



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, March 30, 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 County Administrator Michelle Crombie, Barb Tittle and Bruce Smith.

1. The Board of Commissioners approved the March 23rd 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

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Commissioner Christian-Bennett mentioned the Sheriff's Office leases and auto purchase upfitting and asked if the listed costs were for vehicles, we've already pre-approved and Director Petty explained last year, there were four vehicles that were approved at some point to purchase from Charles Auto, but we ended up having to get them from Sarchione. Since we had to pay for them rather quickly, we had to adjust the budgets. This resolution readjusts and gets everything back in order by reimbursing the General Fund as we ended up paying for them out of Fund 0002, Sales Tax General Fund.

Commissioner Christian-Bennett asked what's the status of the fleet management component because we were looking to add a description to Gerry's position and Administrator Crombie replied it has already been added to Gerry's job duties.

Journal Entries:

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

1. Direct the Auditor's Office to pay/process the March 23, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,543,055.04	(Includes late fees of: \$1.45)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$286,237.11	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$85,841.60	
Journal Vouchers totaling:	\$45,487.75	
Then and Now list totaling:	\$457,454.94	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the March 23, 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 from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant./Resolution No. 23-0225
2. Cash Advance from Fund 0001, General Fund to Fund 1170, Emergency Response LEPC/CERP./Resolution No. 23-0226

3. Transfer from Fund 0001, General Fund to Fund 1092, Board of Elections Chargeback./Resolution No. 23-0227

HUMAN RESOURCES

Present: Director Tami Soltis

Discussion:

1. Employee Appreciation 2023

Director Soltis explained several weeks back, I presented an employee appreciation discussion and the suggestion of a floating holiday. At that time, the Board asked me to do some research and last year when we offered the floating holiday, 29 departments participated, which equates to over 550 who took advantage of the holiday. Commissioner Badalamenti asked why the other departments didn't participate and Director Soltis noted they may have participated and not coded it correctly in MUNIS under a floating holiday and used a paid admin day instead.

After doing some research, many of the employees appreciated the time off.

In the past, we've done the following:

2021 – 1 Movie ticket to Ravenna 7, Impact: 235 people.

2017, 2018 and 2019 – Cookouts with hamburgers and hot dogs. Very labor intensive and hard to provide for 24/7 operations.

2014 - 2016 donuts – employee appreciation budget \$250.00.

2009 – Casino night.

2008 – Cleveland Indians game (bus rental and tent rental) – cost almost \$10,000

Geauga Lake was also done one year.

2004 – 2010 Every other year was a family event and the years in between were geared toward an adult night.

Commissioner Badalamenti asked if an employee doesn't take the day off, do they get paid for the day and Commissioner Christian-Bennett replied it was a day off at the discretion of the employer and it was not meant to create overtime, it didn't really cost us and that's what employees wanted when they were surveyed.

Commissioner Tinlin noted I wanted to think about it for a little bit and I did, I've spoken to some of the employees and I'm leaning towards a day off. I think that's important and that's what they want and let's make it twofold - something for them and something they want.

Commissioner Badalamenti asked if the Sheriff's Office participated in the day off and Director Soltis noted it was extended to them and Administrator Crombie stated the day off should be extended to union employees because this is coming from an employee appreciation standpoint, it's not a floating holiday and Director Soltis noted it was extended to the Sheriff's Office.

Commissioner Christian-Bennett would like to move forward with the day off and since there's funding available, she suggests recognition of anniversary milestone employee and the Board

agreed. Administrator Crombie pointed out that Heather Echelberry is working on that already, along with a welcome kit for new employees.

2. Attending Job Fair at Ravenna High School

The Human Resources Department will be going to the Ravenna High School from 12:00 PM - 6:00 PM for the job fair and we will have our tablets on hand so people can apply right there and we will be conducting pre-screening interviews for county departments. The general public will be coming through the job fair at 3:00 PM and we are hopeful to recruit several new employees. I will also be speaking to Ravenna Junior and Senior students during their assembly on careers.

3. Kent State Student Project Group

One student will be coming in today to interview Commissioner Tinlin and County Administrator Crombie for their final project. Next week, a second student will be present to interview Commissioner Christian-Bennett and Commissioner Badalamenti.

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. Approve anniversary/probationary step increase for the following non-bargaining employees:

a. George Slovinsky ~ JFS

b. Janeen Deluca ~ JFS

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

INTERNAL SERVICES

Present: Interim Director Shannon Kautzman

Discussion:

1. Project Updates

Interim Director Kautzman indicated that on April 5, 2023, the Landbank will provide its 30 day notice to vacate his area located on the first floor of the Administration Building.

Administration Building:

1. Auditor's Office – Meeting with County Auditor Kelly on March 31, 2023, to determine the scope of the renovations requested on the 5th floor.
2. Painting on the 1st floor – completed.
3. Boiler leak – there was a boiler system leak and it was caught before it burst.
4. Replace main hallway floors; total cost \$34,000 which includes the bathrooms. The Board agreed to move forward with the request. The area will not begin until Thanksgiving because it needs time to cure.

5. Tuckpoint mortar for falling bricks at the Administration Building – very expensive to do, maybe one day we can get a quote to do one side at a time.
6. Staining the doors that were damaged by water – will get a cost on replacement.
7. Ceiling grids – \$400 per box for ceiling tiles so we've been selective on replacements. Focus on the hallway and painting the grids.

Dog Warden:

1. Flooring – needs to be replaced at a cost of \$24,000 similar to the new flooring in the Administration Building. The area is 1,400 sq. ft. The Board agreed to approve the request and this project will begin over Thanksgiving, as well.

Funding for all projects will be coming from the Maintenance Project funds.

EMA/EOC

1. MARC's radio tower – re-bid due date is April 19, 2023.

JUSTICE CENTER

1. Fencing – met with Sheriff and architect on March 29th, everyone is on the same page. Fobbing was a concern, but they can use their badge and when they are within a certain distance, the gate will open. There will be a call button for deliveries or transports from other facilities.

RAVENNA COURTHOUSE

1. Probate Court office renovation – budgeted \$500,000 and the architect believes it will be closer to \$250,000.

RIDDLE BLOCK

1. Roof Replacement – contract has been received with signatures and a start date will be provided.
2. HVAC – apparent low bidder came in at \$334,049. Architect is checking references.

March 30th, 2023 (Updates in Red)

ADMIN BUILDING	COST	UPDATE
Elevators – Otis to replace interior cab, hoist way equipment, doors, machine room equipment, weight devices (shell of the cab to remain) in all 3 elevators	Actual cost \$1,050,500	Cost is \$1,050,500
Auditor's office renovations		Meeting with Matt Kelly 3/31/23
Commissioners Board Room Remodel – build platform and carpet	Maintenance project expense	
Main Hallway 1 st floor – remove wall covering and paint remaining area of the 1 st floor stopping at the wall	Maintenance project expense	Complete

that leads into the Treasures office.		
Replace main hallway floors on 1 st floor and possibly public bathrooms total 2,082 sq ft. and 600 linear feet of cove base	Maintenance project expense	Will get pricing on flooring, week of 3/27/23 Cost for hallway \$26,608, cost for public Bathrooms \$7,668 for a total of \$34,276.00
Tuckpoint falling brick on corner close to the north side entrance	Maintenance project expense	
Main hallway 1 st floor – paint all doors down hallway	Maintenance project expense	

ANNEX BUILDING	COST	UPDATE
Put in ramp to make ADA compliant, HVAC upgrade and fix of basement water leaks.	Architect Cost \$25,850 Architect Est. for project: Pending	Architect working on specs
DOG WARDEN	COST	UPDATE
Take up old flooring and replacing flooring in office areas for a total of 1,412 sq .ft. and 420 linear fit cove base	Cost \$24,914 Maintenance project expense	Cost for demo \$1,500 cost for material and labor \$23, 414 for a total of \$24,914
EMA/E0C	COST	UPDATE
Addition Station 30 for a new EMA Building	Architect Cost \$283,400 Architect Estimate for project \$4,583,721.75	Continue meeting with architects and EMA ARPA Funds
MARCs Radio Tower	Architect Cost \$132,355 Architect Est. for project \$2,100,000	Bid out shelters first 3/14/23 No Bids, will need to rebid Bids Due 4/19/23
ENGINEER'S OLD SITE	COST	UPDATE
Working with Environmental Design Group		1. BUSTR approved the Tier 1 for the site and the next step toward closure is to complete a Tier 2. - Environmental group's working on closure report. Contacted Emerald Environmental to get an update. Emerald is work with BUSTR on the Tier 2. Going back and forth for approval and sign off for closure report. Emerald Environmental are coming to an end and should be able to submit a letter to BUSTER this week. With that they hope to get approval of Tier 2 and move forward to the next steps.

