



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

October 17, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Kathleen Clyde	Vice President	Absent
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Brian Ames, Nancy Capps, David Cardina, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:02 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick, Office of Homeland Security and Emergency Management  
Director Ryan Shackelford and Internal Services Director JoAnn Townend

#### **Discussion:**

1. Active Shooter Management Plan

Director Kovick and Director Townend met with Sheriff Doak and Larry Limbert from the Sheriff's Office about active shooter training for employees. During the meeting, it was discovered that the Office of Homeland Security and Emergency Management has been working on Countywide plan that includes active shooter training. Director Kovick met with Director Shackelford and Deputy Director Brookover several weeks ago, and she wanted to discuss the issue further with the Board as it is more than just training.

Commissioner Christian-Bennett asked if the training would be facilitated through the Office of Homeland Security and Emergency Management and Director Shackelford responded some aspects could be, but some variables have to be outsourced.

Director Shackelford explained the active shooter for the Countywide plan has response, recovery, policy and preparedness and uniformity across the County. Part of the policy and preparedness is to decide what programs are going to be taught and the 3 core training programs are ALICE, Run, Hide, Fight, and Stop the Bleed. Whatever training that can be provided in-house to mitigate the loss of life before first responders are able to get to the scene can be lifesaving. The average active shooter lasts 12.5 minutes.

There are ALICE trainers with the Sheriff's Office and University Hospital (UH) offers Stop the Bleed kits that include tourniquet, chest seal wounds, etc. and UH or the Fire Department can provide the training for Stop the Bleed.

Director Shackelford mentioned a threat assessment on this facility would be helpful.

Commissioner Kline asked if an employee has a CCW, could they bring a gun into the building? Director Townend asked the Sheriff that same question and their response was simply when officers enter the building and you have a gun, they are unsure who the criminal, so it's not the best idea to allow employees to carry in the building. Commissioner Christian-Bennett mentioned an employee's gun can be kept in their vehicle in the parking lot and Director Kovick noted that's in the Policy Manual.

Commissioner Christian-Bennett asked if the training would be an annual event due to employee turnover and Director Townend noted there should be lead employees and Director Shackelford indicated core training could be done once and a simple power point could be created from the County's policies as a refresher course for employees.

## 2. 2019 Annual Sick Leave Cash Incentive

Director Kovick presents draft correspondence to Department Heads regarding the 2019 Annual Sick Leave Incentive Program for Board approval.

For those departments who have adopted the Board of Commissioners' Personnel Policy Manual, as an incentive to employees, once a year an employee can convert some of their unused sick leave, not to exceed 80 hours, earned during what has been defined as the conversion year beginning October 22, 2018 and ending on October 20, 2019, to a cash payment. This payment will be made in the November 29, 2019 pay. The Board does not intend that sick hours earned while working overtime be included in this payout. Hours not converted at this time will roll to the employee's accrued sick leave balance for future use. Re-hired retirees, part-time and seasonal employees are not eligible for this incentive. The Board agreed to move forward with the request.

## 3. 2019 Holiday Leave

In past years, the Board of Commissioners granted four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees. Employees had the option to use the paid holiday leave the day before or after Christmas Day or the day before or after New Year's Day. If interested, the dates for employees to choose from would be:

- Tuesday, December 24, 2019;
- Thursday, December 26, 2019;
- Tuesday, December 31, 2019; or
- Thursday, January 2, 2020.

It should be noted that all County offices will remain open during normal business hours on the above dates. Holiday leave offered will be waived, if not used. Employees working on the above listed dates will not receive holiday pay. For the purposes of this request, "non-essential" shall be defined by the department director

using his or her sound discretion. The Board agreed to move forward with the request. A journal entry will be on next week's consent agenda.

## **WATER RESOURCES**

Present: Deputy Director Laura Weber

### **Discussion:**

#### **1. Documents from NSPE**

Ms. Weber explained Director Roberts is looking into purchasing design built documents that would assist with the Department's engineering projects and the National Society of Professional Engineers (NSPE) offers the documents on a disc set. The vendor only accept credit card purchases and the County has a 15% fee attached to it. Director Townend would need to investigate whether the purchase is even an allowable expense for the credit card. Since the Department is a member of the NSPE, the total cost is \$1,955.00, discounted from \$3,910.00. The vendor will not issue an invoice to generate a purchase order, but Director Roberts is willing to use his personal credit card and then get reimbursed in order to remove the 15% fee the County charges for using the credit card.

Commissioner Kline asked Director Townend about the 15% fee on the credit card and she responded it's been in place forever, and it's because Internal Services pays the invoices and then charges back the departments with the fee included for the processing. The fee is for anyone using the card, including the Board, because it goes towards staffing costs. Commissioner Christian-Bennett pointed out the Water Resources Department doesn't have the authority to have their own credit card, unless the Board authorizes them to have one. Director Bragg noted the State is very restrictive for Counties as to what credit cards can be used for and Director Townend is the gatekeeper of the credit cards. The majority of expenses on the credit cards are for travel. Director Bragg pointed out the County can prepay under a purchase order from Water Resources or an ACH payment to accomplish the same results without using the credit card. Ms. Weber will get contact information to Director Townend and she will contact the vendor directly.

