

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, January 16<sup>th</sup>, 2024

9:00 AM

Commissioners' Board Room

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

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

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

Also attending throughout the day was County Administrator Michelle Crombie.

The Board of Commissioners motion to suspend the approval of the January 11<sup>th</sup>, 2024 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**

## INTERNAL SERVICES

### Discussion:

#### 1. Project Updates

- The elevator at the Ravenna Courthouse is complete.

Commissioner Christian-Bennett asked for an update on the courthouse meeting that Director Kautzman attended: Director Petty and Director Kautzman attended the meeting in case the people doing the study had questions. She is unaware of the exact completion date of the study but according to the contract it should be sometime in March.

#### 2. Lease for Sly Bail Bond

Sly Bail Bonds started a lease in 2017 but were never on the Cost Allocation Plan. The rent was a standard \$500 a month. It will be \$508 with the plan and Director Kautzman let the company know. She also told the Commissioners that they always pay a full year in advance.

### Resolutions:

- The Board of Commissioners agrees to accept the proposal of EMH&T for providing "on call" consulting services relating to the administration of the Portage County Storm Water District./Resolution No. 24-0041

2. The Board of Commissioners agrees to enter into an administrative services agreement with Medical Mutual of Ohio for the Portage County Employee Health Benefits Plan for 2024./Resolution No. 24-0042
3. The Board of Commissioners agrees to enter into an agreement with Workplace Services Corporation dba LifeServices EAP for the Employee Assistance Program./Resolution No. 24-0043
4. The Board of Commissioners agrees to enter into an agreement with Medical Mutual of Ohio to provide administrative services and the Employee Elections for Medical Expenses and Dependent Care Expenses for the Portage County Employee Section 125 Flexible Spending Account (FSA) Plan for 2024./Resolution No. 24-0044
5. The Board of Commissioners agrees to set the proposal date for the invitation for bids for electrical maintenance and repair for the Portage County Water Resources Department./Resolution No. 24-0045
6. The Board of Commissioners agrees to accept the performance agreement for construction and relation of sewer main improvements for the Aldi – Streetsboro Sewer Relocation Project, Portage County Water Resources Project No. ST-4 23 210-P./Resolution No. 24-0046
7. The Board of Commissioners approves the general sewer agreement for sanitary sewer improvements to Aldi – Streetsboro Sewer Relocation, Portage County Water Resources Project No. ST-4 23 210-P./Resolution No. 24-0047
8. The Board of Commissioners agrees to award and enter into lease agreements with Blair Kotkowski of Kotkowski Farms, Inc. and Stanley Sayre of Sayre Farms for farm land leases./Resolution No. 24-0048
9. The Board of Commissioners agrees to enter into an agreement between the Portage County Common Pleas and Municipal Courts and Mid-American Courts Services, LLC for drug testing services for bond offenders./Resolution No. 24-0049
10. The Board of Commissioners agrees to enter into an agreement between the Portage County Common Pleas and Municipal Courts, Adult Probation Department and Mid-American Courts Services, LLC for randomized weekend drug testing services./Resolution No. 24-0050

#### **MENTAL HEALTH RECOVERY BOARD**

Presenting: Karyn Kravetz and Hattie Tracy

#### **Discussion:**

##### *1. Portage County Crisis Center Update and Lovers Lane Acquisition Request.*

Ms. Tracy states that they have spoken about the Portage County Crisis Project in conjunction with the Mental Health and Recovery Board in the past. They are looking at building a new facility, and they would like to connect it to the Sue Hetrick Building which will allow the organization to use the current Crisis Stabilization Unit as permanent supportive housing. This way they wouldn't need an alternate plan for clients during the building phase. For the new Crisis Stabilization Unit and Involuntary Hold to be built, they will need to acquire the 2 parcels of land in front of the Coleman Building from the Commissioners.

Commissioner Christian-Bennett states that the land is currently under lease with University Hospitals. For action to be taken, approval would be needed from UH with a new lease to be written excluding the parcels. She wants to know if anyone within their organization has talked to UH. Ms. Tracy states that she thought that Mr. John Garrity was working with the Prosecutor's Office.

Ms. Tracy asks if the Commissioners would like for the Portage County Crisis Center to reach out directly to UH, because she believes Mr. Garrity was under the impression that Mr. Meduri was going to reach out to UH. Director Kautzman states that Mr. Meduri was waiting to see what the Board would like to do.

The Board feels that it is best if Mr. Garrity reaches directly out to UH, and then UH will contact the Board if it is their desire and then Mr. Meduri will be involved. Ms. Tracy and Ms. Kravetz understand.

## **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(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Accept the resignation of Michelle Smith for Account Clerk 3, Portage County Job & Family Services to be effective as of Friday, January 19, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

2. Authorize the three-day internal posting of the full-time Account Clerk 3 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**

3. Accept the resignation of Brittnany Kirksey for Social Service Worker 4, Portage County Job & Family Services to be effective as of Wednesday, January 10, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

4. Authorize the three-day internal posting of the full-time Social Service Worker 4 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**

5. Authorize the promotion April Chamberlain for OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, January 22, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

6. Authorize the three-day internal posting of the full-time Eligibility Specialist 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**

7. Authorize to hire Michelle Smith for Procurement Manager, Portage County Internal Services to be effective as of Monday, January 22, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

8. Authorize the seven-day internal posting of the full-time Wastewater Chief Operator ~ Streetsboro for Portage County Water Resources Department 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**

9. Approve anniversary and/or step increases for the following non-bargaining employees:

- Sara Hoag ~ BOC
- Kassidy Parbel ~ BOC
- Joe Andrassy ~ Water Resource
- Jackie Petty ~ DBFM

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

## JOB AND FAMILY SERVICES

### Resolutions:

1. Transfer from Fund 1413, WIA Fund, to 1410 Public Assistance Fund./Resolution No. 24-0051
2. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 24-0052

## MISCELLANEOUS

### Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated November 30, 2023 as presented by Neighborhood Development Services.

**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 tax estimates as they will appear on the 2024 Certificate of Estimated Resources, as presented by the Portage County Budget Commission, reviewed by the Portage County Treasurer and Auditor.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

3. In accordance with ORC 325.12, the Board of Commissioners acknowledge receipt of the expenditures from the Furtherance of Justice Account for the fiscal year 2023 as presented by the Prosecutors Office. The Board further acknowledged the Prosecutors return of \$34,904.79 into the General Fund.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## COUNTY ADMINISTRATOR

Present: Michelle Crombie

### Discussion:

1. *Board of Commissioners Agenda Procedure*

Administrator Crombie states that her discussion stems from a conversation held about updating procedures and re-sending them out which was had during the last meeting. The updated procedures are accompanied by a resolution.

**Resolution:**

1. Establish the Portage County Board of Commissioners Agenda Procedure for all the Regular Meetings of the Board of Commissioners./Resolution No. 24-0058

**WATER RESOURCES**

Present: Director Daniel Blakely

**Discussion:**

1. *ODOT SR 43 Project – Streetsboro Fees*

Director Blakely states that they are reapproaching the topic discussed last week regarding the State Route 43 Project and the decision to wave fees in the amount of \$6,573.20 minus the inspection fees for the three residents. Commissioner Badalamenti would like to be refreshed. Front footage fees for water customers depends on how much of the watermain is being utilized. That is per linear foot. The fees are associated with the maintenance and operation of the water infrastructure. The fees are higher than normal tie in fees than the surrounding communities, but the water rates are generally lower. Maintenance fees would cover the costs of water or service line breaks. These can be thousands of dollars. The fees also cover water testing and EPA compliance. Most of the Water Resources employees maintain and operate the system. 75% of the water is Cleveland water with about 25% being from the Shalersville Plant. Streetsboro would have had to pay \$35,000-\$40,000, versus the \$6,573.20 that they did to tie into the County line. They asked permission from the county to connect to the main and forewent the decision to extend their own line. The residents will remain Streetsboro water customers. The County will bill the city for the usage and be reimbursed.

Commissioner Tinlin feels that Streetsboro has done a lot for the County. The mayor has made the request that 3 residents didn't pay the amount for the tap in fees and the City of Streetsboro was going to cover the cost. Commissioner Tinlin's request is that the City only pay the inspection fees, and the other costs be waived.

Commissioner Christian-Bennett states that Streetsboro made the decision to place these residents on the County system which is a cost of \$6,500 rather than the \$35,000 it would have cost to keep them on the existing system. The water is an enterprise with better quality. If \$6,500 is waived, then the fees are placed on the backs of all the rate payers, and they would be making an exception. She is not in agreement.

Commissioner Tinlin asked if it would break us. Director Blakely states that it will not.

Commissioner Christian-Bennett states that it is a precedence that is being set. She mentions the difference between the amounts of \$35,000 and \$6,500 and the fact that Streetsboro is doing well. They should be able to cover the cost. Commissioner Christian-Bennett gives other examples of when fees were not waved or put on the backs of all the rate payers.

Commissioner Tinlin states he doesn't want to debate, rather with the new project he doesn't think that it is fair for the three residents or the City of Streetsboro to have to pay the fees because there was minimal cost to the County. Streetsboro will pay the inspection fees, which are around \$750.00 and that was discussed last week.

Commissioner Badalamenti calls for a vote.

### Journal Entry:

1. The Board of Commissioners agrees to waive the Front Footage Fees for the City of Streetsboro for the ODOT State Route 43 project. These fees are associated with the connection of three Streetsboro water customers to a PCWR water line. These front footage fees total \$6,573.20.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Tinlin, Yea

Opposed: Commissioner Christian-Bennett, **NO**; Commissioner Badalamenti, **NO**;

**Motion Is Not Carried**

### DEPARTMENT OF BUDGET AND FINACIAL MANAGEMENT

Present: Director Jackie Petty

### Discussion:

#### 1. Sheriff's Office Vehicles

Director Petty is bringing back the discussion on the Sheriff's Office vehicles. She gave some background: The Sheriff's Office requested to purchase two vehicles from the Tim Lally Dealership and this was discussed last week. The Board requested that research be completed on the possibility of leasing those vehicles. Enterprise reached out to Tim Lally and Tim Lally would not give any information, so Director Petty is under the impression that leasing is not on the table for the vehicles. The dealership is working with the Chief Deputy on the vehicles, so will only give him information. She feels that there is a lack of understanding with the dealership.

Commissioner Christian-Bennett agrees and feels since the Sheriff's Office finds the vehicles; the dealerships are under the impression that they are the authority on the vehicles. She feels that a memo needs to be sent out reiterating the process to Sheriff Zuchowski, Chief Spidalieri, and Major Limbert, as to the proper procedure for County purchases.

Commissioner Badalamenti wants to revisit the discussion from last week. Being discussed are two vehicles from Tim Lally. The resolution regarding the cars for the Detective Bureau passed last week. The vehicles that are being discussed presently involve some confusion regarding whether the trade-ins were leased, or which vehicles were going to be traded in. Director Petty brought back the resolution for purchasing the vehicles for a vote. There is no possibility of leasing, and the purchase will be \$97,450 for the two vehicles and the funds are not within budget.

Commissioner Christian-Bennett asked about the week prior's discussion that was had about leasing the 3 cars from Sarchione. Director Petty states that Enterprise reached out to Sarchione about the possibility of leasing and the quote that was given to them was higher than what was given to the Sheriff's Office. She states that with the information she has, it is a better deal to purchase the vehicles. There will be an amendment to the resolution regarding the 3 vehicles from last week to add that the vehicles being traded in on that purchase are obsolete.

Director Petty also wanted to mention that Resolution #1 being presented is amending the Healthy Aging Grant resolution from the previous meeting. There will be an added allocation, in addition to the other awards that were listed last week. \$110,000 will be allocated to Family and Community Services for food assistance, home delivery services, transportation assistance and health and wellness activities for the 50 Plus community.

**Journal Entries:**

1. The Board of Commissioners authorizes the Portage County Prosecutor's office, implementing agency for the grant, to reimburse Family and Community Services Inc in the amount of \$14,003.64 for the Domestic Violence Intervention Project for the VAWA Grant (2022-WF-VA2-8222) for the grant period ending December 31, 2023, as requested by William Kornbau, Family & Community Services Inc.

**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 signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing I Limited Partnership for the property located at 9911 Short Drive Windham, OH 44288, in the amount of \$110,000 in the original investment and with accrued interest totaling to \$358,161.00, in Portage County records as Instrument Number 201515521, as presented by Neighborhood Development Services. Portage County will receive \$15,572.22 from the proceeds of the sale.

**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:

3. Direct the Auditor's Office to pay/process the January 11, 2024 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	\$1,043,710.13	(Includes late fees of: \$65.24)
ACH/Neil Group of	\$185.69	
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:	\$0	
Then and Now list totaling:	\$355,797.64	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

4. Process the January 11, 2024 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. Amend Resolution 24-0021 Adopted January 11, 2024 to Approve Allocations – Ohio Department of Healthy Aging Grant to be Utilized by Portage County Agencies and Local Providers for Senior Based Programs./Resolution No. 24-0053
2. Authorize the Application to the 2024 Consortium of Ohio County Law Library Resources Boards Grant Program for the Portage County Law Library./Resolution No. 24-0054
3. Authorize Grant Application for the Ohio Pet Fund Grant./Resolution No. 24-0055
4. Amend Resolution 24-0040 Adopted January 11, 2024 Declaring the Necessity to Purchase Three Vehicles and Noting the Trade in of Three Vehicles for the Portage County Sheriff's Office to Include Declaring Obsolete the Three Vehicles Being Traded in./Resolution No. 24-0056
5. Declare the Necessity to Purchase Two Vehicles for use by the Portage County Sheriff's Office./Resolution No. 24-0057

Roll Call vote as follows:

Commissioner Christian-Bennett, **NO**;

Commissioner Tinlin, Yea,

During roll call vote, Commissioner Badalamenti commented that one of the vehicles that were to be traded in for this purchase was on a lease and access was not given from Enterprise. He will vote **NO**.

**RECESS: 9:37 AM**  
**RECONVENE: 11:00 AM**

**PUBLIC COMMENT: No Public Comment was given.**

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**RESOLUTION NO. 24-0041      -      RE:    ACCEPT PROPOSAL OF EMH&T FOR PROVIDING  
 "ON CALL" CONSULTING SERVICES, RELATING TO  
 THE ADMINISTRATION OF THE PORTAGE COUNTY  
 STORM WATER DISTRICT.**

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 provide "on call" professional services relating to the administration of the Portage County Storm Water District; and
- WHEREAS,**      the Portage County Engineer requested a proposal from EMH&T to provide said professional services; and
- WHEREAS,**      the Portage County Engineer, upon review of the proposal from EMH&T, 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 EMH&T and authorizes the Portage County Engineer to sign said proposal for providing "on call" professional services relating to the administration of the Portage County Storm Water District; and be it further
- RESOLVED,**      that said professional services will be performed by EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 at a not to exceed cost of \$15,000.00, and be it further
- RESOLVED,**      that the scope of work outlined in said proposal is intended to include services through January 31, 2025, and be it further
- RESOLVED,**      that Portage County Board of Commissioners authorizes the Portage County Engineer to generate a purchase order in the amount of \$15,000.00 from Portage County Storm Water Fund #6800, 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

Roll call vote as follows:

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Roll call vote as follows:

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

**WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for an employee assistance program; and

**WHEREAS,** Workplace Services Corporation dba LifeServices EAP is a provider of employee mental health & training services and can provide assistance with mental health services, training, wellness services, treatment services, follow-up services and support services to the County's employees and employees' eligible dependents; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **Workforce Services Corporation dba LifeServices EAP, 400 West 7<sup>th</sup> St., Ste. 301, Bloomington IN 47404**, in the Amount of Twenty Thousand and 00/100 dollars (\$20,000.00) per year; and be it further

