



Portage County Board of Commissioners
Meeting Minutes

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

Kassidy Parbel, Clerk
330-297-3600

Tuesday, August 15, 2023

1:00 PM

Commissioners' Board Room

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

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

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

Also attending throughout the day was County Administrator Michelle Crombie, Director Jackie Petty, Director Shannon Kautzman, & Assistant Prosecutor Christopher Meduri. Several directors and staff were also in attendance from University Hospitals.

1. The Board of Commissioners approves the August 10th 2023 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

PRESENTATION OF PROCLAMATION TO UNIVERSITY HOSPITALS

Several directors and members of the staff came together to accept the Proclamation that was presented to University Hospital's Medical Center, Ravenna Branch in recognition of their recent 5-Star rating for exceptional services. Only 483 hospitals in the United States have received this rating out of 4,600 hundred facilities. The team at the Portage Medical Center is exceeding expectations with care and quality standards by providing the absolute best health care to all their patients. The Commissioners proclaim their recognition to the County's University Hospital's Medical Center for their hard work and focus to achieve the impressive 5-star hospital rating.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Director Petty stated that she was bringing forward typical items except for a Journal Entry that was added last minute. This entry upon approval would allow the Board President to sign the agreement between the Ohio Department of Health and The Portage County Board of

Commissioners. The agreement would be for the reimbursement of funds through the Uniting for Ukraine Supplemental Tuberculosis Funding Agreement.

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 August 10, 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	\$1,118,967.66	(Includes late fees of: \$6.25)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$17,175.92	
Medical Mutual Claims of	\$377,245.03	
Medical Mutual Flex Admin of	\$1,098.90	
Medical Mutual Flex Claims of	\$7,165.62	
Journal Vouchers totaling:	\$9,420,298.31	
Then and Now list totaling:	\$160,279.91	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the August 10, 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

3. The Board of Commissioners authorizes Commissioner Anthony Badalamenti to, President of the Board, to sign the Uniting for Ukraine Supplemental Tuberculosis Funding Agreement with Ohio Department of Health, as 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

Resolutions:

1. Transfer from Fund 0001, General Fund To Fund 1414, Child Support General Administration./Resolution No. 23-0487

INTERNAL SERVICES

Present: Director Shannon Kautzman

Discussion:

1. Project Updates

Commissioner Tinlin stated that he enjoys reading the Project Updates that Director Kautzman presents, and he likes the format that she uses for the spreadsheet.

Director Kautzman says that she has only a couple of project updates since Thursday. The concrete at the overflow lot was in the process of being poured. This concrete will be the new site for the mailboxes, which will be bolted down with bollards placed around them for protection. Bollards will also be placed around the down spouts at the maintenance building. The company is estimating that the asphalt will be completed next week; weather permitting. Director Kautzman brought attention to the removal of the guardrails in front of the Administration Building, as well.

Unfortunately, the company performing the work at the Prosecutor's Office is unable to use the originally planned method of swing-stage scaffold for the east side of the building. There are unforeseen issues with the scaffolding method as it was originally thought that steel beams could be placed on the roof of the building to bear the weight load. The engineering firm recently determined that it would not be safe, and it is their recommendation that work is not performed using this method. Work has been completed in the past by using the roof, but it was not sanctioned. Specified scaffolding must be built for the project and rented for a month for an additional cost of \$35,000. The scaffolding would then be torn down.

The Commissioners expressed shock and frustration with the amount. They feel it is excessive.

Director Kautzman agreed and stated that the cost reflects it being a labor-intensive project. Scaffolding would be needed on the south and east sides of the building, due to the space between the buildings being extremely narrow. She is waiting for a second quote from the company doing the work, but states that the project is at a standstill until one of the given quotes is approved. A change order will also need to be completed. Director Kautzman reached out to Director Jackie Petty to discuss the predicament. It was concluded that NOPEC funds could be used to cover the additional cost of the scaffolding or to relieve some of the money that has already been spent, freeing up funds.

Commissioner Badalamenti asked what Director Kautzman needed from the Board. She stated that if she does not receive a quote that is lesser than the one already given, she would like permission to proceed with the renting of the scaffolding, so the project can be finished.

Commissioner Christian-Bennett stated that there is really no choice in the matter, and the work seems to be ongoing. Director Kautzman stated that the work needed was on the second and third floor. The exterior layer was removed from the building, exposing the foam which was not caulked correctly. The windows were not snapped into place the correct way, leaving exposure to the elements.