#### **2. Please Add to Your Agenda – Draft Resolution to enter into a Master Subscription Agreement for Computerized Maintenance Management System between the Board of Commissioners, on behalf of the Water Resources Department and eMAINT.**

Ms. Weber indicated this item was brought before the Board about a month ago and the contract documents have now been received and the resolution is ready for adoption.

Recess: 9:26 AM

Reconvene: 9:41 AM

## **REGIONAL PLANNING COMMISSION**

Present: Director Todd Peetz, Lisa Reeves, Gail Gifford, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick

#### **1. Correspondence to Ohio Development Services Agency, requesting an amendment**

Ms. Reeves presented correspondence for Board signature to the Ohio Development Services Agency, Office of Community Development, requesting an amendment to the 2018 CDBG Community Development Grant. The request is to move \$27,479.79 from the Demolition/Clearance (Windham Township Demolition) Activity to the Water Facilities Improvements (Ravenna Head Start Waterline) Activity in order to finish the project and allow the Ravenna Head Start facility to tap into the City of Ravenna water system.

In 2018, the Ravenna City Engineer estimated construction and design/engineering for the Ravenna Head Start Waterline at \$81,507. In 2019, an engineer was obtained to complete the design and engineering and based on the estimate, the construction cost is at \$114,317.50.

Bids for the Demolition/Clearance (Windham Township Demolition) Activity came in lower than estimated and demolition has been completed. There is \$27,479.79 available to offset the estimated cost of construction to complete the Ravenna Head Start Waterline Project. The Portage Private Industry Council, dba Portage Learning Center, has agreed to contribute \$20,209.76 towards the cost of construction. The City of Ravenna is requesting 8" instead of 6" ductile iron pipe to be used and stated the City would contribute the material cost difference. The engineer for the project has estimated the contribution to be \$6,000.

A public hearing has been scheduled for November 14, 2019.

The Board agreed to move forward with the request and signed correspondence to the State.

## 2. Comprehensive Plan

The Board asked Director Peetz for the cost to do a Comprehensive Plan for the County and he responded it could probably be done for \$100,857, but the Planning Commission owes the County money towards the debt service in the amount of \$62,000. Director Peetz suggests taking one of the debt service payment (\$31,789) and apply it again the \$100,857, as well as applying Technical Assistance (TA) hours from 2018-2020 (an additional \$12,730), bringing the adjusted cost to \$56,338. If the Board decides to move forward, Director Peetz would like to do a dollar per dollar contract until their debt is paid off so they still have some money coming in.

Commissioner Christian-Bennett noted for 205 hours, \$12,000 doesn't seem proportionate when the County is paying \$150,000 per year and other communities pay less. Director Peetz noted their by-laws state TA hours cap out at 75 hours for communities over 10,000 people, but the by-laws could be amended to provide more TA hours, but the Board needs to give the Planning Commission projects to use its TA hours. Commissioner Christian-Bennett explained the County is the largest contributor at \$150,000 per year and receive 75 hours, which are never utilized, and when the Board wants to use them, the Board is hearing that 205 hours equates to \$12,000. Commissioner Kline asked how the formula is calculated and Director Peetz noted it's the average time Director Peetz and Gail Gifford spend on the project x 205, but Director Bragg noted 205 is the number of TA hours the Board has, but in some ways, it means the Board is paying almost \$450,000 for a Comprehensive Plan.

Commissioner Christian-Bennett reiterated that the math doesn't work for her and Director Peetz noted the by-laws could be amended.

Director Bragg explained the County doesn't typically utilize Regional Planning Commission for its own purposes, but when the Board wants a product, it's an extra charge on top of the due it pays already and there should be a better system because financially the Board should stop being a member, hire its own staff, or pay an outside firm to do the plan and save a lot of money.

Director Peetz explained he is running an agency that the dues only cover ½ of their budget and he has to come up with the other half and it's extremely difficult to do. If the County wants to take over the agency, it's a \$400,000 hit to the County. He is trying to work with the Board but feels attacked. Director Peetz pointed out Sugar Bush Knolls has 177 people, pay \$125.00 and received 25 hours no matter what and that equates to \$5.00/hour for the Regional Planning Commission. Some communities benefit greatly and some communities don't. Commissioner Christian-Bennett noted the County is supplementing other communities for a service it pays for but rarely uses.

Commissioner Christian-Bennett asked if the by-laws were changed to become more equitable, would the department have to increase costs to other subdivisions and Director Peetz replied no it would only be changed to have a better return on the larger communities. Director Peetz noted if the by-laws are changed, it's up to their Board to decide what they want to change it to.

