<b>ACCEPT PROPOSAL OF WERTZ GEOTECHNICAL ENGINEERING, INC. AND ENTER INTO AGREEMENT FOR PROVIDING GEOTECHNICAL EXPLORATION SERVICES FOR THE PROJECT KNOWN AS THE <u>OLD FORGE</u> <u>ROAD BRIDGE REPLACEMENT.</u></b>	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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 perform geotechnical exploration services for the **Old Forge Road Bridge Replacement** (the "PROJECT"); and
- WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 22-0696, authorized the Portage County Engineer to accept current statement of qualifications from engineering consulting firms seeking to provide professional services during the years of 2023 and 2024; and
- WHEREAS,** the Portage County Engineer selected Wertz Geotechnical Engineering, Inc. ("CONSULTANT") from the list of consultants who have a statement of qualification on file for 2023 and 2024, to submit a proposal to provide professional services for the "PROJECT"; and
- WHEREAS,** the Portage County Engineer, upon review of the proposal from "CONSULTANT," 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 "CONSULTANT" and authorizes the Portage County Engineer to enter into an agreement for providing professional services for the "PROJECT"; and be it further
- RESOLVED,** that a contract be entered into with Wertz Geotechnical Engineering, Inc., 400 Collier Drive, Doylestown, Ohio 44230 at a not to exceed cost of \$23,022.00, 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:

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

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**RESOLUTION NO. 23-0706**

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**RE: ACCEPT PROPOSAL OF EUTHENICS, INC. AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL DESIGN SERVICES FOR THE PROJECT KNOWN AS THE OLD FORGE ROAD BRIDGE REPLACEMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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 perform professional design services for the **Old Forge Road Bridge Replacement** (the "PROJECT"); and
- WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 22-0696, authorized the Portage County Engineer to accept current statement of qualifications from engineering consulting firms seeking to provide professional services during the years of 2023 and 2024; and
- WHEREAS,** the Portage County Engineer selected Euthenics, Inc. ("CONSULTANT") from the list of consultants who have a statement of qualification on file for 2023 and 2024, to submit a proposal to provide professional services for the "PROJECT"; and
- WHEREAS,** the Portage County Engineer, upon review of the proposal from "CONSULTANT," 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 "CONSULTANT" and authorizes the Portage County Engineer to enter into an agreement for providing professional services for the "PROJECT"; and be it further
- RESOLVED,** that a contract be entered into with Euthenics, Inc., 8235 Mohawk Drive, Strongsville, Ohio 44136 at a not to exceed cost of \$49,535.00, 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:

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

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**RESOLUTION NO. 23-0707**

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**RE: DECLARE PENNONI. MOST QUALIFIED FIRM AS A RESULT OF REVIEW AND ANALYSIS OF QUALIFICATIONS AND ENTER INTO NEGOTIATIONS FOR PROVIDING PROFESSIONAL DESIGN**

**SERVICES FOR THE PROJECT KNOWN AS  
JUDSON ROAD BRIDGE REHABILITATION  
(FRA 247, T143A) IN FRANKLIN TOWNSHIP,  
PORTAGE COUNTY.**

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

- WHEREAS,** Resolution 23-0640 authorized the announcement of the request for proposals for professional design services for the project known as Judson Road Bridge Rehabilitation (FRA 247, T143A) in Franklin Township, Portage County, and
- WHEREAS,** the announcement requesting proposals for said project was published in the Record Courier on November 3, 2023, and
- WHEREAS,** proposals were received from six (6) engineering firms for providing professional design services for the project known as Judson Road Bridge Rehabilitation, and
- WHEREAS,** the qualifications were reviewed and rated according to the consultant selection process as used by the Ohio Department of Transportation, and
- WHEREAS,** after review and rating, the firm of **Pennoni** was rated highest; now therefore be it
- RESOLVED,** that the Portage County Engineer recommends that the qualifications of **Pennoni**, 2 Summit Park Drive, Suite 335, Independence, Ohio 44131 be accepted, and be it further
- RESOLVED,** that the Portage County Commissioners authorize the Portage County Engineer to enter into contract negotiations with **Pennoni** for providing professional design services for the project known as Judson Road Bridge Rehabilitation in accordance with ORC 153.69, Sub. Sec. A, 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:

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

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**RESOLUTION NO. 23-0708**

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**RE: AMEND RESOLUTION 23-0607:**



**AUTHORIZING TO ENTER INTO  
AGREEMENT WITH DLZ FOR THE  
PREPARATION OF PLANS,  
SPECIFICATIONS AND ESTIMATE OF COST  
FOR PROJECT NO. PC-W (23-070) WATER  
STORAGE IMPROVEMENTS - ROOTSTOWN,  
PC-W (23-080) WATER STORAGE  
IMPROVEMENTS - SHALERSVILLE, and MV-0  
(23-090) WATER STORAGE IMPROVEMENTS -  
MANTUA, FOR THE PORTAGE COUNTY  
WATER RESOURCES DEPARTMENT.**