		<p>Step 1 – complete an excavation to remove the impacted soils and monitoring well</p> <p>Step 2 – replace the well</p> <p>Step 3 – request no further action status for the site</p>
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JUVENILE COURT	COST	UPDATE
Renovation and Modernization of lobby, offices, kitchen, courtroom(s), furniture	<p>Architect Cost \$124,000</p> <p>Architect Est. for project \$1,261,953</p>	<p>Architect cost estimate including furniture was \$809,451.00 construction & furniture \$100,000.00 for a total of \$909,451.00</p> <p>Architect new cost going out to bid \$1,261,953.00</p>

JUSTICE CENTER	COST	UPDATE
Roof replacement	<p>Architect Cost \$24,750</p> <p>Project Cost \$494,500</p>	Bid awarded, to be completed end of May
Dispatch Renovation	<p>Architect Cost \$28,200</p> <p>Architect Est. for project \$605,000</p>	Bid date 4/19/23
Fencing around parking for cruisers	<p>Architect Cost \$10,350</p> <p>Architect Est. for project \$80,000</p>	Working with Architect Meeting with Susan/Sheriff and architect 3/29/23 Funding from general fund
Sinkhole in the sallyport Cut out approx. 18' x 18 ' area to fix affected area and re-pour cement	Maintenance project expense	Complete
Columns (Bollards)	Maintenance project expense	Complete 3/17/23

PROSECUTORS	COST	UPDATE
Windows/facade — windows are leaking, Investigation of leaks and fixes	<p>Architect Cost \$39,300</p> <p>Architect Est. for project \$300,000</p>	Bid date 4/5/23

RAVENNA COURTHOUSE	COST	UPDATE
Replacement of parking lot	<p>Architect Cost \$39,300</p> <p>Architect Est. for project \$300,000</p>	Bid date 4/5/23
Otis to replace interior cab on main elevator, hoist way equipment, doors, machine room equipment, weight devices (shell of the cab to remain) in 2 elevators	Project Cost \$654,722.00	Contract routing, elevators can be ordered once contract is signed by all
Probate Court office renovations 2 nd & 3 rd floor	<p>Architect Cost \$33,800</p> <p>Architect Est. for project: \$250,000</p>	Working with architect on project cost

RECORDS CENTER	COST	UPDATE
Roof replacement	Architect Cost \$24,750.00 Project Cost \$611,050	Bid awarded, to be completed end of May
RIDDLE BLOCK	COST	UPDATE
Roof replacement	Architect Cost \$82,050 Project Cost \$954,374	Bid awarded Contract being routed for signatures
HVAC replacement	Architect Cost \$45,000 Architect Est. for project: \$375,000	Bid date 3/7/23 No Bids — will need to be rebid. Working with architect on dates Bid Date 3/29/23 Apparent low bid came in at \$334,049. Architect checking references

Resolutions:

1. The Board of Commissioners approves plans and specifications and set date for accepting bids for the Jones Road Bridge Replacement (PAL 106, TR 136), over Kale Creek in Palmyra Township, Portage County, Ohio./Resolution No. 23-0228
2. The Board of Commissioners accepts bids for furnishing various sizes of Storm Sewer Pipe for use by the Portage County Engineer./Resolution No. 23-0229
3. The Board of Commissioners accepts bids for furnishing Corrugated Metal Bridge Flooring and Bridge Replacement Beams for use by the Portage County Engineer./Resolution No. 23-0230
4. The Board of Commissioners accepts bid for furnishing Guard Rail and Curved End Treatments for use by the Portage County Engineer./Resolution No. 23-0231
5. The Board of Commissioners agrees into a master service agreement with Portage County Water Resources and Utility Service, Inc./Resolution No. 23-0232

Director Blakely noted we have a lot of infrastructure within Water Resources, and one of the big items are the water tanks and maintaining them is pretty labor intensive as they need to be washed out, they need to be inspected according to EPA regulation and they are large and trying to get crews up there is difficult. The more important part is the actual painting aspect of the tanks. Whenever a tank is painted, the traditional process would be to bid it out, we would accept the low bid, and they would come in and paint the tank. Unfortunately what I've found in the past is that after a couple of years, you start seeing spots appear on a tank where they missed the clear coat and things start going wrong and those companies have long gone.

So, the first page has the Ohio Revised Code, which shows that we can enter into an agreement with an asset management company without having to take it to bid. That would allow us to bring them in under a Master Service Agreement and they would be contracted over a series of years, ideally 10, so every year they'll do different amounts of work, starting with the Shalersville tank the first year, the Brimfield tank the next year, and then begin a

yearly maintenance project where they'll be cleaning tanks, taking them out of service, and inspecting the tanks. I've worked with this company in the past and they're very reputable and if there's anything wrong with the painting, the inspection, if a random bullet hole shows up in the water tank, they will come out and repair it.

There are scheduled payments on the handout, so the first five (5) years the numbers are high because we're going to paint 2 tanks and the other tanks are new enough that we don't have to worry about that for quite some time. After year five, the price drops down dramatically because all the big work has been completed and everything else will be maintenance and inspection services.

Funding is available in the Water Resources budget.

The Board agreed to move forward with the Resolution.

JOB AND FAMILY SERVICES

Present: Director Kellijo Jefferies and Sue Brannon, Budget & Finance Administrator

Discussion:

1. Open Discussion Items

a. January/February JFS Data Report

Director Jeffries noted on the first page under the Public Assistance division, I'm noting that we had an increase from January to February as far as our in-house drivers in Ohio Means Jobs taking people for trips for employment training. It went from 133 to 260. This year was first time since the pandemic that we had a full manufacturing internship program so we're doing a lot of transports to the manufacturing company.

Page two, there were over 1,000 more calls that came into our customer service line from January to February and we attribute that to a lot of the changes with the SNAP benefits and Medicaid changes.

Commissioner Badalamenti noted the Board allocated \$1 million dollars of ARPA funding and it's being distributed at \$300,000 per year for 3 years. What happens in year 4 and Director Jeffries replied the hope is that in year 4, the economy and the workforce have stabilized and those individuals have transitioned to work or a benefit that if they're not able to work, then it's a social security disability. Maybe during year 2, we could communicate to the community that it will be decreasing so it's not a shock. I will add it to our agenda for the Emergency Food and Shelter Board members to earmark the timeframe.

There were no significant changes in our workforce arena, except on page 4. We're providing more services under the Ohio Means Jobs to our comprehensive case management program for our youths 14 to 24. You can see we went from 77 to 117, a little bit of a reduction as we're serving about 128 young people in the program, but it's still a thriving program, nonetheless.