Commissioner Christian-Bennett stated again that it doesn't matter how many hours the Board receives, it doesn't utilize them and Director Peetz suggests using TA hours for the Low to Moderate Income (LMI) surveys, and other things that could be done differently, such as a grant writer could be done under the TA hour system to some extent, but Commissioner Kline pointed out that it doesn't solve the problem because we're addressing symptoms not the root cause of the problem.

Director Bragg asked if the Board provided Regional Planning Commission with \$100,000 for the comprehensive plan, would they hire more staffing or could they get it done in-house and Director Peetz responded they have enough staffing to complete the plan, but Director Bragg noted the plan doesn't cost \$100,000 it costs them whatever it costs them for the work effort to put forth. Director Peetz is actively hunting for projects to help other communities, but if they are bogged down with the Commissioners' project, they don't have to keep looking for other projects. If the Board decides not to do the plan, the Planning Commission would need to find other avenues for the funding. Director Bragg pointed out if ½ of the department is funded through dues, ½ of the time could be devoted to those dues and if the TA hours are added up for every community, it doesn't appear that it equates to ½ the time. Director Peetz noted they do use a lot of TA hours, but they also have other subdivisions coming in, plus rezoning, text amendments, assisting with grants, and staff time is used. The purpose of the TA hours was to establish a standard budget for the Planning Commission.

Commissioner Christian-Bennett asked if the lowest price would be the \$56,000, but Director Peetz noted it's \$100,000 and he can't go below \$50,000 but the Board would receive its hours from the TA hours and from the debt service. Commissioner Christian-Bennett noted the plan is truly costing \$100,000, but the \$31,789 is money the Planning Commission owes the Board, so the only gain from the County's dues is the \$12,000. Director Peetz can go as low as \$50,000 on the project to help Commissioners feel better about having more in return for all of the funding it's paid to them, but he will need to bring this up to his Board.

Commissioner Christian-Bennett asked if some of the work is already done for the plan and Director Peetz replied yes but noted the largest costs of the project is meeting with the different groups and regrouping after hearing their concerns. Director Peetz explained when doing a plan, a Steering Committee is needed and Commissioner Christian-Bennett is interested in being on the committee, along with a representative from each City, 2 Villages, a couple of the larger Townships, and a couple rural Townships.

Director Peetz asked if the Board is comfortable with \$50,000, he could begin the paperwork to move forward and Director Bragg suggests this topic be held with the other budget discussion items and the Board agreed.

### 3. Former Regional Planning Commission Building

Director Peetz worked with Home Town Bank and Portage Community Bank on the following costs associated with the former Regional Planning Commission building:

#### Estimated Closing Costs

Estimated Bank Loan Fee	\$1,250
Estimated Property Evaluation Fee	\$1,000
Estimated Mortgage Recording Fee	\$300
Estimated Lien Search Fee	\$100
<b>TOTAL:</b>	<b>\$2,650</b>
Refinance Amount	\$222,158
Payment to Commissioners	(\$31,789)
Closing Costs (from above)	\$2,650
<b>Total Loan Amount</b>	<b>\$193,019</b>
Monthly Payment, 10 Year Amortization	\$1,959
Annual Payment, 10 Year Amortization	\$23,512
Total Interest Paid, 10 Year Amortization	\$42,100
Monthly Payment, 15 Year Amortization	\$1,433
Annual Payment, 15 Year Amortization	\$17,197
Total Interest Paid, 15 Year Amortization	\$64,943
Difference (Between 10 and 15 Year Monthly Payment)	\$526
Difference (Between 10 and 15 Year Annual Payment)	\$6,314
Difference (Between 10 and 15 Year Total Interest Paid)	(\$22,843)
Our estimated interest for 2019	\$7,533
Refinance amount	\$2,650
Maybe one payment in 2019	\$1,433
<b>Total 2019</b>	<b>\$11,616</b>
Budget 2019	\$15,895
Savings	\$4,279
Full payment 2019	\$31,789
Savings	\$30,173

Commissioner Christian-Bennett explained the building isn't going to sell for what's owed and the Board will have to make up the balance because it's in the County's name - why add additional debt of the closing costs? She also pointed out \$20,000 won't be saved, it just moved to a different mortgage. Commissioner Kline appreciates the thought process of Director Peetz, but the end result falls upon the Board. Director Peetz noted they only budgeted ½ a payment because they were hoping the building would be sold. Director Bragg commented the County owes USDA regardless and Regional Planning Commission owes the County \$222,000 regardless of what the County pays USDA. The County has right to re-establish or reconfigure the loan it has with Regional Planning Commission to lower or defer the payments and the County doesn't need an outside funding source to do that. The payment is due December 1, 2019. Director Bragg stated the Board needs to get rid of the building first and foremost and it could suspend all payments until the building's sold, but it should be advertised again with no minimum. Director Townend explained it has been advertised several times, but no one is bidding and the advertising costs are expensive. Director Bragg recommends putting the building out for bid with no minimum and see what the community is willing to pay. Director Townend will do another resolution with no bid minimum and will add an option to reserve the right to reject all bids and she will also contact Jim DiPiola. It's important to note that the Regional Planning Commission's Board must approve before the Commissioners can move forward with any sale, but Director Bragg suggests the Board move forward with the advertisement, then everyone can sit down and discuss once bids are received. The last minimum bid published was \$250,000. Director Peetz will call a special meeting of the Planning Commission so that it can move forward.