Commissioner Badalamenti asked when the leaking originally started. Director Kautzman stated that it was shortly after the work was completed. The county attempted to find the original company negligent.

Prosecutor Christopher Meduri was present, so he was asked what year the Prosecutor's office moved to the location. Prosecutor Meduri stated that the office moved to the location in 2008 and the leaking has been occurring for quite a while.

The Commissioners reluctantly agree to the proceedings and hope that the second quote is less.

Commissioner Badalamenti asked if there are windows on the back side of the building and was told that the main leak was from that side. The water would pour through certain windows. This side of the building is where Assistant Prosecutor Meduri's office is located. He has a view of the bank drive-thru.

At the Records Center, Director Kautzman verifies that the concrete was poured, and it looks great. It is estimated that the asphalt will be completed next week, due to weather conditions, as the company is attempting to finish up other projects as well. Commissioner Tinlin stated that he went to the Records Center to examine the bathrooms that were installed and noticed that the building needs power washed. He asked Director Kautzman if that could be completed.

Resolutions:

1. The Board of Commissioners declare CTL Engineering, Inc. most qualified firm as a resolution of review and analysis of qualifications and enter into negotiations for providing Professional Construction Administration Services for the project known as Stanley Road (WIN-153) Bridge Replacement in Windham Township, Portage County./Resolution No. 23-0488

PROSECUTORS OFFICE

Assistant Prosecutor, Christopher Meduri explained that he is bringing forward a Resolution where the Board would declare parcels in Streetsboro not needed for use by the County. This matter is regarding land parcels that were donated by Portage County to the City of Streetsboro in 2018. The transactions were never recorded, and the City of Streetsboro is in the process of starting projects that require consolidating the parcels. Once this Resolution is

passed, a new agreement will be sent to Streetsboro authorities. It was felt best to forego the agreement from 2018 and adopt a new ordinance. Once it is adopted, the agreement will be brought to the Board by Mr. Meduri where it can be completed.

1. The Board of Commissioners declare certain real property owned by the Portage County Board of Commissioners situated in the City of Streetsboro as not needed for public use and to proceed to negotiate a conveyance agreement with the City of Streetsboro pursuant to ORC 307.10(b)/Resolution No. 23-0489

Since Mr. Meduri is present with the Commissioners, Commissioner Badalamenti would like an update on the proceedings with the Airport.

Prosecutor Meduri states that he plans on being at the following meeting with several actions. AMS Title Services just sent the title work and legal descriptions the day before to the Prosecutor's Office. He asked the company to provide an Auditor's value in the event the Board wanted to proceed with a title commitment and insurance. Going from memory, Mr. Meduri says the Auditor's value is over \$3 million for all the combined parcels. Amy, from AMS Title gave a ballpark figure of around \$11,000 for the title insurance.

Commissioner Christian-Bennett states that the purchase price is not going to be that amount, though. Prosecutor Meduri had the company figure the cost with the Auditor's value because there is no actual fair market value.

Commissioner Badalamenti verified that it would be a one-time fee of \$11,000. Commissioner Christian-Bennett asked if that was just for the conveyance, and if there is an exemption since the property was once the County's in the first place. Mr. Meduri states that there is an exemption with the transfer tax, but the \$11,000 is for title commitment and title insurance based upon a percentage value of the transfer.

Commissioner Tinlin asked if the insurance is really needed, and he doesn't personally feel that it is. Commissioner Christian-Bennett agrees that if the search is completed and no liens are found, then there is no need to spend 11 grand. Mr. Meduri states that is fair, and since the transaction is with another public entity, if the Commissioners feel comfortable, they can forego the insurance.

The Commissioners agree that it is not needed.

MISCELLANEOUS

Journal Entries

1. The Board of Commissioners received a notice in the matter of the allocation of the Local Government Fund of the several participating sub-divisions of Portage County, Ohio for the year 2023 under the provision of Section 5707.03, 5725.24, 5747.50, 5747.51, and 5747.53 of the Ohio Revised Code in the amount of \$4,716,918, as presented by the Portage County Budget Commission.

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 receipt of the Portage County Investment Portfolio Report for July 2023 as presented by the Portage County Treasurer.

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 the receipt of the Portage County Investment Reconciliation for the Month of July 2023, received on August 10, 2023 as presented by the County Auditor and County Treasurer.

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 August 10, 2023 Certificate of the County Auditor that the Total Annual 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

5. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for July 31, 2023 through August 6, 2023 as presented by Chief Dog Warden David McIntyre.