**RESOLVED,** that the term of the Agreement shall be for two years, effective beginning January 1, 2024 and ending December 31, 2024; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0044       -       RE:    ENTER INTO AN AGREEMENT WITH MEDICAL MUTUAL OF OHIO TO PROVIDE ADMINISTRATIVE SERVICES AND THE EMPLOYEE ELECTIONS FOR MEDICAL EXPENSES AND DEPENDENT CARE EXPENSES FOR THE PORTAGE COUNTY EMPLOYEE SECTION 125 FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR 2024.**

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

**WHEREAS,** the Portage County Board of Commissioners is in need of third party administrative services in the processing of Section 125 Flexible Spending Account (FSA) Plan claims; and

- WHEREAS,** Medical Mutual of Ohio is able and can provide the needed services; and
- WHEREAS,** fees for 2024 have been determined to be \$16,000.00 for administrative services; \$375,000.00 for employee elections for medical expense reimbursements; and \$36,000.00 for employee elections for dependent care expense reimbursements for a total of Four hundred twenty-seven thousand and 00/100 dollars (\$427,000.00); now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an agreement between the Board of Commissioners and Medical Mutual of Ohio for the provision of FSA third party administrative services, employee elections for medical expense reimbursements; and employee elections for dependent care expense reimbursements at the annual fee of \$427,000.00 for 2024; 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 §121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;	Sabrina Christian-Bennett, Yea;	Mike Tinlin, Yea;
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**RESOLUTION NO. 24-0045      -      RE:    SET PROPOSAL DATE FOR THE INVITATION FOR BIDS FOR ELECTRICAL MAINTENANCE & REPAIR FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT**

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

- RESOLVED,** the specification for receiving bids for Electrical Maintenance and Repair Services for the Portage County Water Resources (PCWR) is hereby approved; and be it further
- RESOLVED,** the sealed bids, therefore will be accepted by the Portage County Director of Internal Services, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. E.S.T., on February 14, 2024; and be it further
- RESOLVED,** that the notice for receiving proposals shall be published in the Record Courier on January 24, 2024, and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taking 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 all legal requirements 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 24-0046       -       RE:    AGREE TO ACCEPT PERFORMANCE AGREEMENT FOR CONSTRUCTION AND RELOCATION OF SEWER MAIN IMPROVEMENTS FOR THE ALDI – STREETSBORO SEWER RELOCATION PROJECT, PORTAGE COUNTY WATER RESOURCES PROJECT NO. ST-4 23-210-P.**

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

**RESOLVED,**                      that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Performance Guarantee and the Escrow Account Agreement for the construction of sewer facilities, performing necessary bypass pumping, and removal/disposal and/or abandon in place certain sewer line and appurtenance per plans for the Aldi – Streetsboro Sewer Relocation Project, No. ST-4 23-210-P (IMPROVEMENTS), and be it further

**RESOLVED,**                      that said Agreement is between 9570 Investments LLC (owner/developer) and Civista Bank (BANK), in the full and just sum of EIGHTY FOUR THOUSAND, FIVE HUNDRED SEVENTY SIX DOLLARS AND ZERO CENTS (\$84,576.00) as security for the performance of the conditions of the Agreement and for the completion of said IMPROVEMENTS at no cost to the County; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0047       -       RE:    GENERAL SEWER AGREEMENT FOR SANITARY SEWER IMPROVEMENTS TO ALDI – STREETSBORO SEWER RELOCATION, PORTAGE COUNTY WATER RESOURCES DEPARTMENT PROJECT NO. ST-4 23-210-P.**

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

**WHEREAS,** 9570 Investments, LLC (OWNER) will construct 378 linear feet of 8-inch sanitary sewer, 64 linear feet of 6-inch sanitary sewer and 3 sanitary manholes and all necessary appurtenances, perform necessary bypass pumping, and remove/dispose and/or abandon in place certain sewer line and appurtenance per plans to provide sanitary sewer service to a new Aldi's Grocery Store on permanent parcel 35-034-10-00-001-014, and which affects parcel 35-034-10-00-001-015, situated in the City of Streetsboro, Original Lots 34 & 44, Portage County, Ohio; and

**WHEREAS,** after completion, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and

**WHEREAS,** the OWNER has prepared plans and specifications for the ALDI – STREETSBORO SEWER RELOCATION (PROJECT), County Project Number ST-4 23-210-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

**RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further

**RESOLVED,** the PROJECT will be completed at the OWNER'S expense, for the sum of EIGHTY FOUR THOUSAND FIVE HUNDRED SEVENTY SIX DOLLARS AND ZERO CENTS (\$84,576.00); and be it further

**RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT situated in the City of Streetsboro, Original Lots 34 & 44, Portage County, Ohio; and be it further

**RESOLVED,** that after completion, to the satisfaction of the Sanitary Engineer / Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; 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 adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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;

**RESOLUTION NO. 24-0048      -      RE:    AWARD AND ENTER INTO LEASE AGREEMENTS  
WITH BLAIR KOTKOWSKI OF KOTKOWSKI FARMS.**

**INC. AND STANLEY SAYRE OF SAYRE FARMS FOR  
FARM LAND LEASES.**

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

**WHEREAS,** four (4) farmers requested and received the bid specifications for the lease of farm land; and

**WHEREAS,** on January 10, 2024 the Portage County Internal Services Department received, opened and tabulated four (4) bids; and

<b>Kotkowski Farms</b>	<b>Site 1</b>	<b>\$610.00 per year</b>
<b>Kotkowski Farms</b>	<b>Site 2</b>	<b>\$780.00 per year</b>
<b>Sayre Farms</b>	<b>Site 3</b>	<b>\$4,089.00 per year</b>

**WHEREAS,** the best bid received meeting all specifications for Site 1 was submitted by Kotkowski Farms, 3584 Frost Rd., Mantua OH 44255 in the amount of Six hundred ten dollars and 00/100 (\$610.00) per year; and

**WHEREAS,** the best bid received meeting all specifications for Site 2 was submitted by Kotkowski Farms, 3584 Frost Rd., Mantua OH 44255 in the amount of Seven hundred eighty dollars and 00/100 dollars (\$780.00) per year; and

**WHEREAS,** the best bid received meeting all specifications for Site 3 was submitted by Sayre Farms, 4406 Winchell Rd., Mantua OH 44255 in the amount of Four thousand eighty-nine dollars and 00/100 (\$4,089.00) per year; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners awards the bids and enters into lease agreements with Kotkowski and Sayre Farms at the above amounts for a period of three (3) years beginning April 1, 2024 through March 31, 2027; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0049       -       RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY COMMON PLEAS AND  
MUNICIPAL COURTS AND THE PORTAGE COUNTY  
BOARD OF COMMISSIONERS AND MID-AMERICAN  
COURTS SERVICES, LLC.**



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

- WHEREAS,** the Portage County Common Pleas and Municipal Courts are in need of drug testing services for bond offenders; and
- WHEREAS,** Mid-American Court Services, LLC is experienced and can perform the requested testing services needed; and
- WHEREAS,** charges for services requested by the Common Pleas and Municipal Courts will be \$5.50 per drug test and will be invoiced monthly; now therefore be it
- RESOLVED,** that the Portage County Common Pleas and Municipal Courts and the Board of Commissioners agree to enter into a contract with Mid-American Court Services, LLC, 129 Mansell Dr., Youngstown, Ohio 44505 at the cost listed above; 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. 24-0050                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY COMMON PLEAS AND  
MUNICIPAL COURTS, ADULT PROBATION  
DEPARTMENT AND THE PORTAGE COUNTY  
BOARD OF COMMISSIONERS AND MID-AMERICAN  
COURTS SERVICES, LLC.**

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

- WHEREAS,** the Portage County Common Pleas and Municipal Courts and Adult Probation Department are in need of randomized weekend (twice a month) and a designated, monthly holiday drug testing services for all Specialized Docket participants; and
- WHEREAS,** Mid-American Court Services, LLC is experienced and can perform the requested testing services needed; and
- WHEREAS,** charges for services requested by the Common Pleas, Municipal Courts and the Adult Probation Department will be \$200.00 per month for weekend drug testing and

\$200.00 per month for holiday drug testing for a total not to exceed \$400.00 per month and invoiced monthly; now therefore be it

**RESOLVED,** that the Portage County Common Pleas Court, Municipal Courts, Adult Probation Department and the Board of Commissioners agree to enter into a contract with Mid-American Court Services, LLC, 129 Mansell Dr., Youngstown, Ohio 44505 at the cost listed above; 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. 24-0051                      -                      RE:    TRANSFER FROM FUND 1413, WIA FUND TO FUND  
1410 PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$111,067.48 for July 2023 Adj#4, August 2023 Adj#1, September 2023 Adj#1, October 2023 Adj #1, and November 2023 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258	\$ 22,719.53
Project 3B278	\$ 15,160.84
Project 3A259	\$ 30,844.77
Project 3B259	\$ 26,274.71
Project 3B277	\$ 5,200.49
Project 3D278	\$ 6,618.28
Project 3A225	\$ 4,248.86

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

\$111,067.48

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0052      -      RE:    TRANSFER FROM FUND 1414, CHILD SUPPORT  
ADMINISTRATION, TO 1410 PUBLIC ASSISTANCE  
FUND**

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

**WHEREAS,** the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$34,864.93 for the December 2023 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**  
FUND 1414, CHILD SUPPORT ADMINISTRATION  
ORGCODE - 14140519  
Debit Expense Account  
Object: 912000 – JFS - Shared  
Project 5SHAR

\$ 34,864.93

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$ 34,864.93

; and be it further

**RESOLVED,**

that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

**RESOLVED,**

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0053**

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**RE: AMEND RESOLUTION 24-0021 ADOPTED JANUARY 11, 2024 TO APPROVE ALLOCATIONS – OHIO DEPARTMENT OF HEALTHY AGING GRANT TO BE UTILIZED BY PORTAGE COUNTY AGENCIES AND LOCAL PROVIDERS FOR SENIOR BASED PROGRAMS**

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

**WHEREAS,**

the Board of Commissioners adopted Resolution No. 24-0021 on January 11, 2024, to approve allocations for the Healthy Aging Grant to be utilized by Portage County agencies and local providers for senior based programs; and

**WHEREAS,**

The Portage County Department of Job & Family Services wishes to amend the allocations to include an additional provider, Family and Community Services, Inc., in the amount of **\$110,000.00**; and now therefore be it

**RESOLVED,**

the Board hereby approves allocations of the County's Healthy Aging Grant allocation from the Ohio Department of Aging for the following programs and services in the total amount of **\$441,804.00**:

1. City of Streetsboro and Streetsboro Senior Center
  - a. Fitness, Education, and Socialization - **\$12,000.00**
2. Community Action Council of Portage County
  - a. Renter and Homeowner Based Assistance and Home Repair Assistance - **\$110,000.00**
3. Direction Home Akron Canton Area Agency on Aging and Disabilities
  - a. Digital Literacy and Internet Access - **\$99,804.00**
4. Catholic Charities Serving Portage and Stark Counties
  - a. Food Assistance and Case Management for Seniors - **\$80,000.00**
5. Portage County Job and Family Services | Adult Protective Services
  - a. Emergency Supplies and Care Packages - **\$10,000.00**
6. Hope on Wheels
  - a. Door-to-Door Transportation Services - **\$20,000.00**
7. Family and Community Services, Inc.
  - a. Food Assistance, Home Delivery Services, Transportation Assistance, and Health and Wellness Activities - **\$110,000.00**

; and be it further

**RESOLVED,**

that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Grant Administrator; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0054**

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**RE: AUTHORIZE THE APPLICATION TO THE 2024 CONSORTIUM OF OHIO COUNTY LAW LIBRARY RESOURCES BOARDS GRANT PROGRAM FOR THE PORTAGE COUNTY LAW LIBRARY**

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

- WHEREAS,** The Consortium of Ohio County Law Library Resources Boards seeks opportunities to return a portion of its revenue from the statutorily mandated payments of County Law Library Resources Boards via competitive grants to individual CLLRBs and cooperating groups of CLLRBs for improvement projects; and
- WHEREAS,** the grant funds aim to encourage and increase cooperation among libraries and county offices, quality of patron service, and efficiencies of operation.; and
- WHEREAS,** the Portage County Law Library wishes to apply for the amount of **\$4,000.00**; now therefore it be
- RESOLVED,** that the Board of Commissioners authorizes the Portage County Law Library to submit an electronic grant application to the Consortium of Ohio County Law Library Resources Boards Grants Program for **\$4,000.00 with no required General Fund match for a total Budget of \$4,000.00**; and be it further
- RESOLVED,** that a copy of this resolution will be filed with the Portage County Department of Budget & Financial Management, the Portage County Auditor and the Portage County Prosecutor's Office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0055       -       RE:    AUTHORIZE GRANT APPLICATION FOR THE OHIO PET FUND GRANT**

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

- WHEREAS,** the Ohio Pet Fund Grant can be used for sterilization of dogs and cats awaiting adoption or belonging to low-income owners; and
- WHEREAS,** the Portage County Board of Commissioners strongly supports the Portage County Dog Warden's Office & Shelter in its operation of the Portage County Shelter; now therefore it be
- RESOLVED,** that the Portage County Board of Commissioners authorizes the application to the Ohio Pet Fund with no local match; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Grant Administrator, Portage County Auditor, the Portage County Sheriff's Department and the Department of Budget & 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 a meeting open to the public in compliance and accordance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0056                      -                      RE:    AMEND RESOLUTION 24-0040 ADOPTED JANUARY 11, 2024 DECLARING THE NECESSITY TO PURCHASE THREE VEHICLES AND NOTING THE TRADE IN OF THREE VEHICLES FOR THE PORTAGE COUNTY SHERIFF'S OFFICE TO INCLUDE DECLARING OBSOLETE THE THREE VEHICLES BEING TRADED IN**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 24-0040 on January 11, 2024 declaring the necessity to purchase three vehicles for use by the Portage County Sheriff's Office Detective Bureau and noting the trade in of three vehicles; and

**WHEREAS,** the Portage County Sheriff's Department has determined that three vehicles are not needed for public use, are obsolete, or unfit for the use which they were acquired; and now therefore be it

**RESOLVED,** that, in accordance with Ohio Revised Code Section 307.12 the Board of County Commissioners declares that three vehicles are not needed for public use, are obsolete, or unfit for the use for which they were acquired and hereby authorizes the request to trade-in the three vehicles as noted below:

2012 Ford Fusion with VIN No. 3FAHP0GA9CR399840 at 93,000 miles  
2017 Ford Taurus with VIN No. 1FAHP2MK6HG109738 at 91,000 miles  
2018 Ford Taurus with VIN No. 1FAHP2MK7JG140972 at 106,000 miles, all with several maintenance issues;

; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor, the Portage County Sheriff's Office, and the Portage County 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call votes as follows:

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

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**RESOLUTION NO. 24-0057      -      RE:    DECLARE THE NECESSITY TO PURCHASE TWO  
VEHICLES FOR USE BY THE PORTAGE COUNTY  
SHERIFF'S OFFICE**

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

**WHEREAS,**                      *pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase two (2) new vehicles from Tim Lally Chevrolet in Warrensville Heights, OH, both vehicles being 2023 Chevy Tahoes with VIN No's.: 1GNSKLEDXPR170315, and 1GNSKLED5PR249049, for use by the Portage County Sheriff's Office; and*

**WHEREAS,**                      *the Portage County Sheriff's Office will purchase two (2) new 2023 Chevy Tahoes; and*

**WHEREAS,**                      *the purchase cost of one (1) 2023 Chevy Tahoe is \$43,327.00 and the purchase cost of one (1) 2023 Chevy Tahoe is \$54,123.00, with the final total cost being \$97,450.00; now therefore be it*

**RESOLVED,**                      *that the Portage County Board of Commissioners declares it necessary to purchase two (2) 2023 Chevy Tahoes for use by the Portage County Sheriff's Office; and*

**RESOLVED,**                      *be it further that payment for the vehicles will be from Portage County funds; and be it further*

**RESOLVED,**                      *that a copy of this resolution be forwarded to the Portage County Auditor, Portage County Department of Budget & Financial Management, and the Portage County Sheriff's Office; 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, Nay;*

*Sabrina Christian-Bennett, Nay;*

*Mike Tinlin, Yea;*

*The foregoing is a true and correct copy of a resolution brought to the Board of Commissioners of Portage County on January 16, 2024 and appearing upon the official records of said Board, Volume 101.*

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**RESOLUTION NO. 24-0058**

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**RE: ESTABLISH THE PORTAGE COUNTY BOARD OF COMMISSIONER AGENDA PROCEDURE FOR ALL THE REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS**

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

- WHEREAS,** the Board of Commissioners has decided to put an Agenda Procedure in place for any and all items that are to come before the board, with deadlines and formatting for such items; and
- WHEREAS,** this Agenda procedure is to establish and set an efficient and clear process to give the Board of Commissioners adequate time to review all documents to come before them in a timely manner and create a concise procedure for the Board Staff to follow, and
- WHEREAS,** the Board understands that there will be emergency items that will arrive outside of the set schedule in the Agenda Procedure Deadline, in those cases the matter will come before the County Administrator and the President of the Board, who together will deem the emergent nature of the request and best decide on how to proceed with that item; and
- WHEREAS,** in the absence of the President of the Board, the Vice President will work with the County Administrator and in the absence of the County Administrator any two Commissioners can make that decision; now there for be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby adopt the Agenda Procedures Rules for the Board of Commissioners Meetings as attached "Exhibit 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 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;

## EXHIBIT A

### BOARD OF COMMISSIONERS AGENDA PROCEDURE

EFFECTIVE: JANAUARY 16, 2024

#### Thursday Meetings

The deadline for Thursday's meeting agenda and packet is **Monday by 3:30 PM.**

If Monday is a Holiday, all items are due the **Friday before by 3:30 PM.**

Documents to be presented to the board should be organized as follows:

1. **Agenda Coversheet.** This should include any discussion items, journal entries, resolutions, or executive sessions and applicable exception noted. This must be placed in the Admin Team folder by the deadline. One hard copy should be included with the physical packet that is to be dropped off on the 7<sup>th</sup> floor.
  - a. Please label documents in your folder with the corresponding number from your agenda cover sheet. (Ex. RES 1, JE 1, DIS 1). This should correspond to what is written on the top right corner of the hard copies.
  - b. If you have a journal entry or resolution being presented by another department (ex. Internal Services or Human Resources) please note that on your agenda or when naming the documents in your folder. (Ex. RES 1 Presented by IS)
  - c. If you do not have a folder in the Admin Folder for your department on the day you would like to attend, please create one with your department name (right click, select new then folder, and type your department name). If you have an item that needs to come before the Board that is routine and does not require an in-person appointment, please add it to the MISC folder.
2. **7 Packets (6 stapled copies and 1 paperclipped copy to be scanned):** These should include all documents pertaining to the items on your agenda (including discussion items, back up documentation for journal entries, resolution copies, etc.)
  - a. Add the corresponding number to the upper right-hand corner of each copy that indicates the item on your agenda. (Ex. RES 1, JE 1, DIS 1)
  - b. If there are items that are confidential, please mark accordingly so they are not included in the scanned packet.
  - c. If you need something signed by the Board, please attach an original with a **sign here** sticker on it.
  - d. If you are bringing any guests, please let us know their contact information so that they can be included on the meeting invite.

*The County Administrator, Michelle Crombie, will be reviewing all agendas we receive for the meeting. She has the discretion to reach out to the departments individually and inquire about items on the agenda. The County*

Administrator also has the discretion to pull an item from the Agenda if she discovers there is not enough information to bring before the board for a vote. To ensure that each department is aware, if an item is pulled, we will reach out to them and let them know why. Once the completed paperwork is returned, we will add it to the next agenda, in accordance with deadlines.

**Tuesday Meetings:** It's at the Boards discretion as to whether or not we have a Tuesday meeting at the end of the month. Tuesday meetings follow the same procedure with the deadline of the end of day on the previous **Thursday**. Tuesday meetings are scheduled on the last Tuesday of every month.

*If there is a special meeting, a cancellation, or a holiday on a meeting day, we will make everyone aware of the deadline to include meeting documents. **If you would like anyone from your department in addition to the director to receive these updates, please contact Sarah Metts to be added to the distribution list.***

### **Resolution Formatting**

Please use our standard meeting minute format which includes use of the **Arial Font and Size 12** with the top and bottom margins at 1" and the left and right at 0.5". This standardized format will help with efficiency as staff must reformat most resolutions that are submitted.

If you have any questions about the formatting listed above, please contact Sara or Cassidy and they will direct you to a shared **PUBLIC** directory that has copies of all Resolutions and Journal Entries for you to use as templates. In that same directory, you will find a folder called **CROSS REFERENCING** where you are able to search by year for any Resolutions and Journal Entries the Commissioners adopted back to 1996.

**For all BOC meeting related questions please send requests to [bocstaff@portageco.com](mailto:bocstaff@portageco.com).**

Standing appointments will be made for departments that are regularly on the agenda. If your department does not have a standing appointment, please email **[bocstaff@portageco.com](mailto:bocstaff@portageco.com)** with your appointment request. Please include a brief discussion and any back up documentation as outlined above) as well as how much time you will need.

### **IMPORTANT NOTE:**

We understand there will be times an emergency item will come up after the deadline has passed. If that is the case and it's truly an emergency, the County Administrator and President of the Board will review the requested items and determine if those are deemed an emergency to put on that week's agenda. That request should have **ALL** relevant documentation including journal entries or resolutions that are **complete and correct**, or the request will not be considered, and the item will automatically be moved to the next week.

*\* In the absence of the President of the Board, the Vice President will work with the County Administrator.*

*\* In the absence of the County Administrator, any two Commissioners can make the decision.*

**If you have additional questions, please call the office at 330-297-3600.**

**\*\* The only exception to the deadlines mentioned above will be if deemed so by the County Administrator and President of the Board. In this case it will be included as an "add on".\*\***

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**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. Accept the resignation of Michelle Smith for Account Clerk 3, Portage County Job & Family Services to be effective as of Friday, January 19, 2024.  
**Motion:** Commissioner Christian-Bennett  
**Seconded:** Commissioner Tinlin  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
2. Authorize the three-day internal posting of the full-time Account Clerk 3 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**
3. Accept the resignation of Brittnany Kirksey for Social Service Worker 4, Portage County Job & Family Services to be effective as of Wednesday, January 10, 2024.  
**Motion:** Commissioner Christian-Bennett  
**Seconded:** Commissioner Tinlin  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
4. Authorize the three-day internal posting of the full-time Social Service Worker 4 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**
5. Authorize the promotion April Chamberlain for OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, January 22, 2024.  
**Motion:** Commissioner Christian-Bennett  
**Seconded:** Commissioner Tinlin  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**
6. Authorize the three-day internal posting of the full-time Eligibility Specialist 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**

7. Authorize to hire Michelle Smith for Procurement Manager, Portage County Internal Services to be effective as of Monday, January 22, 2024.

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

8. Authorize the seven-day internal posting of the full-time Wastewater Chief Operator ~ Streetsboro for Portage County Water Resources Department 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**

9. Approve anniversary and/or step increases for the following non-bargaining employees:

- Sara Hoag ~ BOC
- Cassidy Parbel ~ BOC
- Joe Andrassy ~ Water Resource
- Jackie Petty ~ DBFM

**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 authorizes the Portage County Prosecutor's office, implementing agency for the grant, to reimburse Family and Community Services Inc in the amount of \$14,003.64 for the Domestic Violence Intervention Project for the VAWA Grant (2022-WF-VA2-8222) for the grant period ending December 31, 2023, as requested by William Kornbau, Family & Community Services Inc.

**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 signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing I Limited Partnership for the property located at 9911 Short Drive Windham, OH 44288, in the amount of \$110,000 in the original investment and with accrued interest totaling to \$358,161.00, in Portage County records as Instrument Number 201515521, as presented by Neighborhood Development Services. Portage County will receive \$15,572.22 from the proceeds of the sale.

**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:

12. Direct the Auditor's Office to pay/process the January 11, 2024 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		
<u>County Funds: (0001 – 8399)</u>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,043,710.13	(Includes late fees of: \$65.24)
ACH/Neil Group of	\$185.69	
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:	\$0	
Then and Now list totaling:	\$355,797.64	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

13. Process the January 11, 2024 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**

14. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated November 30, 2023 as presented by Neighborhood Development Services.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

15. The Board of Commissioners received the tax estimates as they will appear on the 2024 Certificate of Estimated Resources, as presented by the Portage County Budget Commission, reviewed by the Portage County Treasurer and Auditor.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

16. In accordance with ORC 325.12, the Board of Commissioners acknowledge receipt of the expenditures from the Furtherance of Justice Account for the fiscal year 2023 as presented by the Prosecutors Office. The Board further acknowledged the Prosecutors return of \$34,904.79 into the General Fund.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

17. The Board of Commissioners agrees to waive the Front Footage Fees for the City of Streetsboro for the ODOT State Route 43 project. These fees are associated with the connection of three Streetsboro water customers to a PCWR water line. These front footage fees total \$6,573.20.

**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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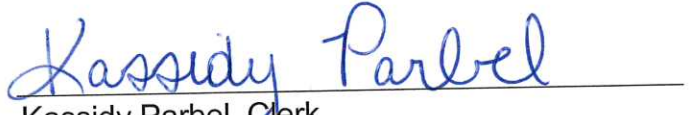
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**Motion:** by Commissioner Christian-Bennett seconded by Commissioner Tinlin that the Board adjourns the Meeting of **January 16<sup>th</sup>, 2024 at 11:00 AM.**  
**All in Favor:** Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **January 16<sup>th</sup>, 2024.**

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