Director Bragg suggested the Board adopt a Journal Entry today suspending all payments by the Regional Planning Commission to the Board until the sale of the building has been completed and the Board concurred./Journal Entry.

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Director Peetz presented a power point presentation as part of the marketing and branding grant showing points of interest within the community in one centralized location (ie. parks, child care, banking, golf courses). Director Peetz is meeting with the City of Ravenna tonight to present the idea of documenting the historical structures within the Township and the City, which equates to approximately 200 structures. Just in draft form, Director Peetz has received verbal commitments for about \$40,000 worth of work on this project. The website would update monthly and the Chambers would provide the information to the Planning Commission, but Director Peetz is still trying to come up with a fair price to cover the costs.

The map would be provided to all communities within Portage County to put on their website and Director Peetz mentioned he would like to purchase magnets to advertise the website and circulate through the water and sewer bills to make the public aware. Commissioner Christian-Bennett asked how hard it would be to include the magnets with the billing and Director Bragg doesn't believe it will be a problem, maybe a slight adjustment to the post or an additional fee to set the machine.

#### **DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Director Todd Bragg, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick

10:36 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina

Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Director Todd Bragg, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick  
Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

11:10 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

After exiting executive session, the Board took no action.

#### **PUBLIC COMMENT**

Present: Brian Ames

In response to today's Regional Planning Commission discussion regarding the Compensation Plan, Mr. Ames explained he's negotiated many large deals and used the rule that if someone reduces their price more than 10% on a quote, they were gouging you and he just witnessed Director Peetz's drop the proposal price 50%. Mr. Ames went on to say that the Board needs to terminate with them based on the approach he's taking in negotiations and the earlier it starts planning for it, the better and safer it will be.

#### **DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Todd Bragg

- IT has received a quote for 3 years of cyber training for \$29,038.50 and a single year is \$12,000, so by signing up for the 3 years, the County is saving \$6,000 each year. Director Alger believes it's a good deal and it should be done and Director Bragg recommends proceeding.
- Prosecutor Vigluicci called yesterday about eDiscovery software and the company is charging \$15,000/year for the use of software, support and storage. Prosecutor Vigluicci would like to try it for a year at \$15,000, plus a \$2,000 set up cost. Director Bragg recommends proceeding and the Board agreed.
- The VOCA grant for the Prosecutor's Office has been decreased by 7% nationwide. This year, a transfer was budgeted for \$77,000, but right now the office doesn't need the entire amount. Prosecutor Vigluicci requests the transfer of the full \$77,000, but he will begin cutting in other areas to get through until the end of next year without reducing staff. Director Bragg recommends proceeding and the Board agreed.
- Adult Probation is asking for \$150,000 for day reporting as they were denied earlier in the year, plus \$60,000 for a grant they lost to keep an employee that was moved back to the General Fund. Since it's an existing employee, Director Bragg recommends proceeding.
- The Board did not fund a position through the grant process that had been funded previously and that person is still working for the County, but Director Bragg is unsure if Adult Probation found other grant funding for the Drug Court Probation Officer position.