Commissioner Badalamenti mentioned the 330 LeBron James Community Center and noted it's an absolutely incredible facility. They brought in a hospitality management company and

listening to what the hospitality people did to help the youths with their communication skills and dealing with people was amazing. Director Jeffries would like to find a connection or contact person to borrow ideas and Commissioner Badalamenti noted there's a person on-site to contact.

The benefit bridge program is a program we are piloting with the state with a number of other counties. We are funded through the state special projects to serve up to 50 individuals. It indicates at the end of February we were serving 6 and as of today, we're serving 13. So we're growing in that program. It's my understanding the legislators are going to be voting on it as a permanent budget line item under the Governor and that would be really exciting if that passes.

In the space of Ohio Means Jobs and Children's Services, we need to label that we often forget to say children and adult protective services as that category is both. We added a new section under adult protective services so we're capturing cases that we get new into our hotline for our elderly residents, and then also open cases. At the end of February, there was a data issue last time I came, but it's been cleaned up and at the end of February, we had 10 new cases for our residents over 65 that came through the abuse neglect hotline, and in February we had 62 cases. We typically hover around 60 open cases where we're serving individuals over 65. We still have about 160-162 children in custody.

Under Human Resources, at the end of February, we reported 188 employees and as of this week we are at 191. The staffing goal is 205, but we're going to talk about more employees in the near future.

Commissioner Christian-Bennett pointed out that the number of children in custody is continuing to go down at 161, which is interesting because I received a report yesterday that we had 12 overdose deaths within the last 28 days in Portage County and a lot of the children in custody are placed due to the heroin epidemic. Director Jeffries noted one of our biggest challenges with child protective services continues to be substance abuse and the struggles to reunify families when parents are struggling in recovery. We know the average relapse is five to six times in a lifetime (and that data is old) and we typically have a two-year window to work with families to get kids back in that environment and sometimes we're not successful. Then the mental health of our young people is an issue that we continue to deal with and then tapping those kids into services, while we have providers, there are still waiting lists. While the numbers have gone down, I would say the issues in the home have significantly changed them.

b. Strategic Planning Update

I reported that we thought we had a connection with Summit County Education Service Centers to do some of our work and they felt our requests were a little bit bigger, so we continue to look for a provider in that space. The University of Akron, which did our leadership training for our County Directors, is helping to find or locate a resource for us.

c. Workforce Grant Update and Upcoming Heroes Bonus

The governor trickled funding through the Ohio Department of Child and Family Services and last year we presented all of the ideas in the budget that we wanted to do to help recruit and retain specifically in our Child Protective Services Division because of the workforce crisis. We received \$165,000 in the grant and we were earmarked to spend most of it, but we came in under budget, so Children's Services Association asked all 88 counties to be intentional when spending their dollars. There are also some potential dollars available to us where counties didn't use them. In addition to what we already had earmarked, we learned great things about something called a Remarkable Tablet and it interfaces with the Surface Pros that our workers have out in the field where they can take hand notes on an electronic tablet and it converts it to case notes. We proposed and we haven't heard back from the State if these additions would be approved, but we proposed new chairs for our workers in Child Protective Services.

Hero Bonuses for Employees:

The Board already approved bonuses and we already have one that's scheduled to roll out based on their original grant, but I had proposed to the State, could we do a one-month pilot because we're putting a lot of expectations around our social workers who have too much work and too many cases, but we want them to be very intentional making sure our kids are seen and that our documentation is up. We'd like to do a pilot for one month for those that can meet quality assurance measures so that we can incentivize them again, not reoccurring, but we want to use the dollars and we're waiting to hear if we can do it.

d. Upcoming Community Planning Committee

Our Prevention Retention and Contingency is TANF funded for families with dependent children. While we oversee the funds and the plan belongs to us, Ohio Revised Code requires us to have community meetings every year to get input from the public and from other providers as to whether our plan meets the needs in Portage County. We have an April meeting coming up and I wanted to publicly announce it. The meeting will be held at Ohio Means Jobs.

2. Child and Adult Protective Services

The Board presented a Proclamation to Director Jeffries in recognition of April being Child Abuse Prevent Month and urged all citizens to recognize this month by wearing blue on Wednesday, April 12, 2023. A flyer will be sent to the community to promote.

Family Fun Day:

As a part of our April child abuse prevention activities, we coordinated Family Fun Day at Brown Middle School, on Sunday, April 23rd. On Saturday, April 22, the Children's Advocacy Center is hosting the Bowl Against Abuse event. We're asking families to come out and participate in some fun activities, but we'll also post a few agencies to speak about Child Abuse Prevention and services. Catholic Charities is going to speak about our family support services, we're going to have a speaker on our benefits bridge program, CCMEP and the Health District are going to come out and have demos on car seat safety and possibly children and cribs and safe sleeping.

a. Portage Summit on Kids 2023

The next item is a summit on kids. Judge Smith and her team invited Job and Family Services to an Ohio Supreme Court conference a few weeks ago and it was a phenomenal experience. The goal of the Supreme Court was to bring court systems with child welfare systems together to see how we could collaborate for the betterment of children, families and communities. We were planning to have a foster parent celebration because May is foster parent appreciation month at NEOMED and while we still want to do that on May 31, I've changed the focus to a Portage County summit on kids. We are extending an invitation to you to come and participate and in that space, we want to celebrate our staff, and our foster parents, we want to invite our young people (there are five of them) that are graduating from high school that are in our foster care system. I'd like to share the platform with Judge Smith because she has a lot of great things that are going on.

While we were at the conference, we were also very moved by Jessica Chandler as she had such a profound story and I emailed her and invited her to Portage County to be our keynote speaker. We asked for the workforce grant with excess dollars to cover it and we're waiting to hear back.

3. Public Assistance Division

a. Child Care Copay Update

During this period of COVID, there was a waiver on families having to pay childcare co-payments and they are reinstituting those, as well. During the April community planning meeting, we're going to see if we can find a program to help families with some of the co-pays and we have some ideas on how to support families, but again, wanted to let you know that families are now going to start paying co-pays to childcare in the near future.

4. 2022 Annual Report

The back page did not include our County Administrator, so it's been revised to include her.

Resolutions:

1. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 23-0233

- This is the regular shared transfer, Payment #3 for SFY23 1st Quarter.

9:56 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners moves into executive session to consider the employment of a public employee. Also present: Administrator Michelle Crombie, Human Resources Director Tami Soltis, Job and Family Services Director Kellljo Jeffries and Sue Brannon, Budget & Finance Administrator. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

10:07 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

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

PORTAGE DEVELOPMENTAL DISABILITIES

Present: John Vennetti

The Board of Commissioners presented a Proclamation to Director John Vennetti and members of the community in recognition of March being National Disabilities Awareness Month.

PROSECUTORS OFFICE

Present: Attorney Chris Meduri

Discussion:

1. Further update and alternative solution for wind and solar utilities.

Attorney Meduri stated I have a suggestion that might make it easier on the Board in regard to the wind and solar facility issue. If you want to have one meeting in the middle of the year, the Board can absolutely do that. We talked about the proactive approach and the reactive approach, even if we do nothing now, before anybody can put a new facility in the county, they have to give notice to this Board and the Trustees and the Board has veto power for 90 days.

Commissioner Tinlin asked what triggered it, I know Commissioner Christian-Bennett indicated Columbiana County is busy with this issue and the possibility that it's heading in this direction, but what I've read that you've sent to us indicates that nothing can happen without us anyway. So I'm good with waiting.