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 received the August 7, 2023 Official Certificate of Estimated Resources for the year beginning January 1, 2024 as submitted by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

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

1. The Board of Commissioners accept donations to the office of the Portage County Dog Warden./Resolution No. 23-0490

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0469

Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

RESOLVED,

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0488

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RE: DECLARE CTL ENGINEERING, INC. MOST QUALIFIED FIRM AS A RESULT OF REVIEW AND ANALYSIS OF QUALIFICATIONS AND ENTER INTO NEGOTIATIONS FOR PROVIDING PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES FOR THE PROJECT KNOWN AS STANLEY ROAD (WIN-153) BRIDGE REPLACEMENT IN WINDHAM TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS,

Resolution 23-0432 authorized the announcement of the request for proposals for professional construction administration services for the project known as Stanley Road Bridge Replacement (WIN 153) in Windham Township, Portage County, and

WHEREAS,

the announcement requesting proposals for said project was published in the Record Courier on July 14, 2023 and on the Ohio Department of Transportation (ODOT) website on July 17, 2023, and

WHEREAS,

proposals were received from six (6) engineering firms for providing professional construction administration services for the project known as Stanley Road Bridge Replacement, and

WHEREAS,

the qualifications were reviewed and rated according to the consultant selection process as used by the Ohio Department of Transportation, and

35-037-10-00-180-000; 35-037-10-00-179-000;
35-037-10-00-168-000; 35-037-10-00-167-000;
35-037-10-00-166-000; 35-037-10-00-162-000;

Described in the Portage County Records, Vol. 739, Pg. 482
PPN: 35-045-00-00-062-000

All of the above listed parcels hereinafter referred to as the “Real Property”

WHEREAS, pursuant to Section 307.10(B) of the Ohio Revised Code, a board of county commissioners may, by resolution, transfer real property in fee simple belonging to the county and not needed for public use to a municipality or other political subdivision, for its public purposes, upon the terms and in the manner the board of county commissioners determines to be in the best interests of the county, without advertising for bids.

RESOLVED, the Board hereby determines the above referenced Real Property located in the City of Streetsboro, Portage County, Ohio is not needed for public use and for the Board's agents to work towards an acceptable conveyance agreement with the City of Streetsboro.

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;

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**RESOLUTION NO. 23-0490 - 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
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$80
Yvonne Moore	10635 Infirmary Rd Mantua Oh 44255	\$50

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	\$1,118,967.66	(Includes late fees of: \$6.25)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$17,175.92	
Medical Mutual Claims of	\$377,245.03	
Medical Mutual Flex Admin of	\$1,098.90	
Medical Mutual Flex Claims of	\$7,165.62	
Journal Vouchers totaling:	\$9,420,298.31	
Then and Now list totaling:	\$160,279.91	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the August 10, 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

3. The Board of Commissioners received a notice in the matter of the allocation of the Local Government Fund of the several participating sub-divisions of Portage County, Ohio for the year 2023 under the provision of Section 5707.03, 5725.24, 5747.50, 5747.51, and 5747.53 of the Ohio Revised Code in the amount of \$4,716,918, as presented by the Portage County Budget Commission.

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 the receipt of the Portage County Investment Portfolio Report for July 2023 as presented by the Portage County Treasurer.

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 acknowledged the receipt of the Portage County Investment Reconciliation for the Month of July 2023, received on August 10, 2023 as presented by the County Auditor and County Treasurer.

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 August 10, 2023 Certificate of the County Auditor that the Total Annual 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 acknowledged receipt of the Kennel Disposition Report and Intake Report for July 31, 2023 through August 6, 2023 as presented by Chief Dog Warden David McIntyre.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

8. The Board of Commissioners received the August 7, 2023 Official Certificate of Estimated Resources for the year beginning January 1, 2024 as submitted by the Portage County Budget Commission.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

9. The Board of Commissioners authorizes Commissioner Anthony Badalamenti, President of the Board, to sign the Uniting for Ukraine Supplemental Tuberculosis Funding Agreement with the Ohio Department of Health, as reviewed by the Department of Budget & Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **August 15, 2023 at 2:01 PM.**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea
Motion Carries

Commissioner Christian-Bennett reminded the public that session will not be held on Thursday, the 17th of August.

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **August 15, 2023.**



Anthony J. Badalamenti, President

Sabrina Christian-Bennett, Vice President

Mike Tinlin, Board Member

Kassidy Parbel, Clerk