- The Sheriff's Office asked for 15 Corrections Officers and they've hired 7 people, so there are still 8 vacancies and funding is coming from the original \$500,000 the Commissioners provided to the Sheriff.
- Under the priority list for the Sheriff, there are 10 new hires, but the Board reduced down to 8.
- Commissioner Kline mentioned she's been told the US Marshall can also serve warrants and Director Bragg will investigate the possibility of utilizing them. Director Bragg will contact the courts to see if they can help review and narrow down the active warrants since they are so old.
- If 8 more Correction Officers are funded it equates to  $\$75,000 \times 8 = \$500,000$ . The Board is currently funding 7 positions with the \$500,000 provided this year, but it increases for next year to \$1 million. The balance is \$500,000-\$600,000, depending on medical.
- Commissioner Kline asked if the Sheriff has the funding for the new hires and Director Bragg responded it's in their budget. Commissioner Kline asked if the Board approves any more hiring, could it hold funding in contingency and provide it on an as needed basis? Director Bragg responded the Board can, but history has shown the more the Board touch other people's budgets, the more Elected Officials notice and ask, too. The Board may be better off pulling funding if positions aren't filled within a certain amount of time.
- Commissioner Kline would like Commissioner Clyde's input for any additional employees for the Sheriff's Department above the 15. Director Bragg will bring back October 24<sup>th</sup>.
- Commissioner Kline is comfortable moving forward with Adult Probation's request for the \$60,000 that would replace the lost grant funding for the current staff member, but the day reporting and additional staff for the Sheriff, all 3 Commissioners should have a say.
- General COLA increase – This will be a discussion item on the 24<sup>th</sup> along with finalize any additional Capital Projects. The Board has agreed to almost \$600,000 in IT projects. Commissioner Clyde made the recommendation of heading up a group to oversee capital project and Commissioner Christian-Bennett wanted to oversee the Airport group. There may be possible expenditures there, but the Board will wait for the groups to report back.
- Heating, cooling and the elevators may need repaired so the Board needs to be conscious of possible expenses in that area.
- There's also a leak at Prosecutor's Office and could potentially reach \$75,000.
- Sheriff, Adult Probation and COLA increase will be discussed on the 24<sup>th</sup>.
- Director Bragg asked if the Board wanted him to bring back the 3 year email training item from Director Alger as it hasn't been approved waiting on a quote. The price tag is \$30,000 total for 3 years and it covers all employees. Commissioner Kline comfortable moving forward with a budget amendment, along with the e-Discovery and

the VOCA transfer for the full \$77,000. With the \$77,000, Prosecutor Vigluicci can withstand the reduction of the grant without cutting staff for next year. Director Bragg will prepare resolutions for next week.

Commissioner Kline wanted to clarify information from today's Public Comment in that the final cost was \$56,000 for the Compensation Plan, but Commissioner Christian-Bennett noted the final cost was \$100,000, along with several credits the Planning Commission owes the Board, which brought the price down to \$56,000. Director Bragg suggests if the Board wants to proceed with the Comprehensive Plan, more discussions is needed.

Mr. Ames mentioned what he observed was a negotiation that was going to fail.

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Commissioner Kline noted she will need to contact Water Resources Department Director Gene Roberts about the Oakwood Resolution and the \$5,000 waiver. (Resolution No. #14 on the Consent Agenda (19-0757)).

Recessed: 11:38 AM

Reconvened: 1:03 PM

#### **PROSECUTOR'S OFFICE**

Present: Attorney Chris Meduri

1:04 PM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Attorney Chris Meduri, Vicki A. Kline and Sabrina Christian-Bennett. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

1:41 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

After exiting executive session, the Board took no action.

#### **PLEASE ADD TO YOUR AGENDA**

October 17, 2019

1. Water Resources Draft Resolution to enter into a Master Subscription Agreement for Computerized Maintenance Management System between the Board of Commissioners, on behalf of the Water Resources Department and eMAINT.

**Motion To:** Enter into a Master Subscription Agreement for Computerized Maintenance Management System between the Board of Commissioners, on behalf of the Water Resources Department and eMAINT./19-0758

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline
<b>ABSENT:</b>	Kathleen Clyde

## **COMMISSIONERS' CONSENT AGENDA**

October 17, 2019

1. Approval of the October 10, 2019 regular meeting minutes.

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## **RESOLUTIONS**

October 17, 2019

### **Budget & Financial Management:**

1. Approve the Thursday, October 17, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee. /19-0744
2. Approve the Thursday, October 17, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee. /19-0745
3. Approve the Thursday, October 17, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee. /19-0746
4. Approve the Thursday, October 17, 2019 Then & Now Certification, as presented by the County Auditor. /19-0747
5. Create Fund 4251 – Ravenna Road Bridge Replacement. /19-0748
6. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0749
7. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018. /19-0750

### **Job & Family Services**

8. Transfer from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund (\$50,048.10). /19-0751
9. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration (\$6,831.74). /19-0752
10. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund (\$280,000.00). /19-0753
11. Acceptance of cash donation from Joe Madrid Salsa for sales by Portage County JFS Employees at an Employee Enhancement Committee sponsored by Salsa Fundraiser. /19-0754

**Internal Services**

12. Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./19-0755

**Homeland Security & Emergency Management Agency**

13. Authorize application for the FY19 Emergency Management Performance Grant (EMPG) on behalf of the Portage County Homeland Security & Emergency Management Agency. /19-0756

**Water Resources**

14. Adopting revised rules and regulations for the purpose of the fixing of project construction surcharges for the sanitary sewage system serving billing zone 2 in the Portage County Regional Sewer District and ratifying the Oakwood Acres Service Area./19-0757

**Motion To:** Approve the Consent Agenda for October 17, 2019

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline
<b>ABSENT:</b>	Kathleen Clyde