Commissioner Christian-Bennett asked what about Shalersville because they've already put us on notice that they don't want to have wind and solar farms and they have people in their community that are being looked at to sign leases. Commissioner Tinlin noted it's fine that they want that for their community and I would surely support that, but I'm just talking about the other 509 square miles.

Commissioner Badalamenti explained the only action we were talking about was going to the Townships Association meeting and letting everyone know the plan and that this cannot happen without the Board of Commissioners. Commissioner Christian-Bennett pointed out the Board wants to hear from the communities as to what they want in regard to this issue.

Attorney Meduri explained in Shalersville if a new facility were to come in, they still have to come to this Board and you still have veto power over that for 90 days. So you can still protect Shalersville, both reactively rather than proactively, so you don't even have to have a meeting for Shalersville and make it prohibitive throughout Shalersville if you don't want to. If you want to you could.

Commissioner Christian-Bennett pointed out that's why they gave us notice because their residents are being contacted to start getting their land leased. I understand we have the ability, but they don't want to tick the residents off by having them sign leases and get paid thinking they're going to make money off of it, and then we veto it. That was the whole reason

why they sent it to us. Attorney Meduri noted the position would be a meeting to help Shalersville Trustees tell their citizens that the County is not going to allow them to come into Shalersville to spare them from having to go through the lease program. This would require a public meeting.

Attorney Meduri pointed out that other Townships may want the Board to do the same thing and Commissioner Christian-Bennett mentioned that's when we can have one large central meeting for everyone.

The Board agreed to have a public meeting in Shalersville and the Clerk will schedule.

2. *Towner's Woods*

Attorney Meduri noted with the Towners Wood transfer to the Park District, while talking to Tax Map, there's a portion of that property that needs a new legal description so it's going to have to be re-surveyed. Chris Craycroft is from the Park District and is willing to pay the cost of a surveyor if the Board could retain the surveyor. I can get the list from Leslie at Tax Map of the surveyors in the County and we'll pick one because it's under the bid thresholds and we can create a Memorandum of Understanding (MOU) between the Park District, the Board and the surveyors, which indicates the Board will retain but the Park District will pay.

The Board agreed to move forward with the request and Attorney Meduri will prepare a resolution and a MOU for consideration next week.

Recess: 10:22 AM

Reconvened: 10:32 AM

REGIONAL AIRPORT CONSULTANT

Present: David Benner and Scotty Multa, Aviation Management Consulting Group via Zoom videoconference, Attorney Chris Meduri, County Administrator Michelle Crombie, Barb Tittle, Bruce Smith, Mark Atwood, Homer Lucas, Richard Bonner

Mr. Benner stated we appreciate the opportunity to be here and provide an update as to our progress on the assessment and the options analysis. We wanted to spend a little time on the scope and purpose for the scope, our progress to date, and then we'll get into the key findings and conclusions before we get into the next step. Just as a reminder, I'm David Benner and this is Scott Multa.

Mr. Benner noted going back to the proposal and the project authorization from mid-summer, we had three different elements (1) airport assessment and options analysis, (2) FBO assessment and options analysis, and (3) the airport strategic business plan.

To date, we focused on the first two elements, the airport assessment and options and the FBO assessment and options. The purpose of that is to convey the top 10 areas that we believe need improvement from both an airport and an FBO perspective.

The top 10 areas are the assessment piece and we assess every detail of the airport and the FBO. Then we began looking at the options going forward from a county perspective from the government's operation management of both the airport and the FBO. We then looked at a managerial and operational analysis of every one of the three options from the county and customer perspectives. Then, coming out of identifying those options and making a recommendation on those options, we would get an agreement around those options, then analyze the financial performance over the five-year period going forward.

The next piece, or Element 2 could be the strategic business plan that's focusing on those standard business plan elements, missions and values, going into a SWOT analysis, goals, objectives, action plans moving the airports and the FBO forward depending on the options. It's the county being related to the airport if you will, but from an ownership operations management, really, it's to assess what's going on at the airport and the FBO to get an understanding of any pitfalls or challenges that we may come across, then the options moving forward, especially from a county perspective, then analyzing those options, making a selection on those options, and understanding the financial impacts of the option that is selected. That's kind of the big picture of what we have done to date.

Element 3 if everything proceeds on course and it's necessary and it's your option, we start the business plan. If we get to the end of this process and it's the county's decision not to move forward from an involvement or operational ownership perspective with the airport or the FBO, you don't need a business plan for an entity that you don't own or control.

I do want to spend a quick second on the schedule. Going back to the project authorization, we had 20 weeks from the initial site visit, Scotty and I were out there at the end of November/ first week of December. During those first 10 weeks, we really focused on the assessment and identifying the options for getting into our recommendation.

We had a meeting back in February and we provided the assessment and options analysis. Since that date and getting agreement on the options, we moved forward with the financial analysis and that brings us to today and this update gives us a little bit of time from a schedule standpoint to make any clarifying statements or revisions to the documents that we've provided today.

We will walk through the assessment, the options analysis, and then the financial piece.

The purpose of the assessment is that we go and talk to people, look and review everything and get into those key 10 areas. Consistent with the options analysis, the first thing we think of from the Board's perspective is the ownership of both the airport and the FBO. Obviously, if the county assumes ownership and operation of an entity, the first thing you need to look at is the organizational structure and the staffing plan. On the airport side, there's a lot of knowledge, especially from the authority in developing an advisory body to help the county move forward on governance, managerial questions, and helping that staff onboard into the airport. From an FBO standpoint, we believe the aircraft maintenance piece is vitally important and that's the first 3 pieces.

Moving onto the underlying assets of the airport

- Through the fence is obviously going to be a challenge so understanding the access agreement needs are important from a compliance stand point.
- The maintenance and equipment plan, developing and operations manual and doing self-inspection checklists and protocols.
- Enhancing security from a vehicular and personnel access standpoint and a wildlife standpoint (i.e. fencing, gates, etc.)
- Primary Management Compliance (PMC) documents. The authority has minimum standards and rules and if the airport changes hands those need to be updated to reflect the county's desires. There are other documents in there such as leasing policy events, policy fees, development policies those types of things, but really focusing on those key areas and the minimum standards and rules.
- Revenue enhancements from an airport perspective and all of those lead to those out years for a potential runway extension that is necessary.

Flipping over to the FBO Assessments

- Inspecting the fuel storage facility and understanding what is going to be necessary from that standpoint.
- Developing a fuel pricing program, a margin basis on both jet and avgas.
- Service enhancements from a customer service perspective of how the county wants to operate and manage the FBO.
- Terminal building reconfiguration to provide access on an after-hours basis for simple things such as a restroom, potential vending, etc.
- An equipment plan and marketing plan are obviously going to be important, along with a
- Hanger development feasibility study and that's the final recommendation on the FBO side.

That is the summary of key findings for the Airport and FBO assessment and each one of those pieces is detailed within the document.

Once we have that understanding to get through those recommendations, then we really start the Options Analysis and they are the same for both the airport and the FBO:

1. Lease the airport or the FBO to a private entity and they control it, they manage it, they operate it.
2. The sponsor operated, the county operates both of those directly with county personnel, both on the airport and the FBO side.
3. The management contract, engaging a private entity to manage either one of those assets on behalf of the county.

Those are the three options. We went through an operational analysis and a customer analysis of each of the options. Obviously, things like control and responsibility change depending on the county's involvement, financial contribution, capital requirements, and

liability exposure, which is a big one if you're operating it directly with your personnel your liability is higher.

We looked at what the impacts to the ultimate user would be for the pilots and users of the airport, based and transient customers from infrastructure improvements including personnel, public relations, and impacts under each of the three options. That took us to the end of the managerial and operational analysis and the recommendations we provided back in February. Moving forward we would need to obtain the authority to move forward with the financial analysis of our recommended options and that's the sponsor, the county taking over the airports and the FBO moving them forward.

