



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, January 19, 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 were the County Administrator Michelle Crombie and Record Courier Reporter Diane Smith.

1. The Board of Commissioners approves the January 12th 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

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. Authorize the hire of Audrey Riley, JFS Public Information Officer, in the Portage County Department of Job & Family Services. The tentative start date is Monday, January 23, 2023 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. Accepted the resignation of Kim McClendon, JFS Public Information Officer for the Portage County Job and Family Services effective February 17, 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 hire of Sylvia Kulscar, Child Support Paralegal, in Portage County Department of Job & Family Services with a tentative start date of Monday, January 23, 2023, 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

4. Approve the new job description for an Interim Director at a Pay Grade 16 in the Portage County Building Department.
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 of Joe Bodnar from Deputy Director to Interim Director for the Portage County Building Department with an official start date of Monday, January 9, 2023.
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 a non-bargaining position, for an Administrative Assistant for the Portage County Board of Commissioners, with an 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 the three-day internal posting of a non-bargaining position, for Utility Billing Service Representative in the Portage County Department of Budget and Financial Management, 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

8. Authorize the three-day internal posting of a non-bargaining position, for a Part-Time Microfilm Clerk, Portage County Internal Services 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/probationary step increase for the following non-bargaining employees:

- a. Sonny Tilden – Internal Services as of 1/1/2023

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Journal Entries:

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

1. Direct the Auditor's Office to pay/process the January 11, 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	\$779,425.11	(Includes late fees of: \$0)
ACH/Neil Group of	\$132.39	
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:	\$56,813.71	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the January 11, 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. Cash Advance Repayment from Fund 8300, Solid Waste General Administration to Fund 0001, General Fund./Resolution No. 23-0037
2. Cash Advance Repayment Schedule & Cash Advance from Fund 0001, General Fund to Fund 8300, Solid Waste General Administration./Resolution No. 23-0038
3. Cash Advance Repayment from Fund 1166, EMPG Homeland Security Grant to Fund 0001, General Fund./Resolution No. 23-0039
4. Transfer from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant./Resolution No. 23-0040

INTERNAL SERVICES

Present: Deputy Director Shannon Kautzman

Discussion:

1. *Kiosk for the Treasurer's Office.*

Deputy Director Kautzman indicated the County Treasurer is requesting a kiosk in the Treasurer's area so the public can conveniently make their tax payments. The Treasurer's Office will incur any charges for the unit and the Maintenance staff will

provide minimal construction needed. The Board agreed to move forward with the request.

2. *Adult Probation Drug Testing.*

Deputy Director Kautzman mentioned the drug testing in Mr. Heiss' office needs the Board's approval so Mid America can meet with bonded clients on the weekends and holidays at no charge to Mid America. A journal entry will be brought forward next week for Board consideration.

Resolutions:

1. The Board of Commissioners agrees to enter into a Preliminary Participatory Legislation referred to as the Local Public Agency (LPA) for the project known as the Mogadore Road Resurfacing Program, a part which consists of resurfacing of Mogadore Road from the Mogadore East Corp limit to Martin Road, Portage County./Resolution No. 23-0041
2. The Board of Commissioners approves a request for installment payments of connection charges for Kerry Bennett to the water system in the Portage County Regional Sewer District and establishes the terms and conditions of the same./Resolution No. 23-0042
3. The Board of Commissioners authorizes the execution of a Memorandum of Understanding between the Board of Commissioners and the Ohio Army National Guard (OHARNG) in the Camp James A. Garfield (C-JAG) Water and Sewer Service Area in the Portage County Regional Sewer Water District./Resolution No. 23-0043
4. The Board of Commissioners agrees to enter into an agreement with the City of Ravenna for Project No. RV-O (22-090), Foxwood Estates Subdivision Sanitary Sewer Improvements, in the Portage County Regional Sewer District, Ravenna Township./Resolution No. 23-0044
5. The Board of Commissioners approves the sale of real property known as 3480 St Rt 59, Ravenna, Ohio is formerly known as the Motor Pool, and authorizes the execution of the deed by the Portage County Board of Commissioners. The Board further authorizes the County Administrator to execute related closing documents on behalf of the Portage County Board of Commissioners./Resolution No. 23-0045
6. The Board of Commissioners agrees to enter into an agreement with Willis Towers Watson Midwest, Inc for the provision of Health Benefit Plan Consulting Services for 2023./Resolution No. 23-0046
7. The Board of Commissioners approves specification and set the bid date for the Streetsboro Senior Assistance Program (Lawn mowing, leaf cleanup, and snow removal services) as presented by the Regional Planning Commission./Resolution No. 23-0047

JOB AND FAMILY SERVICES

Present: Director Kellijo Jeffries and Rebecca Abbott, Administrator of Public Assistance

Discussion:

1. *Update on Pilot Portage JFS Daycare*

Director Jeffries indicated I presented to you two job descriptions, one for the childcare worker, and then one for the supervisor. Our union approved the bargaining unit childcare worker job description and the Board supported both, so they are kind of in limbo until we get the licenses to post those positions.

We met with the Portage County Health District to determine what type of food licenses are necessary for the daycare center. There are different tiers and we are asking our families to provide their lunches and we will provide snacks, which still require a tier one food license. We've completed the application and we have our vendor sheet and payment ready to go.

We have our parent handbook drafted, we have our application for licensure completed and ready for payment, but it is contingent on having an occupancy certification. Rebecca and Andrea met with the Fire Marshall, the Building Inspector, and the City Engineer, and before issuing, they made recommendations to have an architect provide a high-level overview and an assessment which Shannon Kautzman is helping us coordinate.

Some of the preliminary items they noticed during the walk-through were:

- The fire alarm pool system, which is in the middle of the hallway, needs to be five feet away from the exits.
- A ramp needs to be added to the front stairs off to the side for strollers and wheelchairs.
- The bathroom that we would designate as the boy's bathroom will need a grab bar for ADA compliance.
- Fire extinguishers are needed.
- Outlets need to be covered, cracks, and so forth.

These items are in addition to some of the other cosmetic items the Board already identified.

Deputy Director Kautzman explained Maintenance is just about done with the items it can do, but we still have Silco Fire and Security coming to work on the pull station. The ramp is part of the architecture through Hasenstab Architects, so that item will be taken care of.

Director Jeffries explained once those items are complete, we can have them back in hopes that we can get the certification and then submit our application. Once the application has been submitted, they need to have state licensing do a walkthrough.

Commissioner Christian-Bennett asked for the projected opening date and Director Jeffries indicated under the best-case scenario, licensure could occur in 60 days and we still need to recruit and hire, so we're probably looking at the summer.

Director Jeffries also mentioned we have started outreach to Hiram and several other colleges that have early education programs, because, in addition to hiring, we'd like to have an opportunity for interns to come and work with our kids, too.

Commissioner Tinlin noted the only thing I saw in the reports from Inspector George were statements on NFPA standards in different areas and I did not see anything about the cold station. Director Jeffries replied I was not available when they walked through, but we needed something in writing to present to the Board and the letter I presented was his follow-up. What he gave and what I just shared was what he shared when there were boots on the ground in the building.

Director Jeffries pointed out that we need to fence in an area for the children and we've identified an area they call the grassy knoll beside the former Emergency Room.

Rebecca Abbott will be the administrator of the daycare center once it's opened and she's completed her initial certifications (first aid, CPR, and child abuse and neglect).

2. RFP Update on Visitation Center and Strategic Planning

We went out for bid for supplemental services for visitation and Family and Community Services has our primary provider at the Place of Peace, and they provide primary visitation services for kids and families in Child and Adult Protective Services. As you may recall, we're not able to meet all those needs, hence the Board has allowed us to use the Annex Building temporarily for our Social Workers to supervise visits.

We put a request for proposal out in hopes to get a secondary supplemental provider to help and we've received zero bids. I did have a couple of conversations with the Bair Foundation, which has several satellite offices, and they are eager to work with us to help support us in that visitation space, but it may look like a Memorandum of Understanding (MOU) as opposed to a contract not to exceed \$50,000. We did our due diligence in trying to do a Request for Proposal, so with your support, I'd like to move forward and try to build that bridge since we have a provider willing to work with us. The Board agreed to move forward with the request.

Strategic Plan

We put out a Request for Proposal for a strategic planning provider and we received zero bids. One of our Administrators is on a local school board and had a wonderful experience with an entity that did strategic planning at a minimal cost, so I would like to do some cold calls and I will circle back if I can locate a provider.

3. RFP Need for Family Support Services – Coleman Pregnancy Center Closure

Coleman Professional Services has a pregnancy Support Center and one of our contracts, and we heard they will be closing the pregnancy support center. They are focusing most of their services around mental health and direct services in that space. Per their contract, they were required to notify us via certified mail that they are asking to terminate our contract (and they did), effective the last day of February 2023.

Catholic Charities provides some supportive services to families and Rick Squire reached out to me. They have stepped up and said they're willing to help our families in the transition. We will need a formal Request for Proposal to see if we can get others interested in bidding, but at least we have an interim provider willing to help.

The contract is about \$35,000 so it's not a big dollar contract, but it provides essential services to families. We built it under our PRC plan and use TANF dollars for families that need supplies such as highchairs, cribs, and strollers. We creatively tied it to educational programs so if families based on developmental milestones attend an education session on the shaken baby syndrome, it ties to equipment for their children. It's a wonderful program and we don't want to lose it.

4. Update from Emergency Food and Shelter Board Meeting on community services for SNAP recipients losing supplemental benefits due to public health emergency.

Last week, I presented information about the end of the SNAP supplements at the end of February. We had our Emergency Food and Shelter board meeting in the community this past Tuesday and the chair of the Committee is the Director of United Way 211 (Bill Childers), and he had most of the primary food banks seated around the table. We decided as a board that our agencies need to divert the needs to 211. They have an up-to-date resource guide on all the food pantries and distribution sites in the community.

Every April, we convene what's called a Community Planning Meeting, and Job and Family Services hosts the meeting because it's our TANF dollars. Community Action Council's Director David Shea and I talked about it as we assess the need in the community as the data comes into 211, then we will be able to highlight what the increased needs are, and could potentially put some supportive services tied to TANF funds in our PRC plan. The only problem is TANF dollars are only for families with dependent children, so it doesn't speak to individuals or seniors. We are still going to have a community need, but that's in the interim of what we would like to do. I know a couple of agencies were interested in applying for ARPA dollars, so they're waiting to see what happens.

Commissioner Tinlin shared that he had to go to Job and Family Services for an incident, and everybody was awesome. I was greeted very nicely and we had the incident taken care of, and I appreciate how the staff handled the situation.

Commissioner Badalamenti asked about the reduction in SNAP assistance and Ms. Abbott explained it's at least \$95 per household. If someone is a one-person household, whatever it is, it brings them to the maximum dollar amount for those assistance groups. A one-person household that has no income is eligible for the maximum of \$281. If they have income coming in, it reduces that amount. For example, some people may normally be eligible for \$100 per month, right now they've been receiving an additional \$181 to bring them up to that total of \$281. In March when they're no longer receiving that supplement, they're going to go back down to \$100 per month.

GRANTS ADMINISTRATOR

Present: Hope Bonos

Discussion:

1. *ARPA Update – Other Counties that are similar in size to Portage & how they are handling non-profit awards & compliance.*

Ms. Bonos stated since the SNAP program is ending, I wanted to ask the Board if you'd like me to shift focus from the non-profit applications, and contact the food assistance programs to see if they would like to apply for ARPA funding instead.

Administrator Crombie recommends working with an outside consultant to assist whomever we work with on the applications and then whoever submits an application, we would work with a consultant to assist them with monitoring of the spending of the money so we ensure compliance. We have a legal opinion already on it and it is restrictive, but it can be done as long as it's done by the ARPA guidelines.

Administrator Crombie explained we reached out to several Counties and there's a huge range of what costs can be – it could be as minimal as \$20,000 to as much as \$250,000, depending on the need. We could do the initial outreach and assistance with the application, but we would want to work with a consulting group to assist our community on how to remain compliant. Ashtabula County has been very successful in working with their local nonprofits, food pantry related, to remain consistent and compliant. We would focus on making the process more expedient keeping it specific to Portage County food-based programs.

Commissioner Christian-Bennett received a call yesterday from David Shea and he requested his projects for ARPA funding be taken off the table because there's going to be a much bigger need for food.

Commissioner Badalamenti shared that he's spoken to the Ben Curtis Foundation, as well.

Administrator Crombie proposed that we internally reach out to the local communities that are food-based programs, and in fact, we would work with the 211 lines for those that have the most need and move away from the current program that we're running towards a food-based focus.

The Board agreed to move in the direction of food assistance with the remaining \$1 million dollars in APRA funding.

Administrator Crombie stated we will send out letters to everyone that has applied thus far, and if it's food based, we will be reaching out to them and working with them to expedite an application. I believe it would be prudent for us to send a notification out to all of the others that did apply and let them know that we are moving in a different direction.

Administrator Crombie will begin the bidding process right away for an outside consultant and will bring a resolution back today for adoption. She has also spoken with our Prosecutor's office and we can move the bidding process along to put it in the paper once a week for two weeks.

Resolutions:

1. Authorize the grant application in the amount of \$31,308.00 to the Ohio State Emergency Response Commission's Chemical Emergency Planning and Community Right-To-Know Fund Grant Program on behalf of the Portage County Office of Homeland Security and Emergency Management./Resolution No. 23-0048

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant submission (Federal Pass Thru #693JK32240034HMEP) of a Partial Reimbursement in the amount of **\$1,180.00**, for the period ending November 8th, 2022, as presented by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

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 acknowledged the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant submission (Federal Pass Thru #693JK32240034HMEP) for partial reimbursement in the amount of **\$2,660.00**, for the period ending November 15th, 2022, as presented by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. The Board of Commissioners authorized the President of the Board, to sign documents for NOPEC./***Pulled from today's agenda for additional information.***

MISCELLANEOUS**Discussion:**

1. *Review of the Letter from Judge Patricia J. Smith regarding the use of the Riddle Block.* Judge Smith is requesting the use of the Riddle Block until 6:00 PM for 10 weeks on Tuesdays and Wednesdays and Juvenile Court will provide its own security. Commissioner Christian-Bennett asked that Security's key fob be re-calibrated to include the extended hours and Administrator Crombie will address the issue with Human Resources.

Journal Entries:

1. In accordance with ORC 325.12, the Board of Commissioners acknowledged receipt of the expenditures from the Furtherance of Justice Account for the fiscal year 2022 as presented by the Prosecutors Office. The Board further acknowledged the Prosecutor's return of \$29,602.82 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
2. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transportation Report for December 2022 as presented by the Portage County Sheriff's Office.
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 Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for December 2022, as presented by the Portage County Sheriff's Office.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries
4. The Board of Commissioners acknowledged receipt of the January 11, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund **DO EXCEED** the Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries
5. The Board of Commissioners signed the Ohio Department of Transportation Annual County Highway System Mileage Certification (2022), certifying that the total mileage as of December 31, 2022, is 368.258 as presented by the County Engineer.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

6. The Board of Commissioners acknowledged receipt of the tax estimates as they will appear on the 2023 Certificate of Estimated Resources (1st Amendment), as presented by the County Auditor's office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

7. The Board of Commissioners authorized the after-hours use of the Portage County Juvenile Court on Tuesdays and Wednesdays from 4:00 PM – 6:00 PM for approximately ten (10) weeks for the Youth - Girls Circle on Tuesdays and Caretakers Empowerment Parent Program on Wednesdays as requested by Judge Patricia J. Smith. The Board of Commissioners noted security services are required and will be provided by the court.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Recessed: 9:47 AM

Reconvened: 10:00 AM

PORTAGE COUNTY AIRPORT

Present: Mark Atwood and Homer Lucas

Discussion:

1. Airport Update

Mr. Atwood explained I am the President of the Portage County Regional Airport Authority and Homer Lucas is the Vice President.

I wanted to take a little bit of time and talk about the Portage County Airport and moving into 2023. We've had previous conversations about a lot of things on the table for the County and potentially stepping in or taking over some of the privately held assets that are over there. We have some needs with regard to maintenance items, so I just wanted to take the time to walk through some of those items.

We're one of roughly 150 public-use airports in the state of Ohio. Airports are a huge part of the US, Ohio, and Portage County's transportation infrastructure. That number does not include commercial air carrier airports such as Hopkins, Akron/Canton, Cincinnati, Columbus, and Toledo.

We own 224 acres and we're very strategically located, which becomes critical down the road between the Turnpike and Interstate 76 to support the economic and business community in Portage County.

We currently have four commercial businesses that reside and rely on the Airport for their businesses. Two of them are aircraft mechanic shops, and we've got an aircraft painting shop, and a bagel shop.

We have 74 based aircraft and that's the eighth largest in the state of municipal and County airports. There are very few that are larger than ours.

There are about 6,000 Airports similar to ours in the United States. We're one of 3,300 that are part of the FAA's national plan of integrated airport systems, as is Geauga County, and that's important because they keep a distribution across the country so the next airport is never that far away.

On the FAA's website, they've estimated development investment in Portage County to be \$8.2 million over the next five years. They base that number on things we've submitted to them such as our capital improvement plans, but our capital improvement plan has a much bigger number because we always go pretty high in the sky. They provided an actual number they felt is likely on the table for us. We have some projects that are queued up that will likely be successful, but that's a big number of federal investment in that and of course, there are matching funds involved five cents on the dollar.

Talking about what we do as an Airport Authority, our goals are operating and maintaining the Airport in a way that fulfills the needs of the business community and fuels economic growth for the area. We want to support the community without disturbing it and that's important. One of our stakeholders is the people who live around us, we've had them in our offices, we've had them in these meetings talking about noise, and we tried to address it by working with Kent State to adjust their practice areas and our practice areas to accommodate that.

We do want to leverage our location and we think our location is critical to any growth. It's an ideal location for an Airport. Our primary mission is to support the general aviation community.

General Aviation as we define it as anything except air carriers. We're not looking to provide air carrier transport services like Akron/Canton, Hopkins, or even Youngstown. General Aviation is the business community, the hobbyist community, the students, and the educational community aircraft. We need to establish that we can restore and maintain what we have. I'm not necessarily looking to grow the Airport until we can establish that we can maintain what we have.

We have a significant investment of Federal, State, and County funding in a large asset, around \$13 to \$15 million worth of assets that we need to maintain. If we can maintain that, there are opportunities to grow that and add to it, but right now we're behind on maintaining it and that's the first hurdle we need to get over.

Commissioner Christian-Bennett mentioned it's hard to maintain an asset with a shoestring budget of \$120,000 a year. It's a multi-million dollar asset.

Our primary responsibility is to maintain the operation, safety, accessibility, pavement, and structures. I want to emphasize pavements, concrete and asphalt are the number one assets you have at the Airport, in cost, in Federal investment. I don't know how many acres of asphalt we have, but 3,500 foot x 75 foot runway, a matching taxiway, a North taxiway and aprons, all the passageways between hangars, the amount of asphalt and concrete is enormous and the investment is enormous. Maintaining that is probably our biggest burden, and also our biggest asset to the area. Our charter of trying to maintain that is huge and obviously, we look to capital improvements when we can.

Our other big mission is aligning all of our stakeholders. We spend a lot of time talking to the FAA, who is the primary capital investor, but also the State of Ohio, ODOT, and the County for the matching funds that we need.

On base, Portage Flight Centers is the largest private asset owner on the Airport then our based aircraft owners and transient aircraft owners that come and go and local residents, making sure that they have some access to the facility. We try to post events every year to get them involved and understand that the Airport is a good thing for their community.

I wanted to lay out how the Airport is running today and some of the good and bad of that and how I envision it being run if the County were to step in and do some of the things you're talking about with the private assets.

This particular slide shows Portage County and beneath that is the Regional Airport Authority and the Board of Trustees that operate the Airport in that regard. We maintain our minimum standards, rules, regulations, bylaws, and FAA assurances for how things are run. We maintain the land leases for the private property holders that have buildings on our land. Safety and compliance issues, and then to the right, is the private Manager, which is Portage Flight Center, they have the responsibility of maintaining an Airport Manager. They're the primary Fixed-Based Operator and handle all fuel sales, aircraft maintenance, and storage. As a result, we have a little bit of a disconnect, we're forced to work with each other hand in hand which creates some conflict because we have a not-for-profit entity trying to run the Airport and we've got a private for-profit entity that's trying to run a business of running an airport and those aren't mixing well.

The Airport Authority has land, pavement, infrastructure, and maintenance equipment. We own 26 open T-hangars (which are large buildings that open on the inside), but they have individual bays for airplanes that are usually full. We don't have access to hangar space and we'd like to build additional hangars.

The users of the Airport are businesses - we've got ground-based medical operations, obviously, our local pilots, we have independent students, and we've got Kent State students. Kent State is a heavy user of the Airport as an auxiliary practice facility.

Then with regard to operators, as I mentioned we've got several businesses, the FBO is the primary one, but it's unstaffed. The current Airport Manager is also a full-time aircraft mechanic and that's how he spends his day. He's a great guy, and he's a great mechanic, but he's kind

of double tasked and he can't provide a face to the Airport when he's buried inside of an airplane.

Our FBO is open eight to five Monday through Friday, when he's there, it's unlocked. It's vacant on evenings and weekends, it's closed, and that's very inconsistent with most airports. Most airports you go to have access, at least for the pilots to be able to get in if you're in bad weather. Ours is locked up most of that time and it's been that way as long as I've been there, probably right after 911 when the whole airplane industry shut down.

Before COVID, the FBO was staffed. Portage Flight Center had a secretary from another business based at the airport, but it was still only eight to five, Monday through Friday. Once COVID hit and everybody started working from home, she left and nobody returned. So that's a current issue.

Airport Authority funding – we receive all our capital improvement dollars from the County, from the FAA, and from ODOT. Our operating funds primarily come from the rent that we have and we get a small fraction of the fuel sales. We have user fees for everybody based on the Airport and land leases to the private building owners. There are a lot of volunteer efforts and we have fundraisers to help bridge the gap in finances.

I envision a full-time Airport Manager dedicated to the Airport, not to another job. It consolidates all the other activities from fuel sales to airport management to maintaining bylaws and rules and regulations. It increases the assets the County would own and operate by adding in 13 private T hangars (which are in excellent condition), an 80'x120' building, which is a huge hangar for a community hangar (which is in excellent condition), and the FBO, which includes a four-bedroom suite that is leased to University Hospitals for maintaining their critical care staff that's on-site 24/7. Then, if we were able to, we're looking at using some Federal infrastructure money to potentially build new hangars.

Users – I can see our user base expanding if we can open up those opportunities. University Hospitals is in there with ground-based operations and they're going to be using our Airport for intermittent armed operations when one of their other helicopters goes out of service, they plan to move the remaining helicopter from their established base over to Portage County to be more centrally located during that time.

There are law enforcement opportunities, there's charter opportunities, and freight opportunities to use the Airport and I would love to see a staffed FBO that's staffed eight to five, with an Airport Manager, and then have the Airport somehow open to the pilot side of the airport 24/7 365, as most airports do. The pilots would be coming in from the aircraft side so it's secured already by the fencing on the outside.

Mr. Lucas noted with an FBO staff, you'll have somebody there that's going to sell the Airport. When you're flying someplace and you go into the FBO, you're typically looking for help, whether it's weather, fuel, or lunch. Most airports have a courtesy car that will take you into town to get lunch or to pick up something you need.

We've already got a flight club moving in that may transition into a flight school. There are opportunities for A&P School, which are Aircraft and Powerplant mechanics, which are hard to find and we will work with the local STEM School to put that kind of program in place. We have a lot of land we could lease for aviation – light industrial. We've had some expressed interest from avionics shops about moving aircraft avionics shop onto the premises. Changes to our operating income would almost double, probably more than double. The significant increase in rents, getting full fuel revenue is big, user fees would be about the same, land leases would be about the same, and hopefully, the volunteer efforts would be able to be reduced. Mr. Lucas pointed out that rents are about 65% of our revenue.

Our current challenges are many. I mentioned the co-management between Portage Flight Center and the Airport Authority, we just simply have conflicting financial interests – one is a public entity, and the other is a private entity. In this scenario, we have a very poorly defined separation of responsibilities, and the contracts that are in place are impossible to enforce.

We simply have insufficient revenue for anything but base operations. We get by day to day and have done so for many years with basic operations, but we've done so at the expense of deferring maintenance on the assets - we do very little, if any, proactive maintenance. We have no emergency reserves, no contingency should a roof collapse or if something major happened, we would immediately have to come to Commissioners for money.

The last issue is no matching funds, we have matching funds and the Commissioners have helped us with matching funds to secure government grants, but it's of concern to the FAA that we're always challenged with whether we'll be able to get the matching grant funding.

Volunteer Management versus a full-time experienced Airport Manager – we are all volunteers and none of us have ever run an airport and none of us have the educational background to run an airport. Somebody that knows how the grant process works, the timing, and all that would be a huge help. Somebody who's monitoring and assessing the Airport daily and helping to prioritize what needs to be done would be a huge help. The Airport Board is stuck doing rather than planning. We're out there shoveling cold patches to fill holes in the concrete rather than sitting around strategizing what we should be doing to bring the Airport forward.

We mentioned earlier the absence of the day-to-day airport presence and the day-to-day interface with the community that I think an Airport Manager and somebody on site would help.

Lastly, the significant deferred maintenance – we have some big bright spots, I mentioned University Hospitals signed a three-year commitment to a ground-based operation point 24/7 365 they're on site, the ambulance is on-site, and they're trying desperately to hire more paramedics. Right now, I believe they're on a 12-hour shift and they will go to a 24-hour shift as soon as they can secure more paramedics.

The reason UH chose the Portage County Airport is for its location, it is very geographically central to the UH and we have a superior infrastructure for inclement weather whereby their helicopters can get into the airport with very low ceilings weather-wise.

Commissioner Christian-Bennett asked if they completely moved their hub from Geauga County and Mr. Atwood stated they haven't and it's not in the immediate plan. The current plan is that they have a helicopter based in Geauga and Medina and when one of those helicopters goes out of service, which happens frequently for routine maintenance, they will move the other helicopter to Portage County so that it's centrally based. We see the helicopter probably once a week, maybe a little less than that for a day.

The County made a huge investment for us by repairing Nanway Boulevard which had 20 years of never seeing a professional piece of asphalt. That alone helped secure the UH investment and their ability to bring an ambulance smoothly down that road, which was a critical piece to bringing them in. The County also helped us seal and stripe the runway which helps us meet FAA requirements.

We have a private investor who is invested in creating a flight club and has provided the capital to buy several airplanes, and then making them available in a nonprofit LLC format that club members can buy into and have access to rent and fly airplanes. We haven't had that at Portage County for many years. It will provide them affordable access to safe, well-maintained aircraft and by doing it as a nonprofit, he's able to offer them for literally half the price of the surrounding airports. There was a big demand, he filled the club almost immediately, and he is in the process of acquiring an additional aircraft so he can expand the group. The private investor hopes to turn it into a flight school, which would offer training, as well as - that is huge for us, it will bring people out to the Airport, and it makes them want to buy airplanes, rent hangars, and buy fuel.

I'm here today to emphasize that the deferred maintenance is killing us. Our cost of repairs is 4 times what they should be if we could get ahead and start doing preventative maintenance. Back in 2016, we asked for money for gutters and a roof on one of our hangars, we didn't receive it at the time, but meantime, the rainwater running down the side of the building washed away the foundation under the floor, and half the concrete in the back is cracked and collapsed. Now we have a \$10,000 repair whereas \$1,500 would have prevented it. We struggle with that type of situation in a lot of areas, and it impacts our safety and revenue.

I highlighted the priorities and grouped them by safety, FAA compliance, and what I consider to be revenue-generating projects. We currently have two large hangars 60'x60' that could probably generate \$10,000 to \$12,000 a year in revenue, but I can't rent them because the concrete in front of them is so decayed that you cannot safely move a plane in and out of the area.

Priority	Requirement	Estimated Cost	PCRAA Cost	Priority Items	Notes
Safety	1 Replace non-functional rotating beacon (LED lights)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	Ongoing repairs unsuccessful. Reduces operating cost
	2 Removal of failed Jet A storage tank	\$ 6,000.00	\$ 6,000.00		Concern for environmental contamination
	2 Upgrade runway and taxiway lighting (LED)	\$ 250,000.00	\$ 25,000.00		Grant from ODOT. Reduces operating cost (electricity and bulb replacement)
	2 Upgrade drainage	\$ 12,000.00	\$ 12,000.00		Potential flooding risk and washout
FAA Compliance	1 Repair/replace windsock and upgrade sock lighting	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
	1 Repair all wash outs around storm drains	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
	1 Upgrade security gate	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	Required for grant eligibility
	1 Execute annual asphalt / concrete maintenance plan	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	Required for grant eligibility
Revenue Generation	1 Apron repair Board Hangar #1 & #2	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	Concrete apron failed. Renders BH1 unusable for aircraft.
	1 Repairs Board Hangar #1	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	Lighting, doors, heat
	1 Repairs Board Hangar #2	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	Repair water damage, concrete floor collapse, lighting, heater
	2 Repairs Board Hangar #3 & #4	??	??		Needs to be assessed
	1 New hangar construction	\$ 1,000,000.00	\$ 50,000.00		ARP funds. Replaces need to maintain failing pole building hangar B
	2 Roof repairs Board Hangar D	\$ 25,000.00	\$ 25,000.00		Tennants moving due to poor door & roof condition.
	2 Replace fuel storage tank #1	\$ 30,000.00	\$ 30,000.00		
	2 Evaluate structural stability Board Hangar B	\$ 4,000.00	\$ 4,000.00		
Maintenance	3 Concrete repairs Board Hangars A & B	\$ 52,000.00	\$ 52,000.00		
	3 Roof repairs Board Hangars A & B				
	1 Make necessary repairs to Kubota Tractor, Front Axle	\$ 500.00	\$ 500.00	\$ 500.00	
	2 Maintenance Facility	\$ 600,000.00	\$ 30,000.00		ARP Funds. Frees up existing hangars for rent and provides secure area for storage on maintenance work
Totals	3 Snow plow for small tractor	\$ 4,000.00	\$ 4,000.00		
		\$ 2,112,000.00	\$ 367,000.00	\$ 129,000.00	
Current high priority item budget					

Commissioner Badalamenti noted the high-priority items equal \$129,000. Mr. Atwood explained reroofing some of the big hangars and building new hangars should qualify for grant funding and we'll go after that grant money with ODOT and so forth.

There is more catch-up with deferred maintenance, but this would be a big start by getting the hangars that are unusable now to start generating revenue.

The rotating beacon needs to be replaced as it's been repaired multiple times without success. Mr. Lucas stated every time a bulb needed to be replaced (which is every 6-8 months), it costs the Airport \$1,500 because they need to rent a high lift (it's 32 feet in height).

The security gates are over 20 years old and the electronics are no longer serviceable and they no longer sell parts for them. When it's cold outside, we have to leave it open and secure it.

Commissioner Christian-Bennett asked for the repair costs on the #1 and #2 hangars and Mr. Atwood responded that I can send you an update on the amount. The largest portion is \$45,000 in concrete work. We've received initial estimates on ripping it up and replacing the concrete in board hangar #1 and some leveling in board hangar #2. The other repairs to board hangar #2 are lighting, a new heater, plumbing work, and drywall. The 60'x60' foot private hangar will have a 3-year lease commitment if we make the repairs. The private hangar will bring in \$800 a month and the individual hangars bring in \$185 a month and it's been increased to \$200 a month, but it's still low because the roof leaks.

Commissioner Christian-Bennett asked when the Airport consultant will be in to provide an update and Administrator Crombie will touch base with them and invite Mr. Lucas and Mr. Atwood to the appointment.

Commissioner Badalamenti noted we've all looked at what needs to be done, we are spending a lot of money on an airport consultant and we all know this should be done. I don't see a need to wait for the inevitable to happen while we're watching our Airport deteriorate. I would push as quickly as possible to locate funding that we are going to use.

Commissioner Christian-Bennet pointed out that's always been our thought process as we've given them more and more money each year to do the repairs. If we don't take the Airport over, we're still going to end up funding it, so the \$129,000 isn't a huge request because it's a multi-million dollar asset they try to run on \$120,000. I've talked to other counties and if they don't run their airport, they have a single line item in their budget for funding them. I think we should take a look at approving the \$129,000.

Commissioner Christian-Bennett also noted that there's a lot of land out at the airport and there's always a demand for hangar space to generate income.

Mr. Lucas stated we are looking for grants to put another hangar up at the Airport, but that is contingent, for example, on having the runway sealed and good markings on it. Mr. Atwood

noted the FAA will not allow you to use grant money for capital improvement unless all of your pavement is in good repair.

Commissioner Tinlin shared that I have been up there, I've been to most of the meetings simply because I know zero about Airports and I've explained that when I've been there. We've got the consultant going, and I hope they provide good feedback. I think the Airport is part of our transportation within our County and for us to just walk away from it would be ridiculous. You've done nothing glamorous there, you've all been trying to keep it going, the hangars that we own are ready to fall apart. I'm all for whatever we can do. I have big plans in the back of my mind for this Airport and I'm going to be pushing to get things done and to get this taken care of because it's been way too long.

Commissioner Christian-Bennett pointed out in the Board's defense, the County's finally in a position where we have the extra money. The Airport Board does what it can with what it has.

Administrator Crombie shared an update from the consultant - he emailed last Thursday and said he hopes to have a report finished this week and he will be coming in next week with an update.

Commissioner Badalamenti announced that the Board is in favor of moving forward with the \$129,000 and Mr. Atwood will obtain the remaining estimates for the work that needs to be completed so that a resolution can be adopted.

REGIONAL PLANNING COMMISSION

Present: Director Todd Peetz, Director and Gail Gifford

Discussion:

1. Comp Plan Updates/Summary

Director Peetz stated Portage County is one of five counties that doesn't have a county comprehensive plan. The purpose of the plan is to be more proactive than reactive and determine existing conditions and trends, and utilize the vision as our big picture, which the Commissioners adopted back in December.

As part of that vision plan, we implement the big picture via the comprehensive plan. We developed a series of goals and objectives, which we have a draft handout today for the future, and then we work towards tying goals to financial obligations, whether that's your capital budget or grant opportunities.

We also identified primary and secondary implementers, who were implementing the plan, a timeline, and when the strategies should be achieved.

So far, we've formed a comprehensive plan committee and discussed Countywide issues, and we did a SWOT. As part of that, we also had a community survey that we would send out to the public. We also created all the Countywide data associated with Portage County. We included the vision plan goals, we worked with the various departments and agencies with their

concerns and suggestions and from those, we created the draft goals and objectives. At the same time that we created goals and objectives, we also created a draft list of action tables.

The action tables include information that includes who does what and when will it be finished and that's located in the handouts today. We asked for all the various departments and agencies who identified as being primary or secondary implementers to review this and get back to us by Tuesday of this week and we've probably heard back from maybe 20% - 25%.

After we get the goals and objectives finalized, we're going to have to prepare something for community feedback and we're going to do the online summary as we did for Brimfield and that will be great for the community.

After the community feedback period has expired, we would have the comprehensive plan committee meet again with the Commissioners sometime in April or early May.

Director Peetz had two questions for the Board – since it's such an important document for the County, I have identified the Board on the action tables at least two dozen times either as a primary or a secondary. So we need to go through that to make sure you're comfortable and understand what that role really means. The other question is whether the Board would like to have a work session to go over the plan in more detail and the Commissioners agreed. Since this is a living document once approved, I would like to have an annual meeting with department heads to find out what they've accomplished.

Director Peetz brought up the subject of a Public Information Officer and explained that we need to let people know what we're doing and when we achieve some of these goals, the public needs to know. Commissioner Christian-Bennett agreed and mentioned other Counties are always putting information out there and we don't and it would be good if we had a Public Information Officer who was able to prepare information and get it to the newspaper and on the website. Director Peetz mentioned he's thought about this a lot and if the department heads or outside agencies could also chip in, they could utilize the position, as well.

Director Peetz would like the Board to take a look at the tables and once he hears back from the different agencies and departments, he will set up a meeting shortly thereafter.

Commissioner Tinlin stated I went down and talked to Director Peetz about some things that he featured on the website and it was amazing. Director Peetz noted while it's providing information, we also want to make ensure it's usable and user-friendly for the public. It's a marketing tool, as well, so we'll find some nice photos to add in certain places as a positive marketing document and a great way to promote our County.

Administrator Crombie will send the information to Retail Strategies.

Director Peetz will reach out to the Clerk to set up a meeting once the information has been compiled.

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

; and be it further

RESOLVED, the advance will be repaid to the General Fund in January of 2024, in accordance with the advance repayment schedule, and be it further

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

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

Roll call vote as follows:

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

*

*

*

*

*

**RESOLUTION NO. 23-0039 - RE: CASH ADVANCE REPAYMENT FROM FUND
1166, EMPG HOMELAND SECURITY GRANT
TO FUND 0001, GENERAL FUND**

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

WHEREAS, via resolution 20-0212 a cash advance for \$250,000 was given to fund 1166, EMPG Homeland Security Grant from Fund 0001, General Fund, and via resolution 21-0439 a cash advance for \$45,000 was given to fund 1166, EMPG Homeland Security Grant from Fund 0001, General Fund, and

WHEREAS, as of January 3, 2023, \$295,000 remains outstanding, and

WHEREAS, these advances are in repayment; now therefore be it

RESOLVED, that the following cash advance repayment be made in the amount of \$295,000 as recommended by the Director of Budget & Financial Management:

FROM:
FUND 1166, EMPG HOMELAND SECURITY GRANT
ORGCODE - 11669309

Debit Expense Account
Object 921000 – Advance Out Returns \$ 295,000

TO:
FUND 0001, GENERAL FUND
ORGCODE - 00100002
Credit Revenue Account
Object 291000 – Advance In Repayment \$ 295,000

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, and be it further

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

Roll call vote as follows:

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

* * * * *

RESOLUTION NO. 23-0040 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1166, EMPG HOMELAND SECURITY GRANT

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

WHEREAS, the local match for the 2022/2023 EMA (1A042) grant is \$116,776.00; now therefore be it;

RESOLVED, that the following Transfer be made,

FROM:
FUND 0001, GENERAL FUND
ORGCODE- 00100009
Debit Expense Account
Object: 910000 – Transfer Out \$ 116,776.00

TO:**FUND 1166 EMPG HOMELAND SECURITY GRANT****ORGCODE – 11669302****Credit Revenue Account****Object: 280000 – Transfer In****\$ 116,776.00****Project: 1A042**

; 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;

*

*

*

*

*

PRELIMINARY PARTICIPATORY LEGISLATION**RC 5521.01****Resolution#****23-0041****PID No. 115353****County/Route/Section POR/SUM-CR 10/45-****0.00/3.33**

The following is a Resolution 23-0041 enacted by the Board of Commissioners of Portage County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I - Project Description

WHEREAS, the STATE has identified the need for the described project:

Mogadore Road Resurfacing Project, a part of which consists of,

Resurfacing of Mogadore Rd from the Mogadore East Corp limit to Martin Rd in Portage County.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Portage County, Ohio.

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of construction within the unincorporated County limits, at eight and a half percent (8.5%) less up to eighty percent (80%) STBG funds applied to the project, sponsored by the Village of Mogadore which shall be responsible for the remaining local share cost of construction within the Village limits.

The cost in dollars of the LPA share shall be approved in subsequent legislation and agreement when the amount is provided by the STATE, and subject to adjustment in order that the LPA's ultimate share of said improvement shall correspond with the said percentages of actual costs when actual costs are determined.

The LPA further agrees to pay One Hundred Percent (100%) of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

SECTION IV - Maintenance

Upon completion of the part of the described Project within its unincorporated area, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance in accordance with all applicable state and federal law, including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for said maintenance; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION V - Authority to Sign

The President of said Portage County Commissioners is hereby empowered on

behalf of the Portage County Commissioners to enter into contracts

with the Director of Transportation necessary to complete the above described project.

written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS,

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

Applicant: Kerry Bennett, (OWNER)

Service Address: 2914 Tallmadge Road
Kent, OH 44240

Parcel Numbers: 32-039-00-00-019-000

Property Deed Description: An un-platted parcel of real property containing 0.918 acres of land, situated in the Township of Rootstown, County of Portage, and State of Ohio; Being part of Lot 39 in said Township more fully described and recorded in Instrument Number 202210799 of the Portage County Records, which description is hereby incorporated as though fully rewritten herein.

WHEREAS,

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

RESOLVED,

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

- A. The total amount of such connection charges is \$2,099.00 for connection charges.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first water billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 2.09 percent per annum (based on the Ohio Water Development Authority market rate program

for the month of January 2023, for an owner-occupied home), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.

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

real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the water improvement record provided for in Section 6103.16, Ohio Revised Code, for the Portage County Regional Sewer District and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or successors, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 2 of Resolution No. 12-1138; and be it further

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

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

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

* * * * *

**RESOLUTION NO. 23-0043 - RE: AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING
BETWEEN PORTAGE COUNTY BOARD OF
COMMISSIONERS AND THE OHIO ARMY
NATIONAL GUARD (OHARNG) IN THE CAMP
JAMES A. GARFIELD (C-JAG) WATER AND
SEWER SERVICE AREA IN THE PORTAGE
COUNTY REGIONAL SEWER WATER
DISTRICT.**

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

WHEREAS, the Board of Commissioners passed Resolution 09-0065 ("RESOLUTION") to enter into grant agreement with United States Army Corp of Engineer (USACE) and Neighborhood Development Service, Inc (NDS) to fund the design and construction of the Ravenna Training and Logistics Site (currently named C-JAG) public sanitary sewer and water main as part of the USACE Project Management Plan (PMP); and

WHEREAS, the costs to maintain, repair and operate the C-JAG public sanitary sewer and water systems were not addressed in the PMP; and

WHEREAS, C-JAG has extended the public sanitary sewer and water systems to support operations in 2015 and 2018; and

WHEREAS, the public sanitary sewer and water systems went from seasonal operations (summer) to daily operations; and

WHEREAS, Portage County has paid all costs to operate and maintain the public water and sewer systems since they were put into operation in 2012; and

WHEREAS, the Portage County Water Resources Department (PCWR) has completed all necessary testing and reporting as required by Ohio Environmental Protection Agency for the public sanitary sewer and water systems; and

WHEREAS, PCWR has negotiated with the OHARNG to recoup these costs through a Memorandum of Understanding with the Board of Commissioners; and

WHEREAS, C-JAG desires Portage County to own, operate and maintain the public water and sewer systems and has prepared the necessary easements; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County, Ohio:

- Section 1. The Portage County Board of Commissioners hereby agrees to execute the Memorandum of Understanding on behalf of Portage County.
- Section 2. The Portage County Board of Commissioners hereby agrees to execute the Supplemental Agreement No. 1 to transfer the Sewer and Water Easements on behalf of Portage County.
- Section 3. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of 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. 23-0044 - RE: AUTHORIZING TO ENTER INTO
AGREEMENT WITH CITY OF RAVENNA FOR
PROJECT NO. RV-O (22-090), FOXWOOD
ESTATES SUBDIVISION SANITARY SEWER
IMPROVEMENTS, IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT,
RAVENNA TOWNSHIP.**

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** the Portage County Water Resources Department requests authorization to prepare plans, specifications and estimate of cost for the Project No. RV-O (22-090), "Foxwood Estates Subdivision Sanitary Sewer Improvements" referred to as the "PROJECT"; and
- WHEREAS** Portage County Water Resources Department is planning to make capital improvements to, Project RV-O (22-090), Foxwood Estates Subdivision Sanitary Sewer Improvements, referred to as the PROJECT; and
- WHEREAS** the PROJECT will design, construct, and provide service for a new centralized sewer system for the existing residential homes within the project area; now therefore be it
- WHEREAS,** the PROJECT has been approved for a \$488,230 OEPA grant to reimburse for all of the design, construction, and permit costs; and
- WHEREAS,** the City of Ravenna has agreed to partner with Portage County Water Resources to support the completion of the PROJECT; and be it further
- WHEREAS** a 2022 First Supplement to the 2014 First Agreement Amendment to the 2003 Agreement outlines and establishes the City and County responsibilities through an agreement for the PROJECT; now therefore be it
- RESOLVED,** that said authorization to enter into agreement with the City of Ravenna to support the design, construction, and administration for said PROJECT is hereby given; and be it further
- RESOLVED,** the Board of County Commissioners authorizes Daniel Blakely, Director, Portage County Water Resources to act as their agent and designated representative in this agreement with the City of Ravenna; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Water Resources Department and the Department of Budget & Financial Management; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all the formal actions of this Board concerning and relation 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. 23-0045 - RE: A RESOLUTION APPROVING THE SALE OF
THE REAL PROPERTY KNOWN AS 3480 ST
RT 59, RAVENNA, OHIO AND
AUTHORIZING THE EXECUTION OF THE
DEED BY THE PORTAGE COUNTY BOARD
OF COMMISSIONERS AND AUTHORIZING
THE COUNTY ADMINISTRATOR TO
EXECUTE RELATED CLOSING
DOCUMENTS ON BEHALF OF THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS**

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

WHEREAS, the Portage County Board of Commissioners ("Board") in Resolution No. 22-0711 awarded the sale of unused/excess property with a combined total area of approximately .87 acres (more or less) having tax parcel numbers 29-307-00-00-011-000 and 29-307-00-00-012-000, also known as 3480 ST RT 59, Ravenna, Ohio 44266 (the "Real Property") to Mr. Doug O'Bryan, subsequent to undergoing the bidding process.

WHEREAS, the Board hereby resolves to proceed with the sale of the Real Property and to execute the Deed conveying the Real Property.

RESOLVED, the Board hereby approves the sale of the Real Property, which is not needed for its public use, and shall execute the Quit Claim Deed conveying the Real Property to Mr. Doug O'Bryan, and further authorizing the County Administrator to execute the related closing documents at the appropriate time during the closing of this transaction.

RESOLVED, that the Board 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 the Board and that all deliberation of this Board that resulted in formal action were in open 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;

*

*

*

*

*

RESOLUTION NO. 23-0046

-

RE: ENTER INTO AN AGREEMENT WITH WILLIS TOWERS WATSON MIDWEST, INC. FOR PROVISION OF HEALTH BENEFIT PLAN CONSULTING SERVICES FOR 2023.

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

WHEREAS,

the Portage County Board of Commissioners desires on-going consulting services regarding health benefit plan design services, review of provider services, evaluation of proposals submitted by vendors of voluntary benefit plans and development of wellness initiatives for the Portage County Employee Health Benefit Plan as required by the Ohio Revised Code, Section 307.86(F); now therefore be it

RESOLVED,

that the Portage County Commissioners agree to enter into an agreement, with **Willis Towers Watson Midwest, Inc., 1001 Lakeside Avenue, Suite 1600, Cleveland, Ohio 44114**, to provide Health Care Consulting Services for the Portage County Employee Health Benefit Plan for a total cost not to exceed twenty-four thousand and 00/100 dollars (\$24,000.00), and be it further

RESOLVED,

that the term of this agreement is January 1, 2023 through December 31, 2023; and be it further

RESOLVED,

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

*

*

*

*

*

RESOLUTION NO: 23-0047

-

RE: APPROVE SPECIFICATIONS AND SET THE BID DATE FOR THE STREETSBORO SENIOR ASSISTANCE PROGRAM (LAWN

**MOWING, LEAF CLEANUP AND SNOW
REMOVAL SERVICES)**

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

- RESOLVED,** that the bid specifications for receiving bids for the lawn mowing, leaf cleanup and snow removal services for seniors and disabled homeowners with the City of Streetsboro be approved; and be it further
- RESOLVED,** that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m. on February 15, 2023 and will be publicly opened and read aloud. The bid opening will be held in the lobby of the Office of Internal Services located at the back of the Portage County Administration Building off Chestnut Street; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on January 21, 2023 and the County's website and a copy thereof be posted on the 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 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;
*	*	*

RESOLUTION NO. 23-0048	-	RE: AUTHORIZE GRANT APPLICATION IN THE AMOUNT OF \$31,308.00 TO THE OHIO STATE EMERGENCY RESPONSE COMMISSION'S CHEMICAL EMERGENCY PLANNING AND COMMUNITY RIGHT-TO- KNOW FUND GRANT PROGRAM FOR THE PORTAGE COUNTY HOMELAND SECURITY AND EMERGENCY MANAGEMENT.
-------------------------------	---	--

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

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor- room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. February 10, 2023; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on January 30, 2023 and February 6, 2023, 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 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;

*

*

*

*

*

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. Authorize the hire of Audrey Riley, JFS Public Information Officer, in the Portage County Department of Job & Family Services. The tentative start date is Monday, January 23, 2023 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. Accepted the resignation of Kim McClendon, JFS Public Information Officer for the Portage County Job and Family Services effective February 17, 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 hire of Sylvia Kulscar, Child Support Paralegal, in Portage County Department of Job & Family Services with a tentative start date of Monday, January 23, 2023, 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

4. Approve the new job description for an Interim Director at a Pay Grade 16 in the Portage County Building Department.

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 of Joe Bodnar from Deputy Director to Interim Director for the Portage County Building Department with an official start date of Monday, January 9, 2023.

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 a non-bargaining position, for an Administrative Assistant for the Portage County Board of Commissioners, with an 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 the three-day internal posting of a non-bargaining position, for Utility Billing Service Representative in the Portage County Department of Budget and Financial Management, 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

8. Authorize the three-day internal posting of a non-bargaining position, for a Part-Time Microfilm Clerk, Portage County Internal Services 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/probationary step increase for the following non-bargaining employees:

- a. Sonny Tilden ~ Internal Services ~ as of 1/1/2023

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 Resolution 21-0878, the Board of Commissioners acknowledged and approved the County Administrator's approval to:

10. Direct the Auditor's Office to pay/process the January 11, 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	\$779,425.11	(Includes late fees of: \$0)
ACH/Neil Group of	\$132.39	
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:	\$56,813.71	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

11. Process the January 11, 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

12. The Board of Commissioners acknowledged receipt of the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant submission (Federal Pass Thru #693JK32240034HMEP) of a Partial Reimbursement in the amount of **\$1,180.00**, for the period ending November 8th, 2022, as presented by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

13. The Board of Commissioners acknowledged the FY2020 Hazardous Materials Emergency Preparedness (HMEP) Grant submission (Federal Pass Thru #693JK32240034HMEP) for Partial Reimbursement in the amount of **\$2,660.00**, for the period ending November 15th, 2022, as presented by the Homeland Security and Emergency Management Office. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

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 authorized the President of the Board, to sign documents for NOPEC. In the absence of the President, the Board of Commissioners authorizes the County Administrator to sign documents for NOPEC./**HELD FOR ADDITIONAL INFORMATION**

15. In accordance with ORC 325.12, the Board of Commissioners acknowledged receipt of the expenditures from the Furtherance of Justice Account for the fiscal year 2022 as presented by the Prosecutors Office. The Board further acknowledged the Prosecutor's return of \$29,602.82 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

16. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transportation Report for December 2022 as presented by the Portage County Sheriff's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

17. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for December 2022, as presented by the Portage County Sheriff's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

18. The Board of Commissioners acknowledged receipt of the January 11, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund **DO EXCEED** the Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

19. The Board of Commissioners signed the Ohio Department of Transportation Annual County Highway System Mileage Certification (2022), certifying that the total mileage as of December 31, 2022, is 368.258 miles as presented by the County Engineer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

20. The Board of Commissioners acknowledged receipt of the tax estimates as they will appear on the 2023 Certificate of Estimated Resources (1st Amendment), as presented by the County Auditor's office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

21. The Board of Commissioners authorized the after-hours use of Riddle Block on Tuesdays and Wednesdays from 4:00 PM – 6:00 PM for approximately ten (10) weeks for the Youth - Girls Circle on Tuesdays and Caretakers Empowerment Parent Program on Wednesdays as requested by Judge Patricia J. Smith. The Board of Commissioners noted security services are required and will be provided by the Portage County Juvenile Court.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

*

*

*

*

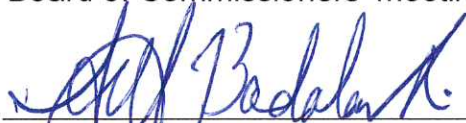
*

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **January 19, 2023, at 11:01 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 19, 2023.**



Anthony J. Badalamenti, President



Sabrina Christian-Bennett, Vice President



Mike Tinlin, Board Member



Amy Hutchinson, Clerk