**RESOLUTION NO. 19-0744      -      RE:    BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,**      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 17, 2019 in the total payment amount of **\$584,913.20** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;      Kathleen Clyde, Absent;      Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0745**

**RE: WIRE TRANSFER APPROVED AND  
CERTIFIED TO THE PORTAGE COUNTY  
AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 17, 2019 in the total payment amount as follows:

1. \$8,454.50 to Water Works - Contributions
2. \$232,598.85 to Medical Mutual - Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, October 18, 2019	\$ 8,454.50
Wire Transfer on Friday, October 18, 2019	\$232,598.85

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:

Vicki Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0746**

**RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for

charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

10/17/19	542	\$250.00
10/17/19	543	1,323.00
10/17/19	544	1,125.00
10/17/19	563	2,278.00
10/17/19	565	76.00
10/17/19	566	84.00
10/17/19	567	76.00
10/17/19	568	76.00
10/17/19	569	76.00
10/17/19	570	84.00
10/17/19	571	76.00
10/17/19	572	92.00
10/17/19	711	1,961.39
10/17/19	742	32,395.04
Total		\$39,972.43

; 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:

Vicki A. Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0747 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at

the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

**WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

**WHEREAS,** a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

**RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$102,568.06** as set forth in Exhibit "A" dated **October 17, 2019** shall be paid; 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:

Vicki A. Kline, Yea;            Sabrina Christian-Bennett, Yea;            Kathleen Clyde, Absent;

**RESOLUTION NO. 19-0748            -            RE:    CREATE FUND 4251 - Ravenna Road Bridge Replacement**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** a request for a new project fund was received from the County Engineer, therefore be it

**RESOLVED,** that Fund 4251 - Ravenna Road Bridge Replacement be created for the purposes of accounting for revenues and expenditures associated with this project, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;            Kathleen Clyde, Absent;            Sabrina Christian-Bennett, Yea;

## RESOLUTION NO. 19-0749

**RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 17-0924 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED**, that it has become necessary to amend the General Fund 2019 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 0001	General Fund		
	<b>020 Building Regulation Inspection</b>		
00204	Building Dept Contract Svcs	0	2,500
00205	Building Dept Materials & Supp	2,500	-
	<b>MEMO TOTAL</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

Note: Transfer from Contractual Services to material & sup

	<b>300 Prosecutor</b>		
03004	Prosecutor Contract Services	0	5,000
03005	Prosecutor Materials & Supplies	5,000	-
	<b>MEMO TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

Note:

	<b>590 Adult Probation</b>		
05904	Adult Probation Contract Svcs	4,051	-
	<b>MEMO TOTAL</b>	<b>\$ 4,051</b>	<b>\$ -</b>

Note:

	<b>700 Sheriff's Department</b>		
07004	Sheriff Contract Services	31,000	-
07005	Sheriff Material & Supplies	64,490	-
	<b>MEMO TOTAL</b>	<b>\$ 95,490</b>	<b>\$ -</b>

Note: Addit. inmate med exp. Addt \$ needed for inmate Vest Grant funds



	<i>Increase</i>	<i>Decrease</i>
TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 107,041</u>	<u>\$ 7,500</u>

; and be it further

**RESOLVED**, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;                      Kathleen Clyde, Absent;                      Sabrina Christian-Bennett, Yea;

## RESOLUTION NO. 19-0750

**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION  
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED**, that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1170	Emergency Response LEPC/CERP		
931	Local Emergency Planning Commi		
11704	LEPC / CERP CS	4,000	-
	MEMO TOTAL	<u>\$ 4,000</u>	<u>\$ -</u>
Note: ADD FOR EMA-LEPC			
	TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 4,000</u>	<u>\$ -</u>

; and be it further

**RESOLVED**, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0751**

**RE: TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$24,308.52 for August 2019 and \$25,739.58 for September 2019 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 - JFS - Shared

Project 5SHAR

\$50,048.10

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS - Shared

Project 5SHAR

\$50,048.10

; 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:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0752**

-

**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

**WHEREAS,** it is necessary to do a transfer from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$6,831.74 for September 2019 IV-D contract payment local match for the CSEA Riddle Building Security November 2018 to August 2019 services as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out \$6,831.74

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE \$6,831.74

; 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:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0753**

**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 Vicki A. Kline 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 \$280,000.00 for the 4th Qtr SFY19 Reconciliation and 1<sup>st</sup> Qtr SFY2020 Est#1 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

\$280,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS Shared

Project 5SHAR

\$280,000.00

; 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:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0754      -      RE:    ACCEPTANCE OF CASH DONATION FROM  
JOE MADRID SALSA FOR SALES BY  
PORTAGE JFS EMPLOYEES AT AN  
EMPLOYEE ENHANCEMENT COMMITTEE  
SPONSORED SALSA FUNDRAISER**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline to approve the following resolution:

**WHEREAS,**            the Portage County Job & Family Services received cash donations totaling \$319 from Joe Madrid Salsa based on 108 jars of salsa purchased by Portage JFS employees at an Employee Enhancement Committee sponsored salsa fundraiser

**WHEREAS,**            donation totaling the amount of \$319 from Joe Madrid Salsa was received on May 24, 2019

**RESOLVED,**            that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$319 from Joe Madrid Salsa for the Portage JFS Employee Enhancement Committee

**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:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0755      -      RE:    DECLARE OBSOLETE AND DISPOSE OF  
PORTAGE COUNTY PERSONAL PROPERTY  
LOCATED AT THE PORTAGE COUNTY  
BOARD OF DEVELOPMENTAL  
DISABILITIES**

It was moved by Sabrina Christian-Bennett, seconded Vicki A. Kline by that the following resolution be adopted:

**WHEREAS,**            the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is

**WHEREAS,** the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12(D), the Board of County Commissioners authorizes the request to dispose of the following inventory by donation to a political subdivision of the state (Village of Windham):

;and be it further

Roll call vote as follows:

RESOLUTION No. 19-0756 - RE: AUTHORIZE APPLICATION FOR THE FY19  
EMERGENCY MANAGEMENT  
PERFORMANCE GRANT (EMPG) ON  
BEHALF OF THE PORTAGE COUNTY  
OFFICE OF HOMELAND SECURITY &  
EMERGENCY MANAGEMENT.

**WHEREAS,** the Board of Portage County Commissioners considered the grant application to the Ohio Emergency Management Agency for FY 2019 Emergency Management Performance Grant funds for the time period of October 1, 2018 through September 30, 2020, in accordance with a Work Plan created with the guidance of the Regional Ohio EMA Representative; now, therefore, be it

0023

provided by the General Fund for the grant period of October 1, 2018 through September 30, 2020; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the President or Vice President of the Board of Commissioners to sign the grant application documents; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Office of Homeland Security & Emergency Management Agency Director; 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:

Vicki Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0757 - RE: ADOPTING REVISED RULES AND REGULATIONS FOR THE PURPOSE OF THE FIXING OF PROJECT CONSTRUCTION SURCHARGES FOR THE SANITARY SEWAGE SYSTEM SERVING BILLING ZONE 2 IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, AND RATIFYING THE OAKWOOD ACRES SERVICE AREA.**

It was moved by Sabrina Christian-Bennett, and seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,** this Board by Resolution No. 12-0552, adopted June 19, 2012, adopted rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of this Board, herein called the "RULES"; and

**WHEREAS,** this Board by Resolution No. 12-1071, adopted December 4, 2012, revised the RULES, and adopted new or amended Items 1010, 1106, 1405, 1406, and 1407; and



**WHEREAS,** this Board by Resolution No. 17-0937, adopted December 14, 2017, revised the RULES, and adopted amended Items 1009, 1011, 1100, 1300, 1301, 1302, 1400, 1402, 1403, 1404, 1405, 1406 and 1407; and

**WHEREAS,** the construction of the Oakwood Acres Subdivision Sanitary Improvements Project, No. BR-2 (12-140), (the "PROJECT"), determined to be necessary under Resolution No. 16-0062, adopted January 21, 2016, which determination was subsequently ratified by Resolution No. 18-0187, adopted March 8, 2018, has been completed and final costs thereof and incident thereto have been identified; and

**WHEREAS,** final costs of and incident to the PROJECT as identified have not exceeded the estimate of costs for the PROJECT listed in Resolution No. 18-0187 and

**WHEREAS,** this Board has determined it necessary to amend the RULES for the fixing of a Project Construction Surcharge for the PROJECT; and

**WHEREAS,** changes are required to the following specific RULES: Item 1405; and

**WHEREAS,** the Board has determined to ratify the Oakwood Acres Service Area, within which the Project Construction Surcharge for the PROJECT is to apply; now therefore be it

**RESOLVED,** that this Board adopts the following amendment to Item 1405 of the RULES, by adding the new Section 1405.04(B)(2)(i)(2), which reads:

2. Oakwood Acres Surcharge: All existing residences, businesses and institutions in the Oakwood Acres Service Area whose premises are served, or capable of being served, by a connection directly or indirectly to the sanitary facilities of the sewer district will pay a capital surcharge for the use, or the availability for use, of those facilities, in the amount of \$121.87 per equivalent resident unit per quarter, beginning on January 01, 2020, until a total amount of \$10,075.90 per residential equivalent unit is paid. All connections to the sanitary facilities in the Oakwood Acres Service Area are required to pay the then current normal front foot, trunk and plant charges as part of their normal sewer permit process, prior to connection. The surcharge described in this subsection is in addition to the quarterly sewer service charge which is charged to users of the sewage system in accordance with Item 1010 and Item 1405, and in addition to the Fixed Charge described in Section 1405.04(C); and be it further