The purpose going back to what we talked about earlier is really for the county to understand what the financial impacts and magnifications of moving forward under these different options would be. Historically, the end of 2022 to 2023 appeared as transition years and we projected 2024-2028 financials going forward. We looked at from an aircraft operations point of view to take off and landings that are occurring at the airport and based aircraft and how it's going to change.

Questions related to fuel rental from a volume and pricing standpoint, fuel margin from avgas and a jet standpoint, what are the rents going to be moving forward, are the charged fees consistent with the assessment, implementing a three defense agreement, an access fee and what's that going to be and how's that going to be developed.

Personnel is going to be required under a county operation and management, so what personnel do we need, what are their pay rates, what vehicles and equipment are we going to need to deploy from both an airport and from an FBO perspective.

We looked at each of those key assumptions for a five-year period and we treated each as individual departments under the airport.

On the airport side, airport management stands on its own, the FBO stands on its own, but they're sharing from a personnel standpoint some of the costs, but separating those out and really that helps us to analyze the FBO especially from a fuel margin standpoint, but then we brought it all back together from a combined operation to see the combined impact.

That brings us to terms of the combined financial statements over the next five years with the five-year periods starting in 2024. Looking at all the revenues on a combined basis, we have the airport on its own, we have the FBO on its own, we have all the detail and this is the collapsing version.

It's not difficult to see our projection over the next 5 years is negative. The biggest negative items in the first year are unnecessary vehicles and equipment and it's shown in the non-operating use of funds.

It's also important to understand what is excluded from these projections – major maintenance, major capital investments (and grant matching funds), or acquisition of future vehicles and

equipment (i.e. refueling vehicles). Going back to the assessment on the FBO side, we had service enhancements for the FBO. If one of those services is to provide fueling from a truck, we don't have the truck included in the out years so whether that's a purchase price or a lease, some of those vehicles and equipment going into the out years are not addressed.

It also doesn't include the annual non-primary entitlement that is eligible for certain projects at the airport sponsor from the FAA because you're classified as a general aviation airport.

It also doesn't include the acquisition and transition costs related to the airport or the FBO. If we follow those two options, the county operating and managing the airport and the FBO, what is the financial performance going forward under those options that we outlined?

It's a lot of information in a short period of time, but it's really just kind of bringing all of that together to think about.

If the airport is county-owned and operated, there's direct control and oversight from the Commissioners managing personnel and understanding what the capital expenditures are. The county will be making the capital improvement program as funding will occur from a county level and a planned expenditure going forward.

If the Commissioners move forward with the option to become a county owned and operated airport with county personnel, one item that is eligible to you is the proprietary exclusive right on commercial fueling, which is a protected right from the FAA, but sub-fueling is different. Every decision has the other side of the coin and moving forward with these options would bring along the highest degree of capital requirements, again, there is capital going into the airport and that would not change, and it could increase depending on decisions going forward. Obviously, your liability exposure of owning and operating would increase and you can minimize that, but you can never truly get rid of that liability exposure side.

Looking at the financial statements, you get to the end and you see numbers in red or in parentheses, but it's important to understand that most general aviation airports are not financially self-sustaining. It's really looking at the airport and the FBO, as the assets they are, they're an incubator for commercial activity on the airport and for economic development in the area and region.

Emergency services are provided there today which are vitally important to the constituents in the area and there's a recreation piece in general aviation, as well.

That is the overall summary and from this point, we would look for the documents to go through an internal review process with any clarifying statements that we need to add or expand upon any section or answer any questions based upon the county's option moving forward with Element 3, if that's desired on the airport strategic business plan.

Commissioner Christian-Bennett asked if the operating expenses include staffing and Mr. Benner indicated yes and explained there is detail under each of those projecting payroll, benefits, taxes, etc. for each position.

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10:56 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Anthony J. Badalamenti, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the purchase of property for public purposes, if premature disclosure of the information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Also present: County Administrator Michelle Crombie, Attorney Chris Meduri, Prosecutor Vic Vigluicci, David Benner and Scotty Multa from AMCG. Roll call vote: Anthony J. Badalamenti, Yea; Mike Tinlin, Yea; Sabrina Christian-Bennett, Yea;

11:25 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting the executive session, the Board took no action.
Commissioner Christian-Bennett noted there was no public comment today.

Mr. Bonner asked if a copy of the report document will be available and Administrator Crombie replied she will need to review the document and make any redactions that are not public record and then it will be emailed to you.

PROSECUTOR'S OFFICE

Present: Prosecutor Vic Vigluicci

1. Additional Staff Member for the Advocate Division.

Prosecutor Vigluicci explained I come before you once again to ask to expand my staff and it's because of the situation we face not only in caseload but in the changing law. Next week on April 6th, Marcy's law enabling legislation takes effect.

Marcy's Law was the constitutional amendment that was passed about two years ago, granting very broadly, victims certain rights in criminal proceedings. The Marcy's Law Constitutional Amendments, it's just a few paragraphs on a page, and the Constitutional Amendment foreshadowed what's called Enabling Legislation and that's what's taken a couple of years for the legislature to come up with and they have done that and it passed last year under House Bill 343.

The statute itself is 137 pages long and it is very specific in the duties and obligations of first of all, law enforcement officers as they deal with victims of crime, secondly, Prosecutor's Offices as they deal with victims of crime, and third, the courts as they deal with victims of crime. It gives a wide range of rights and responsibilities for victims and these obligations to law enforcement, prosecutors and judges are extensive. They're very specific as to how victims are to be treated at crime scenes, how they're to be notified at crime scenes, how they're to be handled throughout the criminal justice process, how Prosecutors are required to notify them,

to consult with them, to accompany them to hearings, and provide them with assistance in victim impact statements, restitution agreements, and follow through with them after verdict through the appellate process, and the restitution process through probation. So it gives us a number of obligations with victims that are very specifically mandated now. The police also have additional responsibilities, new forms are coming out as we speak from the Supreme Court, which are required to be furnished to victims, completed by officers at the time of the crime, and filed with the Prosecutor and with the court with a copy to the victim. The AG is required to produce informational pamphlets and cards for victims and all of this is supposed to take effect next week on April 6, 2023.

Commissioner Badalamenti noted it sounds like the Prosecutor's Office is basically going to be the attorney for the victim and Prosecutor Viglucci indicated that's an interesting concept. The victim is entitled to representation, they can hire their own attorney, they can designate the Prosecutor as their representative, or any other civilian as their representative. Now, very few victims I would think take advantage of hiring and paying out of their pocket for an Advocate and that's not the County's responsibility to provide attorneys to victims as they are for defendants. So, the large majority of that burden will fall upon us as we do now representing victims' rights, I anticipate that most victims will ask us to speak on their behalf. That's just logical and economical for them. So yes, that burden will fall upon my office.

As is always the case, the legislature gave us all of these additional responsibilities but no money. It's an unfunded mandate and we are petitioning our representatives now, for the state to provide some funding. There is a budget bill down there that's pending that we're looking to tack some language onto that requires the state to provide funding for these types of programs, not only for us but for the police officers, as well.

As you know, our funding source for the victim of crime act, which is Federal money, has been substantially reduced over the last few years. In 2019, our office was getting \$290,000 a year for VOCA money which has been reduced to only \$104,000 for 2023. I've come to you how many times in the meantime, asking you and telling you that I had to provide the services and the Board has graciously made up the difference and you are carrying the bulk of the load for the victims of crime part of my office.

So, what has happened is in addition to all these additional responsibilities, our caseload has increased and it's higher now than it's ever been. Last year, we serviced over 2,500 individuals as victims and I've done that in all six of the courts that we service, the three Municipal Courts, two Common Pleas Courts and Juvenile Court. I've done that with five advocates and the easiest way for us to do that is to put an advocate in each court and each one is responsible for the cases that pass through that court. As you've heard Common Pleas Courts is doing over 900 cases, each, which gives 1 advocate 900 possible cases and they may have multiple victims in the cases. The caseload is tremendous. Of the five advocates, I have six courts to cover so they would do their best to pick up Juvenile Court and as they had time, they would drive out there and try to cover that court, but it's become increasingly impossible to do that with our caseload.

Judge Smith contacted me and said this just isn't working. I've got too many cases out here where there's no advocate present and I just can't manufacture or beam somebody over there being five miles away, and she had over 200 victims there and we were not getting good coverage. So she and I talked, and I said it's time that I have an advocate for each court, six advocates for six courts and that is my request today was to add another advocate assigned to Juvenile Court. The salary for that position is currently about \$51,000 and it's not an exorbitant salary, the advocate must be trained with a college degree and we look for somebody with a social work background or psychology background to deal with these very difficult cases, but it's not an attorney, more of a social worker.

Recruitment now is difficult in many areas, I'm very fortunate right now as I have an intern that's working with my division for free, she's a college student, but she's going to be graduating and I'd like to take her on and Cassie, my Director tells me she is just excellent. She will be graduating in May from Kent State University.

Director Petty noted I've reviewed the letter, salary, and benefit numbers and we can find money in General Fund for this position.

The Board agreed to move forward with the request.

Commissioner Tinlin noted your load isn't getting any lighter and Prosecutor Vigluicci replied no, it is increasingly difficult. I came to you last time to ask for two more prosecutors. I found one by bringing one of my Muni people upstairs to Felony Court by promotion. The other one I still have not filled and the last two I interviewed, one I was outbid by another County for that person, and the second one I actually hired and when he went to give notice to his employer, they gave him a \$12,000 raise to stay. So, I'm still without the second one and it's a tough market out there, although I think our pay is fair for the position at \$82,000 for an experienced Felony Prosecutor. Some of the bigger counties, like Cuyahoga are paying over \$100,000 and Summit has brought their numbers up, so I still have a vacancy, but I'll keep trying.

On another note, Commissioner Tinlin mentioned the piece of marble that fell off of the front of the Prosecutor's building and Prosecutor Vigluicci stated we caught it on our surveillance video, there's a cigarette receptacle outside of the front door and the wind knocked that over into the marble and for some reason that marble was loose and it hit the bottom of the marble and the whole panel came down right across the sidewalk and shattered on a Sunday morning.

Commissioner Badalamenti noted when I talked with maintenance about the replacement, they're planning on taking one off the backside and putting it up front. Prosecutor Vigluicci noted the marble is from the original building because when that building was built back in the 60s by Loomis, Jones, Wilson, Pole, and Griffith construct the building in the 1960s that marble was imported from Italy.

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the March 22, 2023 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the Primary Election on Tuesday, May 2, 2023 as follows:

Monday, April 3:	4:30 p.m. – 9:00 p.m.
Tuesday, April 4 – Friday, April 7:	4:30 p.m. – 5:00 p.m.
Monday, April 10 – Friday, April 14:	4:30 p.m. – 5:00 p.m.
Monday, April 17 – Friday, April 21:	4:30 p.m. – 5:00 p.m.
Monday, April 24:	7:30 a.m. – 7:30 p.m.
Tuesday, April 25:	7:30 a.m. – 8:30 p.m.
Wednesday, April 26 – Friday, April 28:	7:30 a.m. – 7:30 p.m.
Saturday, April 29:	8:00 a.m. – 4:00 p.m.
Sunday, April 30:	1:00 p.m. – 5:00 p.m.
Tuesday, May 2:	6:30 a.m. – 8:00 am; and 4:30 p.m. – Until election complete

In addition, the Board of Elections will be open beyond regular business hour to conduct Election Official Training on the following dates and times:

Saturday, April 1:	8:30 a.m. – training is complete (12:30 p.m.)
Tuesday, April 4:	5:00 p.m. – training is complete (8:30 p.m.)
Thursday, April 6:	5:00 p.m. – training is complete (8:30 p.m.)
Tuesday, April 11:	5:00 p.m. – training is complete (8:30 p.m.)

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 Commissioners signed the Ohio Development Services Agency Office of Community Development Signature Cards for Request for Payment and Status of Funds Report for the calendar year 2023 as presented by the Regional Planning Commission.

Additionally, the Board of Commissioners authorized Anthony J. Badalamenti, President of the Board to sign the Signature Certification Form as presented by the Regional Planning Commission.

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 acknowledged receipt of the March 27, 2023 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Amended 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

4. The Board of Commissioners authorized Commissioner Anthony J. Badalamenti, President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Disbursement No. 2 for the OPWC Project No. DGZ10 Newton Falls Bridge 126 Replacement, as presented by the County Engineer's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Resolutions:

1. The Board of Commissioners acknowledges the acceptance of donations to the Office of the Portage County Dog Warden in the amount of \$3,960.00 for the Spay/ Neuter/ Medical Fund Program./Resolution No. 23-0234
2. The Board of Commissioners approves the appointment of Christopher James Yonish to the Tax Incentive Review Council for the City of Streetsboro./Resolution No. 23-0235
3. The Board of Commissioners supports the application for Natural Areas Land Conservancy (NALC) the local sponsor for the Local Agricultural Easement Purchase Program (LAEPP) through the Ohio Department of Agriculture to permanently preserve approximately 117 acres of Winchell farm located in Freedom Township./Resolution No. 23-0236

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**RESOLUTION NO. 23-0225 - RE: CASH ADVANCE 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, via Resolution 22-0670 the Board of Portage County Commissioners accepted the FY2022 Hazardous Material Emergency Preparedness Grant funding [Agreement Number 65545] for the grant period ending

September 29, 2023 in the amount of \$29,020.00; and

WHEREAS, the FY2022 Hazardous Material Emergency Preparedness Grant is funded on a reimbursement basis; and

WHEREAS, Fund 1166, EMPG Homeland Security Grant is in need of temporary funding until this grant funding is reimbursed; now therefore be it

RESOLVED, that the following cash advance be made in the amount of \$ 29,020.00:

FROM:

0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object 920000 - Advances-Out \$ 29,020.00

TO:

1166, EMPG HOMELAND SECURITY GRANT

ORGCODE -11669302

Credit Revenue Account

Object 290000 - Advances-In \$ 29,020.00

; 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 County Auditor and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

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

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RESOLUTION NO. 23-0226

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**RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 1170,
EMERGENCY RESPONSE LEPC/CERP**

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

WHEREAS, via Resolution 22-0668 the Board of Portage County Commissioners

accepted the grant award in the amount of \$40,902.00 from the Ohio Emergency Management Agency's FY2022 State Homeland Security Grant Program on behalf of the Portage County Office of Homeland Security and Emergency Management; and

WHEREAS, the Ohio Emergency Management Agency's FY2022 State Homeland Security Grant has a match requirement and is funded on a reimbursement basis; and

WHEREAS, Fund 1170, Emergency Response LEPC/CERP is in need of temporary funding until this grant funding is reimbursed; now therefore be it

RESOLVED, that the following cash advance be made in the amount of \$ 42,500.00:

FROM:

0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object 920000 - Advances-Out \$ 42,500.00

TO:

1170, EMERGENCY REPSONSE LEPC/CERP

ORGCODE -11709312 290000

Credit Revenue Account

Object 290000 - Advances-In \$ 42,500.00

; 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 County Auditor and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0227

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**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1092, BOARD OF
ELECTIONS CHARGEBACK**

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

WHEREAS, on November 26, 2018, the Commissioners adopted Resolution 18-0831 establishing an Election Revenue Fund for the Board of Elections; and

WHEREAS, on March 6, 2020, the Commissioners adopted Resolution 20-0151 creating fund 1092 for the purpose of accounting for revenues and expenditures associated with the Board of Elections Chargebacks as set forth in Resolution 18-0831; and

WHEREAS, the Portage County Board of Commissioners hereby approves a transfer of funds, now therefore be it

RESOLVED, that pursuant to O.R.C. 3501.17(l)(1) the Board of County Commissioners hereby determines to appropriate and certify from the General Fund the amounts apportioned to the political subdivisions for the expenses for the May 3, 2022 primary election whose total is \$11,026.56 and the November 8, 2022 general election whose total is \$43,292.64, and be it further,

RESOLVED, that the following transfer of funds be made in the amount of \$54,319.20:

FROM:

FUND 0001, GENERAL FUND

ORGCODE – 00100009

Debit Expense Account

Object 910000 – Transfer out \$54,319.20

TO:

FUND 1092, BOARD OF ELECTIONS CHARGEBACK

ORGCODE – 10929022

Credit Revenue Account

Object: 280000 – Transfer In \$54,319.20

; and be it further,

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in

Roll call vote as follows:

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RESOLUTION NO. 23-0228	-	RE:	APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE <u>JONES ROAD BRIDGE</u> <u>REPLACEMENT (PAL 106, TR 136)</u> , OVER KALE CREEK IN PALMYRA TOWNSHIP, PORTAGE COUNTY, OHIO.	

WHEREAS, the Portage County Engineer has determined it necessary to replace the **Jones Road Bridge (PAL 106, TR 136)**, over Kale Creek in Palmyra Township, and

WHEREAS, plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that plans and specifications, as submitted, are approved for furnishing all labor, materials, and equipment necessary for the replacement of the **Jones Road Bridge**, over Kale Creek in Palmyra Township, and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services' new location entrance off Chestnut Street, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M.. Local Time. May 17, 2023;** and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 31, April 7 and April 14, 2023**, and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners 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;

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RESOLUTION NO. 23-0229 - RE: ACCEPT BIDS FOR FURNISHING VARIOUS SIZES OF STORM SEWER PIPE FOR USE BY THE PORTAGE COUNTY ENGINEER.

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

WHEREAS, Notice of Receiving Bids to furnish **Storm Sewer Pipe** for use by the Portage County Engineer was published in the Record Courier on **March 3, 2023** and **March 10, 2023**, and

WHEREAS, two (2) sealed bids for furnishing various sizes of **Storm Sewer Pipe** for use by the Portage County Engineer were received, tabulated and recorded on March 22, 2023; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the following bids be accepted as the lowest and best bids received in accordance with the following:

1. All pipe to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice after the delivery of the pipe.
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work program.

; now therefore be it

RESOLVED, that the bid of **Core and Main, LP. 320 Tallmadge Road, Kent, Ohio 44240** be accepted as the lowest and best bid received for furnishing **CORRUGATED METAL PIPE AND ALUMINIZED STEEL PIPE**, per specifications, as follows:

Corrugated Metal Pipe (CMP) Aluminized Steel Pipe (AS)	CMP (Per Ft.)	Bands (Each)	AS (Per Ft)	Bands (Each)
12", 16 Ga.	17.65	17.65	18.80	18.80
15", 16 Ga.	21.20	21.20	22.35	22.35
18", 16 Ga.	26.50	26.50	27.95	27.95

21", 14 Ga.	37.05	37.05	39.10	39.10
24", 14 Ga.	42.35	42.35	44.70	44.70
30", 14 Ga.	52.95	52.95	55.90	55.90
36", 12 Ga.	86.50	86.50	91.20	91.20
48", 12 Ga.	114.70	114.70	120.85	120.85

; and be it further

RESOLVED, that the bid of **Marlboro Supply, 9271 Edison Street, Louisville, Ohio 44641** be accepted as the *lowest and best* bid received for furnishing the following **PLASTIC PIPE** per specifications, as follows:

Plastic Pipe	PP (Per Foot)	Bands/Connectors (Each)
12"	7.39	13.95
15"	10.53	23.20
18"	14.69	39.59
24"	25.07	55.83
30"	35.96	129.78
36"	47.49	180.57
42"	58.16	264.30
48"	78.82	310.26
54"	NO BID	NO BID
60"	112.47	482.64

; and be it further

RESOLVED, that the bid of **Core and Main, LP. 320 Tallmadge Road, Kent, Ohio 44240** be accepted as the *ALTERNATE* bid for furnishing the following **PLASTIC PIPE** per specifications, as follows:

Plastic Pipe	PP (Per Foot)	Bands/Connectors (Each)
12"	7.45	14.50
15"	10.65	24.00
18"	14.85	40.00
24"	25.35	58.00
30"	36.30	135.00
36"	47.95	185.00
42"	58.75	270.00
48"	79.60	320.00
54"	NO BID	NO BID
60"	113.60	500.00

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0230

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RE: **ACCEPT BID FOR FURNISHING
CORRUGATED METAL BRIDGE FLOORING
AND BRIDGE REPLACEMENT BEAMS FOR
USE BY THE PORTAGE COUNTY
ENGINEER.**

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

- WHEREAS,** Notice of Receiving Bids to furnish **Corrugated Metal Bridge Flooring and Bridge Replacement Beams** for use by the Portage County Engineer was published in the Record Courier on **March 3, 2023** and **March 10, 2023** and
- WHEREAS,** one (1) sealed bid for furnishing **Corrugated Metal Bridge Flooring and Bridge Replacement Beams** for use by the Portage County Engineer was received, tabulated and recorded on March 22, 2023 and
- WHEREAS,** after reviewing said bid, the Portage County Engineer recommended the bid of **U.S. Bridge division of The Ohio Bridge Corp.** be accepted as the lowest and best bid received for furnishing **Corrugated Metal Bridge Flooring and Bridge Replacement Beams** in accordance with the following:
1. All bridge flooring and bridge replacement beams to be ordered as needed and in quantities needed at that time.
 2. Payment of the order is to be made upon receipt of the invoice after the delivery of the materials.
- ; now therefore be it
- RESOLVED,** that the bid of **U.S. Bridge division of The Ohio Bridge Corp., 201 Wheeling Avenue, Cambridge, Ohio 43725** be and hereby is accepted for furnishing **Corrugated Metal Bridge Flooring and Bridge Replacement Beams** as follows:

Corrugated Metal Bridge Flooring

Gauge:	3	
Corrugation:	3" x 9"	
Width:	18"	\$31.00 Per Sq. Ft.

Gauge:	5	
Corrugation:	3" x 9"	
Width:	18"	\$28.50 Per Sq. Ft.

1. All guard rail and curved end treatments to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice after the delivery of the materials.

; now therefore be it

RESOLVED, that the bid of **Firelands Supply Co., 18 S. Norwalk Rd., P.O. Box 828, Norwalk, Ohio 44857** be and hereby is accepted for furnishing **Guard Rail and Curved End Treatments** as follows:

3,000 L.F., 12 Gauge, Galvanized
Guard Rail - **\$12.90/L.F.**

Curved End Treatments	
60 - Convex -	\$165.00/Each
60 - Concave -	\$165.00/Each
100 Half Wraps -	\$59.00/Each

; and be it further

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

Roll call vote as follows:

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

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RESOLUTION NO. 23-0232 - RE: ENTER INTO A MASTER SERVICE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF WATER RESOURCES AND UTILITY SERVICE, INC

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

WHEREAS, the Portage County Water Resources Department (PCWR) has five water storage facilities (i.e., towers and standpipes) to maintain water pressure and support fire flows in the three County public water systems; and

- WHEREAS,** PCWR has had the water storage inspected and the water storage structures need maintenance and repairs that PCWR staff are not trained and/or have the capabilities to accomplish; and
- WHEREAS,** PCWR has hired out for these maintenance and repair services in the past and there is an ongoing need to continue these services on a regular maintenance schedule for the safe operations of the water distribution systems; and
- WHEREAS,** Utility Service Co., Inc. can provide the needed repairs and maintenance services to the water storage facilities through a ten year Master Service Agreement (MSA), which allows the costs of the needed repairs to be spread over a ten year period; and
- WHEREAS,** Utility Service Co., Inc. would correct any deficiency from their work over the period of the MSA; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Master Service Agreement for the maintenance and repair of the PCWR water storage facilities with Utility Service Co., Inc; 535 General Courtney Hodges Blvd., PO Box 1350, Perry Georgia 31069; and be it further
- RESOLVED,** that the total cost of the professional services shall be two hundred ninety-three thousand and 00/100 dollars (\$293,000.00) for five years from the start of the MSA and then reducing to approximately fifty thousand and 00/100 dollars (\$50,000.00) for years six through ten; and be it further
- RESOLVED,** that the payment for maintenance and repairs shall be made from PCWR Water Fund 54002004413000; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taking in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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RESOLUTION NO. 23-0233

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**RE: TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND
1410 PUBLIC ASSISTANCE FUND**

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

WHEREAS, the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$75,000.00 for SFY23 1st Qtr pymt #3 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$75,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$75,000.00

; and be it further

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

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

RESOLUTION NO. 23-0234

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

WARDEN

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

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

Name	Address	Donation Amount
Bruce Carlson	651 Thornhill La Aurora Oh 44202	\$5
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$85
Lenora Digman	10261 Silica Sand rd Garrettsville Oh 44231	\$50
Alex & Pamela Boland	10164 William Henry Dr Streetsboro Oh 44241	\$100
Ohio Pet Plate Fund	2280 Henderson Rd Suite 207 Columbus Oh 43220	\$2,500
Dorothy Maur	6980 St Rt 303 Windham Oh 44288	\$20
Richard & Jennifer Salzer	3277 Cook Rd Atwater Oh 44201	\$25
Janet Fox	4352 Fairground Rd Atwater Oh 44201	\$15
Denise McCullough	10010 Kennedy Ledge Rd Garrettsville Oh 44231	\$1,160

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0235

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RE: PORTAGE COUNTY BOARD OF COMMISSIONERS' APPOINTMENT OF CHRISTOPHER JAMES YONISH TO THE TAX INCENTIVE REVIEW COUNCIL FOR THE CITY OF STREETSBORO

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

- WHEREAS,** the Tax Incentive Review Council (TIRC) is an inter-jurisdictional body created to review and evaluate the performance of each Enterprise Zone Agreement; and
- WHEREAS,** the council is to annually review each Enterprise Zone Agreement and determine whether or not businesses have complied with the terms and conditions of the agreement; now therefore be it
- WHEREAS,** the City of Streetsboro TIRC will consist of eight (8) members; three appointed by the Board of Commissioners, two (2) appointed by the City, one (1) appointed by the Streetsboro BOE, one (1) appointed by the MJVs BOE and the County Auditor or designee to serve as Chair; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following to the City of Streetsboro TIRC:

Christopher James Yonish
10055 Delores Drive Apt. H
Streetsboro, OH 44241

; and be it further

- RESOLVED,** that the above-mentioned board member serve an unexpired term commencing immediately; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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RESOLUTION NO. 23-0236

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**RE: SUPPORT FOR NATURAL AREAS LAND
CONSERVANCY'S APPLICATION TO THE
OHIO DEPARTMENT OF AGRICULTURE'S
LOCAL AGRICULTURE EASEMENT
PURCHASE PROGRAM ON BEHALF OF**

DAVE AND POLLY WINCHELL

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

- WHEREAS,** Natural Areas Land Conservancy is a Certified Local Sponsor for the State of Ohio's Local Agricultural Easement Purchase Program (LAEPP); and
- WHEREAS,** Dave and Polly Winchell, who own 4 parcels totaling 117 acres of farmland off of Hankee Road in Freedom Township, desire to apply for the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) in partnership with Natural Areas Land Conservancy; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners supports the LAEPP application submitted by Natural Areas Land Conservancy on behalf of Dave and Polly Winchell for 117 acres of farmland in Freedom Township, Portage County; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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Journal Entries:

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

1. Direct the Auditor's Office to pay/process the March 23, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,543,055.04	(Includes late fees of: \$1.45)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$286,237.11	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$85,841.60	
Journal Vouchers totaling:	\$45,487.75	
Then and Now list totaling:	\$457,454.94	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the March 23, 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

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:

3. Approve anniversary/probationary step increase for the following non-bargaining employees:

a. George Slovinsky ~ JFS

b. Janeen Deluca ~ JFS

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 March 22, 2023 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the Primary Election on Tuesday, May 2, 2023 as follows:

Monday, April 3:	4:30 p.m. – 9:00 p.m.
Tuesday, April 4 – Friday, April 7:	4:30 p.m. – 5:00 p.m.
Monday, April 10 – Friday, April 14:	4:30 p.m. – 5:00 p.m.

Monday, April 17 – Friday, April 21:	4:30 p.m. – 5:00 p.m.
Monday, April 24:	7:30 a.m. – 7:30 p.m.
Tuesday, April 25:	7:30 a.m. – 8:30 p.m.
Wednesday, April 26 – Friday, April 28:	7:30 a.m. – 7:30 p.m.
Saturday, April 29:	8:00 a.m. – 4:00 p.m.
Sunday, April 30:	1:00 p.m. – 5:00 p.m.
Tuesday, May 2:	6:30 a.m. – 8:00 am; and 4:30 p.m. – Until election complete

In addition, the Board of Elections will be open beyond regular business hour to conduct Election Official Training on the following dates and times:

Saturday, April 1:	8:30 a.m. – training is complete (12:30 p.m.)
Tuesday, April 4:	5:00 p.m. – training is complete (8:30 p.m.)
Thursday, April 6:	5:00 p.m. – training is complete (8:30 p.m.)
Tuesday, April 11:	5:00 p.m. – training is complete (8:30 p.m.)

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

- The Board Commissioners signed the Ohio Development Services Agency Office of Community Development Signature Cards for Request for Payment and Status of Funds Report for the calendar year 2023 as presented by the Regional Planning Commission.

Additionally, the Board of Commissioners authorized Anthony J. Badalamenti, President of the Board to sign the Signature Certification Form as presented by the Regional Planning Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

- The Board of Commissioners acknowledged receipt of the March 27, 2023 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Amended 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

7. The Board of Commissioners authorized Commissioner Anthony J. Badalamenti, President of the Board to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Disbursement No. 2 for the OPWC Project No. DGZ10 Newton Falls Bridge 126 Replacement, as presented by the County Engineer's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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Motion: by Commissioner Tinlin, seconded by Commissioner Christian-Bennett that the Board adjourns the Meeting of **March 30, 2023, at 11:46 AM.**

All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, 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 **March 30, 2023.**




Anthony J. Badalamenti, President



Sabrina Christian-Bennett, Vice President



Mike Tinlin, Board Member



Amy Hutchinson, Clerk