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

- WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,** Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and
- WHEREAS,** Resolution No. 20-0809, adopted December 17, 2020, Portage County became the owner and operator of the Village of Mantua Public Water System; and
- WHEREAS,** in April 2023, Portage County Water Resources (PCWR) advertised in the Ravenna Record Courier, requesting statements of qualifications for Professional Engineering services for water storage tank design for the Portage County Water Resources Department; and
- WHEREAS,** seven (7) valid submittals were received on April 26, 2023; and
- WHEREAS** PCWR ranked the seven (7) firms and selected DLZ as the most qualified firm to perform this work; and
- WHEREAS,** Resolution No. 23-0469, adopted August 3, 2023, the Board of Commissioners accepted the recommendation of PCWR Sanitary Engineer, John Vence, P.E., and authorized the negotiation of a contract with DLZ to perform the required services for Portage County; and
- WHEREAS,** on October 3, 2023, DLZ provided a fee proposal for such professional engineering services in the amount of \$341,000.00 for each of the following projects: PC-W (23-070) Water Storage Improvements – Rootstown, PC-W (23-080) Water Storage Improvements – Shalersville, and MV-0 (23-090) Water Storage Improvements – Mantua, referred to as the "PROJECTS"; and

- WHEREAS,** it has become necessary for PCWR to request authorization to enter into agreement with DLZ to prepare plans, specifications and estimate of cost for the PROJECTS; and
- WHEREAS,** the PROJECTS are listed on the PCWR Capital Improvement Plan and the PROJECTS are necessary to design plans for water storage tanks to support distribution pressure and storage volume need; and
- WHEREAS,** the funds to cover the costs of the PROJECTS are budgeted between two sources: \$4,000,000.00 sourced from the American Rescue Plan Act (ARPA), which will be used for Project No. PC-W (23-070) Water Storage Improvements – Rootstown, and water revenue funds, which will be used for Project No. PC-W (23-080) Water Storage Improvements – Shalersville and Project No. MV-0 (23-090) Water Storage Improvements – Mantua; and
- WHEREAS,** the source of funds for the PROJECTS previously noted as 54002006 630000 23070, 54002006 630000 23070, and 54002006 630000 23070 are now corrected to be 540040W4 400000 23070, 540040W4 400000 23080, and 540040W4 400000 23090; now therefore be it
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:
- Section 1. That the Board of Commissioners does hereby Amend Resolution No. 23-0607.
  - Section 2. That said authorization to enter into agreement with DLZ to prepare plans, specifications and estimate of cost for said PROJECTS is hereby given.
  - Section 3. That the funds for Project No. PC-W (23-070) in the amount of \$341,000.00 are available in 540040W4 400000 23070, the funds for Project No. PC-W (23-080) in the amount of \$341,000 are available in 540040W4 400000 23080, and the funds for Project No. MV-0 (23-090) in the amount of \$341,000.00 are available in 540040W4 400000 23090.
  - Section 4. The Board of County Commissioners authorizes John Vence, Sanitary Engineer, Portage County Water Resources to act as their agent and designated representative in this agreement with DLZ.
  - Section 5. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department of Budget and Financial Management, the Department of Internal Services, and the County Auditor within 15 days after its passage.
  - Section 6. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this

Roll call vote as follows:

* RESOLUTION NO.	* 23-0709	* RE:	* ENTER INTO AN AGREEMENT WITH AJAX COMMERICAL CLEANING. INC. FOR THE WATER RESOURCES DEPARTMENT AT THE FOLLOWING LOCATIONS; O&M OFFICES, ROOTSTOWN WATER OFFICE AND STREETSBORO WASTEWATER TREATMENT PLANT OFFICES.	* 

**RESOLVED,** that the Board of Portage County 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0710**

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**RE: TO AUTHORIZE PORTAGE COUNTY  
WATER RESOURCES TO ACCEPT GRANT  
FUNDS FROM THE OHIO EPA H2OHIO  
FUND FOR DESIGN AND CONSTRUCTION  
ASSISTANCE CHINN REGIONAL SEWER  
IMPROVEMENTS PROJECT IN RAVENNA  
TOWNSHIP, PORTAGE COUNTY, OHIO.**

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

- WHEREAS,** Ohio Revised Code Section 126.60 established the H2Ohio Fund and authorizes the Director of the Environmental Protection Agency to distribute money appropriated to the fund by awarding grants or money to projects and programs that address water quality priorities; and
- WHEREAS,** the design and construction of the Chinn Regional Sewer Improvements Project in Ravenna Township, Portage County, Ohio, is an eligible project to receive program funding; and
- WHEREAS,** the Portage County Water Resources has applied for such funds for improvements to the Chinn Regional Sewer Improvements Project in Ravenna Township, Portage County, Ohio for design and construction of a new centralized sanitary sewer system consisting of the installation of new sanitary sewer, new force main, and new pump station to extend service to approximately 200 households; and
- WHEREAS,** the Chinn Regional Sewer Improvements project is expected to secure funding for assistance from the State Water Pollution Control Loan Fund (WPCLF); and
- WHEREAS,** for purposes of this H2Ohio Grant Award "Eligible Project Costs" may be reimbursed out of this Grant from the H2Ohio Grant Award in an amount not to exceed \$1,000,000.00 to be attached to the WPCLF Loan CS390067-0028; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the President of the Board of Portage County Commissioners to execute an H2Ohio Wastewater Standard Grant Agreement for the development and implementation of the following Project and in accordance with section 126.60 of the Revised Code:

### **Design and Construction of the Chinn Regional Sewer Improvements**

The purpose of this project is design and construction of a new centralized sanitary sewer system consisting of the installation of new sanitary sewer, new force main, and new pump station to extend service to approximately 200 households; and be it further

**RESOLVED,** that the Board of Portage County Commissioners acknowledges and confirms that it has the full authority and capability to perform in accordance with the terms of aforementioned agreement, and that it intends to diligently pursue that project; and be it further

**RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department Of Budget and Financial Management, the Department of Internal Services and the County Auditor within 15 days after its passage; 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. 23-0711      -      RE:      TRANSFER FROM FUND 1001,  
CERTIFICATE OF TITLE ADMINISTRATION  
FUND TO FUND 0001, GENERAL FUND**

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

**WHEREAS,** O.R.C. 325.33 provides for the creation of a Certificate of Title Administration Fund wherein shall be deposited all fees retained by the Clerk of Courts under O.R.C. Chapters 1548 and 4505, and

**WHEREAS,** O.R.C. 325.33 further provides that all costs incurred by the Clerk of Courts in processing titles under 1548 and 4505 shall be paid out of said fund, and that excess funds may be paid into the County General Fund, the amount of excess to be agreed upon by the Clerk and the members of the Board of County Commissioners, and

**WHEREAS,** it is agreed that the excess money in the Certificate of Title Administration

Fund for the year 2022 is one million dollars (\$1,000,000.00) and that such excess shall be paid into the County General Fund 0001 from Fund 1001 for Annual Software Support; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$1,000,000.00

**FROM:**

FUND 1001, CERTIFICATE OF TITLE ADMINISTRATION

ORGCODE- 10015019

Debit Expense Account

Object: 910000 – Transfers Out \$1,000,000.00

**TO:**

FUND 0001, GENERAL FUND

ORGCODE – 00100002

Credit Revenue Account

Object: 280000 – Transfer In \$1,000,000.00

; 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 County Auditor 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:

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

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**RESOLUTION NO. 23-0712**

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**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1010, COMPUTERIZATION  
CLERK MUNI COURT**

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

**WHEREAS,** the Board of Commissioners approved the transfer of \$1,000,000.00 from Fund 1001, Certificate of Title Administration Fund to Fund 0001, General Fund; and

**WHEREAS,** the Clerk of Courts has requested these funds to be transferred to Fund 1010, Computerization Clerk Muni Court for Annual Software Support; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$1,000,000.00:

**FROM:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 – Transfers Out \$1,000,000.00

**TO:**

FUND 1010, COMPUTERIZATION CLERK MUNI COURT

ORGCODE – 10105022

Credit Revenue Account

Object: 280000 – Transfer In \$1,000,000.00

; 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 County Auditor 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:

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

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**RESOLUTION NO. 23-0713**

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**RE: RESCIND RESOLUTION 23-0476,  
TRANSFER FROM FUND 1343, PCBDD  
PART B IDEA TO FUND 1340, PCBDD  
GENERAL ADMINISTRATION**

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

**WHEREAS,** the Board of Commissioners approved Resolution 23-0476 to transfer funds from Fund 1343, PCBDD Part B IDEA to Fund 1340, PCBDD General Administration; and

**WHEREAS,** the journal entry request included both a transfer and an advance; and

**WHEREAS,** there was an outstanding advance to be paid back; now therefore be it

**RESOLVED,** that the Board of Commissioners approve the rescinding of Resolution 23-0476; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Board of DD 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:

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

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**RESOLUTION NO. 23-0714      -      RE:    ADVANCE REPAYMENT FROM FUND 1343,  
PCBDD PART B IDEA TO FUND 1340,  
PCBDD GENERAL ADMINISTRATION**

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

**WHEREAS,** via Resolution 19-0266, a cash advance was given to Fund 1343, PCBDD Part B IDEA from Fund 1340, PCBDD General Administration, and

**WHEREAS,** the Part B IDEA Program is no longer in need of said advance, all payments have been made on behalf of said grant, and all costs have been booked or encumbered; and

**WHEREAS,** the Portage County Board of DD has requested the advance to be repaid for the purpose of closing out Fund 1343, PCBDD Part B IDEA, due to grant completion and crediting Fund 1340, PCBDD General Administration; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$46,000.08



\$46,000.08

\$46,000.08

Fund 5600 has funded \$14,260.00 for Project WTR01; now therefore be it

**RESOLVED,** that the following transfer be made:

**FROM:**

FUND 1501, AMERICAN RESCUE PLAN

ORGCODE- 15014119

Debit Expense Account

Object 910000 Project 21060– Transfer Out \$14,260.00

**TO:**

FUND 5600, STREETSBORO SEWER GENERAL ADMINISTRATION

ORGCODE – 56004002

Credit Revenue Account

Object 280000 Project 21060 – Transfer In \$14,260.00

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

**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. 23-0716**

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**RE: AUTHORIZATION FOR THE BOARD OF  
COMMISSIONERS TO HOST EMPLOYEE  
APPRECIATION FUNCTIONS 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; 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 remainder of 2023 fiscal year in a total amount not to exceed \$2500; 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. 23-0717**

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**RE: APPOINTMENT OF LEANNE BLITZ TO THE  
OHIO CHILDREN'S TRUST FUND  
REGIONAL PREVENTION COUNCIL.**

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

**WHEREAS,** language was included in the state budget bill (HB 64) in 2015 to regionalize the operations of the Children's Trust Fund statewide. Specifically, the bill divides the state into eight regions, identified in statute, for the purpose of applying for, receiving, and implementing Board-approved child abuse and child neglect programming and services. This will eliminate child abuse and child neglect prevention advisory boards and create child abuse and child neglect regional prevention councils for each region; and

**WHEREAS,** Portage County is included with the following counties in one of the eight regions in Ohio: Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Stark, Summit, Trumbull, and Wayne; and

**WHEREAS,** in accordance with ORC 3109.172 (C)(1), the Portage County Board of Commissioners may appoint up to two county prevention specialists to the council representing Portage County; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners appoints the following member to serve as county prevention specialists for the Ohio Children's Trust Fund Regional Prevention Council to a two (2) year term, beginning December 6, 2023 and expiring December 7, 2025, as confirmed in writing to the Board of Commissioners by Ohio Children's Trust Fund:

Name	Address	Contact Information
Leanne Blitz	496 Howe Road Kent, OH 44240	<a href="mailto:Leanne.blitz@uhhospitals.org">Leanne.blitz@uhhospitals.org</a>

; 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:

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

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**RESOLUTION NO. 23-0718**

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**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN**

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

**WHEREAS,** the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	Donation Amount
Nola Haiss	229 Porter Rd Atwater Oh 44201	\$10
Richard & Jen Salzer	3277 Cook Rd Atwater Oh 44201	\$25
Anonymous		\$81

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3,

**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.

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

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In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

- ## Motion Carries

4. Accept the resignation of Ronald Frazier, Collection System Operator I with Water Resources effective date December 1, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

5. Authorize the seven-day internal posting of the full time Collections System Operator OIT,I,II for Portage County Water Resources with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

6. Authorize as an exception to Section 23 (D)(1) of the Personnel Policy annual, each Commissioners' Department Director is authorized, not required, to grant four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees, which may be used on:

- Friday, December 22, 2023
- Tuesday, December 26, 2023
- Friday, December 29, 2023
- Tuesday, January 2, 2024

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

7. Authorize all County offices will remain open during current business hours on the above dates. Holiday leave offered hereunder is waived if not used, and employees working on the above dates will not receive holiday pay. For the purpose of this order, "non-essential" shall be defined by the department director in a non-discriminatory manner using their sound discretion.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

8. Direct the Auditor's Office to pay/process the November 21, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,595,510.64	(Includes late fees of: \$1.74)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$225,438.36	
Then and Now list totaling:	\$154,239.06	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

9. Process the November 21, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

10. The Board of Commissioners acknowledged the receipt of the November 27, 2023 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

11. The Board of Commissioners received the November 16, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for October 2023, in accordance with Ohio Revised Code Section 325.07.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

**Motion Carries**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **November 30<sup>th</sup>, 2023 at 11:53 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;

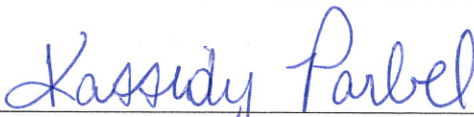
**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **November 30<sup>th</sup>, 2023.**

  
Anthony J. Badalamenti, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Tinlin, Board Member

  
Cassidy Parbel, Clerk