**RESOLVED,** that the Oakwood Acres Service Area shall be defined to be the same as the improvement area whose boundaries were defined in Resolution No. 18-0187, which were the same as those surrounding the benefited properties identified in Resolution No. 16-0062; and be it further

**RESOLVED,** It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0758 - RE: ENTER INTO A MASTER SUBSCRIPTION AGREEMENT FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT AND eMAINT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Portage County Water Resources Department requested and the Board of Commissioners agreed to the purchase of the eMaint Computerized Maintenance Management System and services on September 17, 2019; and
- WHEREAS,** the Portage County Data Processing Board approved the purchase of the eMaint Computerized Maintenance Management System and services on August 14, 2019; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Master Subscription Agreement between the Board and eMaint to provide Computerized Maintenance Management System services as stipulated in the Subscription and Order Form Agreement; and be it further
- RESOLVED,** that the total service amount under this Subscription and Order Form Agreement shall not exceed Forty-five thousand, four hundred and 99/100 dollars (\$45,499); 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:

Vicki Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**JOURNAL ENTRY**

October 17, 2019

**Water Resources**

1. The Board of Commissioners signed the application and certificate for payment for the final payment of \$3,968.48 for Shalersville Water Treatment Plant Sand Bed #3 SH-W

(19-060) payment to Stanley Miller Construction Co., Inc., as presented by the Water Resources Department.

### **Commissioners**

2. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for September 2019 as presented by the Portage County Treasurer.
3. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for September 2019, as presented by the Portage County Sheriff's Department.
4. The Board of Commissioners acknowledged receipt of the October 11, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.
5. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of September 2019, received on October 11, 2019 as presented by the County Auditor and County Treasurer.

### **Department of Budget & Finance**

6. In accordance with the Ohio Revised Code Section 325.33, the Board of Commissioners signed the Certificate of Title Administration Fund indicating that excess funds for the year 2018 in the amount of \$209,010.00 will be paid into the County General Fund 0001, from Fund 1001, Org. 10015019, Object 910000 to Org. 00120444, Object 427000 for Safety Upgrade PJ0001, as presented by Portage County Clerk of Courts Jill Fankhauser.

### **Human Resources**

7. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Brooke McCarty as an Eligibility Specialist, replacing the position previously held by Marcy Cohen, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is November 4, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
8. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of David Morgan as an Eligibility Specialist, replacing the position previously held by Denise Fazenbaker, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is November 4, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
9. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Ariel Randolph as an Eligibility Specialist, replacing the position previously held by Kristel Razayeski, for Portage County Job & Family Services, as presented by Kellijo

Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is November 4, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

10. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Pamela Keller from Income Maintenance Aide 2 to Eligibility Specialist, replacing the position previously held by Matthew Caldwell, for Portage County Job & Family Services effective November 4, 2019, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
11. The Board of Commissioners signed the Personnel Requisition authorizing the two week internal/external posting of the full time permanent Income Maintenance Aide 2, replacing Pamela Keller, for Portage County Job & Family Services, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Camaren Massey from Income Maintenance Aide 2 to Eligibility Specialist, replacing the position previously held by Theresa Criscione, for Portage County Job & Family Services effective November 4, 2019, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
13. The Board of Commissioners signed the Personnel Requisition authorizing the two week internal/external posting of the full time permanent Income Maintenance Aide 2, replacing Camaren Massey, for Portage County Job & Family Services, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
14. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for David Moore, MIS Coordinator, for Portage County Job & Family Services, due to successfully completing 5 years of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective October 7, 2019, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.
15. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Denise Fazenbaker, JFS Fiscal Specialist for Portage County Job & Family Services, due to successfully completing 1 year of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective October 8, 2019, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.
16. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Laura Mann, PCSA Supervisor for Portage County Job & Family Services, due to successfully completing the 120 day probationary period, effective October 8, 2019, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.
17. The Board of Commissioners authorized the 2019 Annual Sick Leave Cash Incentive program and agreed Human Resources Department Director Janet Kovick will coordinate the notice to Elected Officials and Department Heads.

**Motion To:** Approve the Journal Entries for October 17, 2019

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

**AYES:** Sabrina Christian-Bennett, Vicki A. Kline

**ABSENT:** Kathleen Clyde

**Motion To:** Adjourn the Official Meeting of October 17, 2019 at 1:43 PM

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

**AYES:** Sabrina Christian-Bennett, Vicki A. Kline

**ABSENT:** Kathleen Clyde

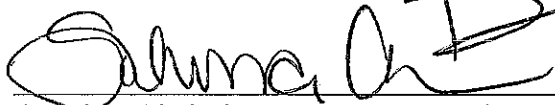
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



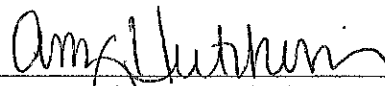
Vicki A. Kline, President

-----ABSENT-----

Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk