



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 31, 2019

9:01 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	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Barb Tittle and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:02 AM

Reconvened: 10:01 AM

**OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT**

Present: Director Ryan Shackelford, and Human Resources Director Janet Kovick

10:02 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the employment and compensation of a public employee.

Also present: Director Ryan Shackelford, and Human Resources Director Janet Kovick.  
Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:22 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board acted by adopting a Journal Entry for the Office of Homeland Security and Emergency Management (see Journal Entry II).

Recessed: 10:24 AM

Reconvened: 10:31 AM

**DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg, Attorney Chris Meduri, Cindy and Daniel Hazelett

Director Bragg presented and discussed the proposed budget he intends to send out today as long as the Board doesn't have any changes.

Row Labels	Sum of 2019 Rev	Sum of 2020 Req	Sum of 2020 Prop
<b>001 Board of Commissioners</b>	<b>689,313</b>	<b>696,605</b>	<b>689,313</b>
3	464,437	471,729	464,437
4	210,876	210,876	210,876
5	14,000	14,000	14,000
6	0	0	0
7	0	0	0
<b>010 Commissioners Other</b>	<b>7,110,741</b>	<b>7,110,741</b>	<b>6,413,140</b>
3	0	0	0
4	2,953,594	2,953,594	3,169,400
7	1,510,407	1,510,407	2,331,000
9	2,646,740	2,646,740	912,740
<b>012 Central Purchasing Services</b>	<b>198,672</b>	<b>123,672</b>	<b>123,672</b>
4	198,672	123,672	123,672
6	0	0	0
<b>014 Motor Pool</b>	<b>658,330</b>	<b>0</b>	
3	302,698	0	
4	133,033	0	
5	204,137	0	
6	18,462	0	
<b>016 Building Maintenance</b>	<b>2,569,128</b>	<b>2,581,615</b>	<b>2,569,128</b>
3	645,381	657,868	645,381
4	1,744,814	1,744,814	1,744,814
5	178,933	178,933	178,933
6	0	0	0
9	0	0	0
<b>017 Microfilm</b>	<b>113,196</b>	<b>114,978</b>	<b>113,196</b>
3	105,196	106,978	105,196
4	1,850	1,850	1,850
5	6,150	6,150	6,150
6	0	0	0
<b>018 Human Resources</b>	<b>155,231</b>	<b>179,762</b>	<b>172,934</b>
3	131,308	138,136	131,308
4	20,357	23,060	23,060
5	3,566	18,566	18,566
<b>020 Building Inspection</b>	<b>575,212</b>	<b>590,258</b>	<b>580,262</b>
3	540,212	550,208	540,212
4	13,000	16,050	16,050
5	22,000	24,000	24,000
6	0	0	0
<b>030 Juvenile Detention Center</b>	<b>1,842,240</b>	<b>1,842,240</b>	<b>1,842,240</b>
4	1,842,240	1,842,240	1,842,240
<b>100 County Auditor</b>	<b>804,728</b>	<b>829,330</b>	<b>804,343</b>
3	718,450	752,111	727,124
4	62,404	54,404	54,404
5	23,874	22,815	22,815
6	0	0	0

Row Labels	Sum of 2019 Rev	Sum of 2020 Req	Sum of 2020 Prop
<b>200 County Treasurer</b>	<b>479,217</b>	<b>491,425</b>	<b>480,417</b>
3	374,917	385,925	374,917
4	98,000	99,200	99,200
5	6,300	6,300	6,300
<b>300 County Prosecuting Attorney</b>	<b>2,909,571</b>	<b>3,097,612</b>	<b>2,906,066</b>
3	2,649,842	2,854,989	2,663,443
4	166,760	182,868	182,868
5	55,005	59,755	59,755
6	35,465	0	0
9	2,500	0	0
<b>400 County Recorder</b>	<b>290,834</b>	<b>293,811</b>	<b>290,834</b>
3	275,885	278,862	275,885
4	6,524	6,524	6,524
5	7,778	7,778	7,778
9	647	647	647
<b>500 County Clerk of Courts</b>	<b>2,643,484</b>	<b>2,682,284</b>	<b>2,652,814</b>
3	2,298,673	2,337,473	2,308,003
4	222,372	222,372	222,372
5	122,439	122,439	122,439
6	0	0	0
<b>510 County Court of Appeals</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
4	120,000	120,000	120,000
<b>520 County Municipal Courts</b>	<b>1,313,822</b>	<b>1,364,050</b>	<b>1,307,322</b>
3	1,166,009	1,222,737	1,166,009
4	116,313	121,313	121,313
5	31,500	20,000	20,000
9	0	0	0
<b>530 County Common Pleas Court</b>	<b>1,081,910</b>	<b>1,185,996</b>	<b>1,081,950</b>
3	960,700	1,064,746	960,700
4	85,370	85,410	85,410
5	35,840	35,840	35,840
6	0	0	0
9	0	0	0
<b>540 County Common Pleas Jury Commission</b>	<b>4,401</b>	<b>4,401</b>	<b>4,401</b>
3	3,909	3,909	3,909
4	492	492	492
<b>550 County Common Pleas Domestic Relations</b>	<b>774,843</b>	<b>828,435</b>	<b>778,425</b>
3	687,175	737,185	687,175
4	55,211	51,750	51,750
5	32,457	39,500	39,500
6	0	0	0
<b>560 Common Pleas Probate Court</b>	<b>910,666</b>	<b>950,611</b>	<b>950,611</b>
3	848,562	883,826	883,826
4	42,760	47,285	47,285
5	19,344	19,500	19,500

Row Labels	Sum of 2019 Rev	Sum of 2020 Req	Sum of 2020 Prop
<b>570 Common Pleas Juvenile Court</b>	<b>1,389,225</b>	<b>1,448,239</b>	<b>1,448,239</b>
3	1,058,200	1,123,414	1,123,414
4	248,125	254,325	254,325
5	39,000	46,500	46,500
6	43,900	24,000	24,000
<b>580 Common Pleas Juvenile Probation</b>	<b>377,294</b>	<b>453,927</b>	<b>453,927</b>
3	347,544	417,577	417,577
4	23,650	30,250	30,250
5	6,100	6,100	6,100
<b>590 Common Pleas Adult Probation</b>	<b>1,236,863</b>	<b>1,245,129</b>	<b>1,256,863</b>
3	1,070,176	1,118,442	1,130,176
4	107,000	67,000	67,000
5	53,687	53,687	53,687
6	6,000	6,000	6,000
<b>600 County Coroner</b>	<b>462,993</b>	<b>467,104</b>	<b>467,443</b>
3	292,308	296,419	296,758
4	157,485	157,485	157,485
5	13,200	13,200	13,200
<b>700 County Sheriff</b>	<b>14,347,878</b>	<b>16,164,180</b>	<b>15,416,379</b>
3	11,758,229	13,340,855	12,593,054
4	1,869,145	2,022,825	2,022,825
5	713,004	790,500	790,500
6	0	0	0
9	7,500	10,000	10,000
<b>800 Tax Map</b>	<b>222,921</b>	<b>226,264</b>	<b>222,921</b>
3	190,621	193,964	190,621
4	3,200	3,200	3,200
5	29,100	29,100	29,100
<b>902 County Board of Elections</b>	<b>1,683,321</b>	<b>1,822,927</b>	<b>1,692,426</b>
3	994,360	1,126,927	996,426
4	439,377	467,000	467,000
5	185,505	149,000	149,000
6	64,079	80,000	80,000
<b>903 Veterans Service Commission</b>	<b>724,343</b>	<b>726,915</b>	<b>802,785</b>
3	394,643	402,565	484,035
4	293,900	285,700	278,600
5	35,800	38,650	40,150
<b>913 Budget Commission</b>	<b>65,544</b>	<b>65,579</b>	<b>63,829</b>
3	58,397	60,147	58,397
4	6,237	4,682	4,682
5	910	750	750
<b>915 Data Processing Board</b>	<b>1,101,207</b>	<b>1,351,942</b>	<b>1,159,951</b>
3	557,949	823,054	631,063
4	436,361	508,638	508,638
5	6,250	20,250	20,250
6	100,647	0	0

Row Labels	Sum of 2019 Rev	Sum of 2020 Rev	Sum of 2020 Prop
<b>920 Public Defender Commission</b>	<b>1,139,833</b>	<b>1,132,349</b>	<b>1,073,163</b>
3	954,613	1,013,799	954,613
4	99,220	107,150	107,150
5	86,000	11,400	11,400
9	0	0	0
<b>930 Emergency Management Agency</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
4	7,500	7,500	7,500
5	7,500	7,500	7,500
(blank)			
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<b>Grand Total</b>	<b>48,011,961</b>	<b>50,207,380</b>	<b>47,953,993</b>

Commissioners Other Detail		2,020	2,020
		Mandate	Discretion
400000 Portage Development Board			50,000
State Audit	135,000		140,000
Maximus	15,000		
Misc.	10,000		
OSU Oarnet	14,000		
Sober House	25,000		
400180 RPC	151,000		
GFOA	850		
NeoTec	0		
412000 Advertising	2,000		
412100 Telephone	50,000		
412400 Postage	500		
420000 DBFM's GF expenses			165,000
420083 Cattle Disease Preven	250		
420300 Transcripts	10,000		
420400 Reg of vital statistice	2,500		
422310 Indigent Defanse	650,000		
423400 Tuberculosis	200		
424500 Indigent Burial	1,000		
428000 Sales tax collection fe	230,000		
428400 Real-estate collection	100,000		
428500 Dretac	25,000		
461000 Corsa	500,000		
463000 Official Bonds	1,000		
492100 Voca local match	0		
Vawa local match	0		
EMPG local match	0		
CSEA local match	0		
Marine Patrol local m	0		
Dare local match	0		
492200 Ohio Department of I	397,000		
Randolph Fair	3,300		
APL Officer	300		
JFS Mandated Share	397,000		
492300 Airport Metro fuel reimbursmen			3,500
RPC	0		
Ohio State			90,000
700000 Capital cases	75,000		
Health benefite increa	220,000		
Personnel reserve	50,000		
Sick Leave Conversfor	65,000		
Retirement/terminati	150,000		
General Contingency			100,000
Jail Additional op costs			350,000
Health benefite adjust	50,000		
Office 365	150,000		
Bldg Security	66,000		80,000
2016 Capital Budget program			700,000
Vehicle Mant			275,000
900000 Claims	25,000		
910000 Transfers out			
Voca local match	77,000		
Vawa local match	65,000		
EMPG local match	172,000		
CSEA local match	480,000		
Marine Patrol local m	8,500		
Dare local match	30,000		
Misc.	42,240		
920000 Advances Out			
Jail Construction			
946720 Tax Levy Assesment	13,000		
		6,413,140	

In summary:

- 0% was added to salary and benefits except for the following:
  - Juvenile Court, Probate Court, and Juvenile Probation, per Judge Berger's Court Order.
  - 2.25% added for bargaining unit members in the Sheriff's Office per their contracts.
  - 1/3 of wage study adjustments to minimum.
- Position added to Information Technology Services (position added in 2019 increase to a full year).
- Positions added to Sheriff's Office increased to full year.
- Continued funding added for loss of Probation grant.
- Portage Development Board funded at \$50,000.
- The Comprehensive Plan is not included in the proposed budget for the Regional Planning Commission, just the \$150,000 in dues.
- OSU is receiving \$90,000.
- Requests for contract services and materials/supplies were met.
- If the Board includes a 2% raise, it would add another \$400,000, but the Sheriff's increases are already within the budget. No action.

The Board is comfortable moving forward with the proposed budget, and Director Bragg will distribute and provide November 14<sup>th</sup> and 21<sup>st</sup> for Elected Officials to come before the Board for a budget hearing if they so desire. The proposed schedule is for the final budget to be adopted during the first or second week of December. Director Bragg will also mention to Elected Officials that no raises are included in the proposed budget.

Commissioner Christian-Bennett noted the Planning Commissioner had a special meeting and will going to reconsider the inequity of the County's dues and the Technical Assistance hours.

#### **PUBLIC COMMENT**

Present: Cindy and Daniel Hazelett

Ms. Hazelett is a Lab Supervisor/IP Coordinator with the Water Resources Department and she would like to retire/rehire. She has been informed by Director Roberts the Commissioners' Personnel Policy Manual indicates if an employee retires/rehires to the same job, that employee's wage is reduced to the minimum of the applicable pay range, which is \$22.50 per hour. Ms. Hazelett asked if the Board would reconsider the terms so she can return at her current salary rate of \$30.02.

#### **HUMAN RESOURCES**

Present: Director Janet Kovick, Water Resources Department Director Gene Roberts and Attorney Chris Meduri

11:07 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss appointment of a public employee. Also present: Director Janet Kovick, Water Resources Department Director Gene Roberts and Attorney Chris Meduri. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

12:24 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

## **WATER RESOURCES**

Present: Director Gene Roberts, Human Resources Director Janet Kovick and Attorney Chris Meduri

### **Discussion:**

1. Resolution No. 12 (Adopting revised rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of the Board of Portage County Commissioners)

Director Roberts explained in discussion with Attorney Garnier, Resolution No. 12 will need to be changed to add language requested in the Rules and Regulations section 1402.

The current draft resolution second WHEREAS states:

**WHEREAS**, this Board of Commissioners has determined it necessary to amend the RULES to include charges related to biosolids; and

In order to provide clarity in the future, a revision to the second resolution would read:

**WHEREAS**, it has become necessary to amend the RULES to create a new exception to the 10-year upper parameter for connection charge installment payments which is provided under Section 1402.02(B)(4)(a); and

The new language is expected to provide a future reader direction to find the proposed language change.

Commissioner Christian-Bennett motioned to pull Resolution No. 12 from the Consent Agenda

### **Water Resources**

12. *Adopting revised rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of the Board of Portage County Commissioners).* **/PULLED FROM THE CONSENT AGENDA, AMENDED AND ADOPTED UNDER SEPARATE MOTION.**

**Motion To:** Adopt revised rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of the Board of Portage County Commissioners)./19-0791



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

2. ODOT's request for Quit Claim Deed and Temporary Easement (See County Engineer's appointment for additional detail)

Director Roberts noted he supports the County Engineer's request from ODOT to move forward with the Quit Claim Deed and Temporary Easement.

Recessed: 12:27 PM

Reconvened: 12:58 PM

### **COUNTY ENGINEER**

Present: Mickey Marozzi

County Engineer Marozzi explained ODOT is preparing documents for the widening of State Route 14 from the area around the former Kmart (Portage Pointe Drive) to Diagonal Road. A third lane will be added as part of the project. The Board received the request because it owns 2 parcels of land on the northeast side of the roadway that Water Resources Department utilizes for a sanitary sewer lift station. The Board is being asked the following:

1. Parcel 21WD (Warranty Deed Gilly Pump Station) This is for the portion of the right of way on the front of the parcel under the existing pavement. They currently have a right of way and control the area, but this is part of ODOT's policy.
2. Parcel 056T (Temporary Easement) The County has a pump station on a side street in the area and ODOT needs an easement to adjust the grade to make the area blend.

The Board is being asked for a permanent fee simple parcel on 021 and a temporary easement on 056 and it can either donate them (which is usual and customary) or it can ask them for an appraisal, fair market analysis and to receive compensation for the easements.

County Engineer Marozzi has been in contact with Water Resources Department Director Gene Roberts and the deed and easement will not affect the pump stations in the area.

The Board agreed it's interested in donating after the documents have been reviewed by the Prosecutor's Office. Clerk will forward the documents and request a draft resolution from the Prosecutor's Office.

### **CONSENT AGENDA QUESTIONS**

October 31, 2019

Director Bragg discussed in detail the General and Non General Fund resolutions.

Commissioner Clyde pointed out the title language on Resolutions 1-3 (Bills, Wire Transfers, Journal Vouchers) should be the same on Resolution No. 4 (Then & Now) by adding the phrase "as reviewed by the Board of Commissioners, Department of Budget and Financial

Management, Department of Internal Services or other designee" on the Commissioners' outline page. It is also important to note that the full verbiage is also located within the body of each resolution.

Commissioner Clyde asked about Resolution No. 5 (Accept the FY2020 Juvenile Court grant agreement – Reclaim Ohio) as some of the wording is italicized in places and underlined and Director Bragg noted it's a reoccurring grant and it's always been provided in that format.

Commissioner Clyde asked about the Resolution No. 9 (Declare the necessity to purchase a vehicle for use by the Drug Task Force) and Director Bragg replied this is a confiscated vehicle and the \$1,000 request is paid to the holding company for the 2011 Dodge Truck.

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

October 31, 2019

1. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018.

**Motion To:** Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0800

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

2. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018.

**Motion To:** Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0799

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

#### **COMMISSIONERS' CONSENT AGENDA**

October 31, 2019

1. Approval of the October 24, 2019 regular meeting minutes.

\* \* \* \* \*

#### **RESOLUTIONS**

October 31, 2019

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

1. Approve the Thursday, October 31, 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./19-0780

2. Approve the Thursday, October 31, 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./19-0781
3. Approve the Thursday, October 31, 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. /19-0782
4. Approve the Thursday, October 31, 2019 Then & Now Certification, as presented by the County Auditor./19-0783
5. Accept the FY 2020 Juvenile Court grant agreement and funding application for the Ohio Department of Youth Services Subsidy Grant (Reclaim Ohio) on behalf of the Portage County Juvenile Court./19-0784
6. Transfer from Fund 0001, General Fund to Fund 1481, VOCA./19-0785

#### **Internal Services**

7. Enter into a septic assistance program assessment between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Werab Enterprises, LLC for a septic system replacement (Mona Graves)./19-0786
8. Enter into a bridge agreement between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Scenic View Transportation, Inc. for transportation services./19-0787
9. Declare the necessity to purchase a vehicle for use by the Portage County Drug Task Force./19-0788
10. Declare obsolete and authorize sale of equipment by public auction./19-0789
11. Declare unused/excess property owned by the Portage County Commissioners and set the bid date for the sale of the unused/excess real estate located in Ravenna City./19-0790

#### **Water Resources Department**

12. Adopting revised rules and regulations for the construction, maintenance, operation, use and protection of sanitary sewer systems and waterworks systems under the jurisdiction of the Board of Portage County Commissioners./**PULLED FROM THE CONSENT AGENDA, AMENDED AND ADOPTED UNDER SEPARATE MOTION./19-0791**
13. Amend Resolution No. 19-0757, dated October 17, 2019 adopting revised rules and regulations for the purpose of the fixing of project construction surcharges for the sanitary sewerage system serving billing zone 2 in the Portage County Regional Sewer District, and ratifying the Oakwood Acres Service Area./19-0792
14. Amend Resolution No. 19-0772, dated October 24, 2019; authorizing the sale of obsolete

equipment by public auction./19-0793

15. Approving a request for installment payments of connection charges for connections to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions of the same./19-0794

**Homeland Security & Emergency Management Agency**

16. Accept grant agreement for FY19 Emergency Management Performance Grant (EMPG) on behalf of the Portage County Homeland Security & Emergency Management Agency (Federal Pass Thru #EMC-2019-EP-00005)./19-0795

**Commissioners**

17. Appointment to the Portage County Board of Building Appeals./19-0796
18. Fix amount of continuation bond for the Director of County Department of Job & Family Services./19-0797

**Dog Warden**

19. Acceptance of donations to the Office of the Portage County Dog Warden./19-0798

**Motion To:** Approve the Consent Agenda for October 31, 2019 as amended

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

**RESOLUTION NO. 19-0780      -      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 31, 2019 in the total payment amount of **\$1,233,955.68** 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0781 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 31, 2019 in the total payment amount as follows:

1. \$121,219.07 to Medical Mutual – Claims
2. \$ 8,444.50 to Wage Works – Contributions; 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, November 1, 2019	\$121,219.07
Wire Transfer on Friday, November 1, 2019	\$ 8,444.50

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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0782 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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:

10/31/19	1118	\$31,627.54
10/31/19	1129	3,329.88
10/31/19	1189	1,089.29
10/31/19	1195	528.84
10/31/19	1196	9,372.51
10/31/19	1215	36,886.76
10/31/19	1262	11,127.06
10/31/19	1292	255.48
Total		\$ 94,217.36

; 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0783 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 **\$100,654.78** as set forth in Exhibit "A" dated **October 31, 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, Yea;

**RESOLUTION NO. 19-0784                      -                      RE:    ACCEPT THE FY 2020 JUVENILE COURT GRANT AGREEMENT AND FUNDING APPLICATION FOR THE OHIO DEPARTMENT OF YOUTH SERVICES SUBSIDY GRANT (RECLAIM OHIO) ON BEHALF OF THE PORTAGE COUNTY JUVENILE COURT.**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 19-0327 on May 16, 2019 authorizing the Juvenile Court Grant Agreement and Funding Application to the State of Ohio, Department of Youth Services for the FY 2020 **Tentative Base Allocation** (YSG/510) for Portage County Juvenile Court of **\$222,543.00** and FY 2020 **Tentative Variable Allocation** (Reclaim/401) is **\$391,121.72** (for an allocation subtotal of **\$613,664.72**) with no local match; and

**WHEREAS,** the Court had a **Tentative Carryover Subtotal** (YSG + Reclaim) of **\$103,242.92**, making the **Total Available FY 2020 Program Funds** to be **\$716,907.64**;

**WHEREAS,** the **Total Estimated FY 2020 Expenditures** for the Portage County Juvenile Court application is **\$606,668.76**;

**WHEREAS,** leaving a **Total Unallocated Funds** of **\$110,238.88** in the Subsidy Grant, making it possible to make amendments to the Grant if need be; now therefore be it;

**RESOLVED,** that the grant allocation is for the biennial period beginning July 1, 2019 and ending June 30, 2021 subject to the terms and conditions of the agreement; and be it further;

**RESOLVED,** that the Board of Commissioners does hereby accepts the Grant from the Ohio Department of Youth Services for FY 2020 **Tentative Base Allocation** (YSG/510) for the Portage County Juvenile Court of **\$228,605.00** and FY 2020 **Tentative Variable Allocation** (Reclaim/401) up to **\$402,651.38**, (for an Allocation Subtotal of **\$631,256.38**) with no local match for the time period of July 1, 2019 through June 30, 2020 and be it further;

**RESOLVED,** that the approved Subsidy Grant Carryover (YSG + Reclaim) makes the **Total Available FY 2020 Program Funds** to be **\$718,048.47** and the **Total Estimated Expenditures** in the grant application is **\$638,692.9** and thereby leaving the **Total Unallocated Funds** of **\$79,355.57** in the Subsidy Grant; and be it further;

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management, and Juvenile Court; 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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0785      -      RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1481, VOCA**

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

**WHEREAS,** fund 1481 is in need of a transfer from the general fund to cover expenses not covered by the grant; now therefore be it;



**RESOLVED,** that the following cash advance be made,

**Debit:**

FUND 0001, GENERAL FUND  
ORGCODE- 00100009 910000

\$77,000.00

**Credit:**

FUND 1481 VOCA  
ORGCODE - 14813002 280000 9A575

\$77,000.00

and be it further

**RESOLVED,** the advance will be repaid to the General Fund when the reimbursement is received, and be it further

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

**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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0786      -      RE:    ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND WERAB ENTERPRISES, LLC FOR A SEPTIC SYSTEM REPLACEMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Mona Graves located at 3802 Herriff Road, Ravenna, Ohio 44266 qualifies for replacement under this program, and

**WHEREAS,** Werab Enterprises, LLC, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$17,000.00, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Werab Enterprises, LLC in the amount of \$17,000.00 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; 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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0787                      -                      RE:   ENTER INTO A BRIDGE AGREEMENT  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES AND SCENIC VIEW  
TRANSPORTATION, INC. FOR  
TRANSPORTATION SERVICES.**

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

**WHEREAS,** Portage County Job & Family Services (PCJFS) is in need of supplemental shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCDJFS Workforce Investment Act (WIA) Youth to and from their place of employment and/or training site; and, PCDJFS WIA Adult and Dislocated Workers to and from place of employment and/or training site; and

- WHEREAS,** Scenic View Transportation, Inc., a provider of ambulatory and non-ambulatory transportation services, is willing and able to provide these services; and
- WHEREAS,** the Bridge Agreement attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Scenic View Transportation, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Bridge Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Scenic View Transportation, Inc., with its principal place of business located at 861 W. Maple Street, Hartville, Ohio 44632, for the period October 1, 2019 through September 30, 2020; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Twenty-five thousand and 00/100 dollars (\$25,000.00) and will be paid from Job & Family Services fund 1410; 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0788      -      RE:    DECLARE THE NECESSITY TO PURCHASE  
A VEHICLE FOR USE BY THE PORTAGE  
COUNTY DRUG TASK FORCE.**

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

- WHEREAS,** Pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) 2011 Dodge Truck, for use by the Portage County Sheriff's Office for use in undercover operations and surveillance; and
- WHEREAS,** the purchase of the vehicle will be payment to Guardian Finance Company, 619 Hebron Rd., Heath, Ohio 43056 to release its lien; and
- WHEREAS,** the cost of the vehicle is One Thousand and 00/100 (\$1,000.00) and will be paid for from Portage County Drug Task Force funds; and be it further
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase one (1) 2011 Dodge Truck, for the Portage County Sheriff at the

approximate cost of One Thousand and 00/100 (\$1,000.00); and be it further

**RESOLVED,** that a copy of this resolution be forwarded to 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 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0789 - RE: DECLARE OBSOLETE AND AUTHORIZE SALE OF EQUIPMENT BY PUBLIC AUCTION.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners has equipment and vehicles that are obsolete and unfit for the use for which it was acquired; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners has determined that the items described below are obsolete and unfit for the use for which said item was acquired:

**Item**

2009	GMC Pick up Truck	VIN 1GTEK19069Z257696
2009	Ford Fusion	VIN 3FAHP06Z29R151400
2009	Ford Fusion	VIN 3FAHP06Z59R151407
2009	Ford Fusion	VIN 3FAHP06Z19R151405

**RESOLVED,** that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further

**RESOLVED,** that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's website and a Notice of Public Auction shall be published in the Record Courier on November 4, 2019.

**Date of Auction: Saturday - November 16, 2019**

**Time of Auction: 9:30 A.M.**

**Location: Edinburg Auction Sales, Inc.**

**4029 State Route 14**

**Edinburg, Ohio**

Said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc.; and be it further

**RESOLVED**, that a copy of this resolution be forwarded to 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 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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0790      -      RE:    DECLARE    UNUSED/EXCESS    PROPERTY  
OWNED    BY    THE    PORTAGE    COUNTY  
COMMISSIONERS AND SET THE BID DATE  
FOR THE SALE OF THE UNUSED/EXCESS  
REAL ESTATE LOCATED IN RAVENNA CITY.**

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

**RESOLVED**,      that parcel no. 31-349-04-00-217-000 (known as 122, 124, 126 and 128 North Prospect St.) consisting of approximately .3760 acres located in Ravenna City, Ohio be declared as County owned unused/excess property under the jurisdiction of the Board of Commissioners; and be it further

**RESOLVED**,      that the Portage County Commissioners set a minimum bid of \$125,000.00; and be it further

**RESOLVED**,      that the parcel is for sale to be sold to the highest bidder; and be it further;

**RESOLVED**,      that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1<sup>st</sup> floor-room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on, December 9, 2019; and be it further

**RESOLVED**,      that the notice of receiving bids shall be published in the Record Courier on November 6, 13, 20, and 27, 2019 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

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

meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 19-0791 - RE: ADOPTING REVISED RULES AND REGULATIONS FOR THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND WATERWORKS SYSTEMS UNDER THE JURISDICTION OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS.**

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

**WHEREAS**, this Board of Commissioners, by Resolution No. 17-0937, adopted December 14, 2017, 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, hereinafter called "RULES"; and

**WHEREAS**, necessary to amend the RULES to create a new exception to the 10-year upper parameter for connection charge installment payments which is provided under Section 1402.02(B)(4)(a); and

**WHEREAS**, changes are required to the following specific RULES: Section 1402; now therefore be it

**RESOLVED**, that this Board adopts the attached RULES Section 1402 in its entirety, and it shall take effect and be in full force on the day of passage by this Board; and be it further

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

Roll call vote as follows:

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

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION,  
MAINTENANCE, OPERATION, USE AND PROTECTION OF  
SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS  
IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND  
STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019

Resolution: 19-0791

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Requiring Permits for Connections to the  
Sanitary Sewerage System in the Portage  
County Regional Sewer District, Fund 5200

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**ITEM 1402 – REQUIRING PERMITS FOR CONNECTIONS TO THE SANITARY  
SEWERAGE SYSTEM IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT,  
FUND 5200**

**Section 1402.01 Permits Required**

No person, corporation, political subdivision, partnership or association whatsoever shall connect, reconnect or alter the size of a connection to a sewer in the District for the purpose of discharging sanitary sewage or industrial waste for any building, or other structure, connected either directly or indirectly, without first securing a permit for such purpose in a form prescribed by the County Sanitary Engineer.

The aforementioned permit and connection charges shall not be applicable in the event of a connection to a sewer in the District by another political subdivision of the State of Ohio which connections shall be subject to the terms of an agreement with such political subdivision pursuant to Section 6117.02, Revised Code, or other applicable provisions of Ohio law.

**Section 1402.02 Payment of Charges**

**A. Payment**

The applicant for the permit required by Section 1402.01 shall deposit cash, check or money order payable to the County in the amount of the connection charge determined in accordance with the provisions of Sections 1402.03 through 1402.07.

The County Sanitary Engineer or his duly authorized agent shall not issue a permit for the purpose described in Section 1402.01 until such payment has been received, or has Board approval for installment payments.

**B. Installment Payments**

1. The applicant may make installment payments provided that the applicant for such permit submits a written request to the Board requesting that such connection charge be paid in installments.

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019  
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Requiring Permits for Connections to the  
Sanitary Sewerage System in the Portage  
County Regional Sewer District, Fund 5200

2. A request for installment payment of the connection charges shall include all of the following:
  - a. A description of the property to be served by such connection.
  - b. The name of the owner of record of such property.
  - c. The recording references under which such owner acquired title to the property.
  - d. The time period requested.
3. If the Board determines that the granting of such request would be equitable, such request shall be approved and the Board shall, in a resolution approving such request, establish the period of time over which such installments shall be paid, the rate of interest to be paid, the manner and place of payment of such installments, the security of assured payment of all such installments, and the identification of property.
  - a. The Board shall also direct the Sanitary Engineer to certify to the County Auditor such information as will identify the parcel of property to be served by the connection, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid.
  - b. The County Auditor shall be directed to record such information in the Sewer Improvement Record for the District provided for by Section 6117.33, Revised Code, and to maintain such record until the connection charges are paid in full.
  - c. In the event the applicant is permitted to pay the connection charges in installments, the permit fees, if any, must be deposited prior to the issuance of any such permit.
4. Parameters:
  - a. Installment payments may be for a period of 1 to 10 years with no penalty for early payoff of connection charges.
    - i. Except that such period may be for whatever number of years as may be approved by the Board in the case of property owned by Portage County or another political subdivision.
    - ii. Except that such period may be for whatever number of years as may be approved by the



**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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Sanitary Sewerage System in the Portage  
County Regional Sewer District, Fund 5200

Board in the case of property subject to other sewer and/or water surcharges and assessments to recoup the costs for projects which were built by Portage County Water Resources. In no case shall the number of years be greater than the number of years provided for the project surcharge or assessment.

- b. The interest rate charged for single family residential (owner occupied) installment payment accounts shall be  $\frac{1}{2}$  (one half) of the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.
- c. The interest rate charged for other than single family residential (owner occupied) time payment accounts shall be based on the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.

**Section 1402.03**

**Local Sewer Service Benefit**

The term "local sewer service benefit" shall represent the local service benefit to be utilized by the property owner. Local service benefit shall be as determined by the County Sanitary Engineer's calculation of the "adjusted front footage" benefiting from the local service sewers (not to exceed 150.00 linear feet per residential connection). Local sewer service benefit connection charges shall be applicable in all cases except for any local service benefit for which an assessment has been levied by the Board pursuant to Section 6117.32, Revised Code and except for benefit from any local service sewers which were constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

Should a property owner be required to install a lateral under a roadway to the edge of the right of way or easement limit then the cost of such lateral construction shall be deducted from the owner's front foot charge if applicable.

**Section 1402.04**

**Lateral Sewer Connection Unit**

The term "lateral sewer connection unit" shall represent the benefit received from a lateral sewer connection provided or to be provided for direct access for connection to a building or other structure. Lateral sewer connection unit charges shall be applicable to each building or other structure except where:

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019

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Requiring Permits for Connections to the Sanitary Sewerage System in the Portage County Regional Sewer District, Fund 5200

- A. The property has been assessed for the benefit obtained from the lateral sewer connection pursuant to Section 6117.32, Revised Code; or
- B. The building or other structure is served by lateral sewers which were installed by a developer for such property; or
- C. Where the lateral sewer service was constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1402.05**

**Trunk Unit**

The term "trunk unit" represents the volume discharge benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the sewerage trunk system. Trunk unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of trunk units by the use of accepted Sanitary Engineering practices and Item 1401. Trunk unit connection charges shall be applicable in all cases except:

- A. For trunk sewer capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For trunk sewer capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1402.06**

**Plant Unit**

The term "plant unit" represents the volume and/or loading benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the treatment plant. Plant unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of plant units by the use of accepted Sanitary Engineering practices and Item 1401. Plant unit connection charges shall be applicable in all cases except:

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019

Resolution: 19-0791

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Requiring Permits for Connections to the Sanitary Sewerage System in the Portage County Regional Sewer District, Fund 5200

- A. For plant capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For plant capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1402.07**

**Connection Charges**

For premises tributary to the sewage treatment facilities of the District the connection charge shall be determined according to the sum of the local sewer service benefit, lateral sewer connection unit, trunk unit and plant unit benefits, as outlined in Sections 1402.03 through 1402.06, in accordance with the following rates:

Year	Rate per Local Service	Rate per Lateral	Rate per Trunk Unit	Rate per Plant Unit
2012	\$25.00	\$675.00	\$1,638.00	\$3,175.00
2013	\$25.00	\$675.00	\$1,687.00	\$3,270.00
2014	\$25.00	\$675.00	\$1,738.00	\$3,368.00
2015	\$25.00	\$675.00	\$1,790.00	\$3,469.00
2016	\$25.00	\$675.00	\$1,844.00	\$3,573.00
2017	\$25.00	\$675.00	\$1,899.00	\$3,681.00

Note: Applications for permits submitted to the Water Resources Department prior to December 31 will be honored at the rate of the year of submittal through January 31 of the following year or until changed by the Board of County Commissioners per 1402.98.

**Section 1402.08**

**Obligation**

The Board and the Sanitary Engineering Department shall not be obligated to the extension of any local service sewers, or lateral sewers at the rates established herein; nor shall the Board or the Sanitary Engineering Department be obligated to provide trunk sewer and/or sewage treatment plant capacity that is not available for utilization at the rates established herein.

**Section 1402.09**

**Sanitary Sewerage System Revenue Fund**

The connection charges provided for in Sections 1402.03 through 1402.07 hereof shall be paid to the County Treasurer and shall be kept in a separate

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019

Resolution: 19-0791

Item 1402 Page 6 of 7

Requiring Permits for Connections to the Sanitary Sewerage System in the Portage County Regional Sewer District, Fund 5200

and distinct fund to be known as the Portage County Regional Sewer District Revenue Fund (Fund 5200) and shall be used only in accordance with the provisions of Section 6117.02, of the Ohio Revised Code, including the payments, if any, required to be made to the Ohio Water Development Authority.

**Section 1402.10 Special Rates**

- A. Blackhorse Area: A special rate for the Blackhorse South Sewer Service Area (RV-0 98-100) as provided by grant conditions for this Project will be adopted as follows:
1. The Blackhorse service area shall be defined to be the same as described as the Blackhorse South Sewer Assessment boundaries established in Resolution 00-993, duly adopted on December 26, 2000.
  2. All existing residences, businesses and institutions in the Blackhorse Service area shall pay a residential equivalent tap in charge equal to 1 trunk and 1 plant unit at the rate in effect plus the capital surcharge.
  3. Delinquent payments shall be in accordance with section 7 (Charges and Certification) of Resolution 00-993 or the then current rate resolution.
  4. All future customers in the Blackhorse Service Area without existing onsite systems as of January 1, 2001, are required to pay the then current normal front foot, trunk and plant charges as part of their normal sewer permit process.
  5. Resolution 01-276 establishes a capital surcharge of \$30.60 per equivalent residential unit per quarter or until a total amount of \$612.00 per residential equivalent unit is paid, (in place of normal front foot charges) for existing residential businesses and institutions in the Blackhorse Service Area.

**Section 1402.11 Charges and Certification**

A. Connection Charges – Installments

Connection charges to be paid in installments pursuant to a separate resolution adopted by the Board under Section 1402.02

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION,  
MAINTENANCE, OPERATION, USE AND PROTECTION OF  
SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS  
IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND  
STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 10/31/2019

Resolution: 19-0791

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Requiring Permits for Connections to the  
Sanitary Sewerage System in the Portage  
County Regional Sewer District, Fund 5200

shall be due and payable within 21 days after the quarterly billing date.

If an installment is not paid when due on any two consecutive occasions, the Board may, by notice in writing to the applicant, or his successor, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter. Upon such declaration such additional installment shall become due and payable, provided that the applicant, or his successor, may cure such default and the acceleration of the additional installment by paying within 21 days of such declaration the two quarterly installments then due and the carrying charges hereon, together with the penalty applicable thereto.

In the event such default is not cured by such payment within the specified period, the installments that are delinquent, together with any unpaid carrying charges, and the balance of the connection charges, all of which shall be due and payable by reason of such declaration, shall be certified by the Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charges shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

**Section 1402.98**

**Expiration of Fees and Charges**

The rates established in Item 1402 -- Requiring Permits For Connections to the Sanitary Sewerage System in The Portage County Regional Sewer District, Fund 5200 shall remain in full force and effect until the Board of Commissioners, modifies or deletes said rate.

- END OF ITEM -

**RESOLUTION NO. 19-0792**

**RE: AMEND RESOLUTION NO.19-0757, DATED OCTOBER 17, 2019 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 Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** this Board of Commissioners, by Resolution No. 19-0757, adopted October 17, 2019, amended Item 1405 of the RULES, by adding the new Section 1405.04(B)(2)(i)(2); and

**WHEREAS,** upon inspection, it was found that a portion of Resolution No. 19-0757 referred to the total amount each resident is to pay was stated incorrectly; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby amends Resolution No. 19-0757, dated October 17, 2019 to correct the total amount each resident is to pay to read as follows:

**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 \$12,187.48 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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0793**

-

**RE: AMEND RESOLUTION NO. 19-0772, DATED  
OCTOBER 24, 2019; AUTHORIZING THE**

**SALE OF OBSOLETE EQUIPMENT BY  
PUBLIC AUCTION.**

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** this Board by Resolution No. 19-0772 adopted October 24, 2019, authorizing the sale of obsolete equipment by public auction; and

**WHEREAS,** there was an error stating that a 2008 Ford F-250 4 x 4 with plow vin#1FTNF21528ED69516 was for sale but it was sold previously at an auction held on 5/18/19; and

**RESOLVED,** that the Board of Commissioners agrees to amend the resolution to reflect the change to remove the 2008 Ford F-250 4 x 4 with plow vin#1FTNF21528ED69516; and be it further

**RESOLVED,** that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

\* \* \* \* \*

**RESOLUTION** **NO. 19-0772**

**RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT BY PUBLIC AUCTION.**

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

**WHEREAS,** the Portage County Board of Commissioners, Water Resources Department has equipment and vehicles that are obsolete and unfit for the use for which they were acquired for; now therefor be it

**RESOLVED,** that the Board of Portage County Commissioners has determined that the items described below are obsolete and unfit for the use which said items were acquired:

**2005 Ford Explorer Vin# 1FMZU72K15UB84198**  
**2006 Ford Expedition Vin# 1FMPU16526LA78939**  
**2008 Ford F-250 4x4 Vin#1FTNF21598ED69514**  
**Dayton drill press model #32919C**  
**Carolina Industrial Equipment cutoff saw model #HV20**  
**North Star industrial hot water pressure washer Model #1572251A**  
**24 high pressure sodium light fixtures**  
**33 2x4 Fluorescent light fixtures**  
**8 2x8 Fluorescent light fixtures**

;and be it further

**RESOLVED,** that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further be



**RESOLVED**, that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's Website and a Notice of Public Auction shall be published in the Record Courier on November 6, 2019.

**Date of Auction:** Saturday November 16, 2019  
**Time of Auction:** 9:30 A.M.  
**Location:** Edinburg Auction Sales, Inc.  
4029 State Route 14  
Edinburg, Ohio 44272

Said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc. and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0794**

**RE: APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF CONNECTION  
CHARGES FOR CONNECTIONS TO THE  
SANITARY SEWERAGE SYSTEM IN THE  
PORTAGE COUNTY REGIONAL SEWER  
DISTRICT AND ESTABLISHING THE TERMS  
AND CONDITIONS OF THE SAME.**

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS**, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS**, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and have now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicants: Kycat, Inc. (OWNER)  
Service Address: 5062 State Route 43  
Kent, OH 44240

Parcel Number: 04-005-00-00-033-000

Property Deed Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being a 0.869 acre parcel of land, un-platted of Original Lot 5, as recorded and more fully described by Instrument Number 200348019 of the Portage County Record of Deeds, which description is hereby incorporated as though fully rewritten herein.

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

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

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 2.47% percent per annum (based on Ohio Water Development Authority for the month of September 2019, for other than owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permits, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the

connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.

- H. In the event the OWNER or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED,** the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED,** the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things,

identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

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

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

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0795      -      RE:    ACCEPT GRANT AGREEMENT FOR THE  
FY19 EMERGENCY MANAGEMENT  
PERFORMANCE GRANT (EMPG) ON  
BEHALF OF THE PORTAGE COUNTY  
OFFICE OF HOMELAND SECURITY &  
EMERGENCY MANAGEMENT (Federal Pass  
Thru #EMC-2019-EP-00005).**

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

**WHEREAS**, the Board of Portage County Commissioners adopted Resolution No. 19-0756 authorizing the grant application to the Ohio Emergency Management Agency for the FY 2019 Emergency Management Performance Grant for the time period of October 1, 2018 through September 30, 2020, in accordance with a Work Plan created with guidance from the Ohio Emergency Management Agency; now, therefore, be it

**RESOLVED**, that the Board of Portage County Commissioners accepts the grant agreement for the FY 2019 Emergency Management Performance Grant

for the total budgeted amount of \$204,599.00; with a grant award of \$102,299.50 and a 50% local match amount of \$102,299.50 which is to be 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 of the Board of Commissioners to sign the grant agreement 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 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0796 - RE: APPOINTMENT TO THE PORTAGE COUNTY BOARD OF BUILDING APPEALS**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Portage County Board of Building Appeals is organized for the purposes of hearing variances from the Residential Code of Ohio, the Portage County Flood Damage Reduction Regulations and any other decision of the Department Director / Building Official, over which this Board may have jurisdiction under Ohio law, and

**WHEREAS,** the Portage County Board of Commissioners Resolution No. 02-0865 created the by-laws of the Portage County Board of Building Appeals specifying the make-up of membership, terms of office for each member, determination of quorum, etc.; now, therefore, be it

**RESOLVED,** the Portage County Board of Commissioners hereby appoints the following members to a three-year term beginning January 1, 2020 and ending December 31, 2022:

**Audrey Cielinski Kessler  
1638 South Lincoln St.  
Kent, Oh 44240**

**Robert Blunk  
10539 South Street  
Garrettsville, Oh 44231**

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

**RESOLUTION NO. 19-0797 - RE: FIX AMOUNT OF CONTINUATION BOND FOR THE DIRECTOR OF COUNTY DEPARTMENT OF JOB & FAMILY SERVICES.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** Ohio Revised Code Section 329.01 stipulates that the Director of County Department of Job & Family Services shall give bond in a sum fixed by the Board of County Commissioners, conditioned for the faithful performance of those official duties, in such sum as fixed by the Board of Commissioners; and

**WHEREAS,** Ohio Revised Code Sections 5153.13, 5153.10, 3929.14, and 3929.17 stipulates that the Executive Director of the Portage County Children's Services Agency shall give bond in a sum fixed by the Board of County Commissioners, conditioned for the faithful performance of those official duties, in such sum as fixed by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby fix the amounts for the Director of County Department of Job & Family Services bonds, effective September 8, 2019 through September 8, 2020, as follows:

Position	Name	Bond Amount	Insurance Agency	Underwritten With
Director of County Department of Job & Family Services	Kellijo Jeffries	\$10,000.00 Continuation Certificate	Edward H. Sutton Insurance Agency Inc.	Western Surety Company
Executive Director/Children's Services Agency	Kellijo Jeffries	\$10,000.00 Continuation Certificate	Edward H. Sutton Insurance Agency Inc.	Western Surety Company

;and be it further

**RESOLVED,** that the expense or premium shall be paid from the appropriation for administrative expenses of the department to the E. H. Sutton Insurance Agency; and be it further

**RESOLVED,** that a certified copy of this resolution, along with the Original bond, be deposited with the Portage County Treasurer and a copy forwarded to the Portage County Job & Family Services; 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, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0798 - RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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	
Ralph Pratt	5866 St Rt 82 Hiram Oh 44234	\$35
Marvin & Mary Casler	478 W Grant St Kent Oh 44240	\$20
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$100

; 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:

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

## RESOLUTION NO. 19-0799

**RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 18-0924 ADOPTED DECEMBER 13, 2018.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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:

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
016	<b>Building Maintenance</b>		
00164	Building Maint Contract Svcs	912	-
	MEMO TOTAL	<u>\$ 912</u>	<u>\$ -</u>

Note: Vehicle Maint

017	<b>Microfilm</b>		
00174	Microfilm Contract Services	151	-
	MEMO TOTAL	<u>\$ 151</u>	<u>\$ -</u>

Note: Vehicle Maint

020	<b>Building Regulation Inspection</b>		
00203	Building Dept Salary & Fringes	6,610	-
00204	Building Dept Contract Svcs	3,500	-
	MEMO TOTAL	<u>\$ 10,110</u>	<u>\$ -</u>

Note: Retirement                      Vehicle Maint

100	<b>Auditor</b>		
01004	Auditor Contract Svcs	1,520	-
	MEMO TOTAL	<u>\$ 1,520</u>	<u>\$ -</u>

Note: Vehicle Maint



		<i>Increase</i>	<i>Decrease</i>
<b>200 Treasurer</b>			
02004	Treasurer Contract Svcs	17	-
02005	Treasurer Materials & Supplies	2,100	-
	<b>MEMO TOTAL</b>	<b>\$ 2,117</b>	<b>\$ -</b>

Note: Vehicle Maint

<b>300 Prosecutor</b>			
03003	Prosecutor Salary & Fringes	1,971	-
03004	Prosecutor Contract Services	23,630	-
	<b>MEMO TOTAL</b>	<b>\$ 25,601</b>	<b>\$ -</b>

Note: Vehicle Maint e-filing Retirement

<b>400 Recorder</b>			
04003	Recorder Salary & Fringes	13,209	-
	<b>MEMO TOTAL</b>	<b>\$ 13,209</b>	<b>\$ -</b>

Note: Retirement

<b>500 Clerk of Courts</b>			
05003	Clerk of Courts Salary & Fring	1,177	-
	<b>MEMO TOTAL</b>	<b>\$ 1,177</b>	<b>\$ -</b>

Note: Retirement

<b>520 Municipal Court</b>			
05204	Municipal Court Contract Svcs	450	-
	<b>MEMO TOTAL</b>	<b>\$ 450</b>	<b>\$ -</b>

Note: Vehicle Maint

<b>550 Domestic Relations</b>			
05503	Domestic Ct Salary & Fringes	535	-
	<b>MEMO TOTAL</b>	<b>\$ 535</b>	<b>\$ -</b>

Note: Retirement

**570 Juvenile Court**

		<u>Increase</u>	<u>Decrease</u>
05704	Juvenile Court Contract Svcs	5,000	-
	<b>MEMO TOTAL</b>	<b>\$ 5,000</b>	<b>\$ -</b>

Note: Vehicle Maint

**590 Adult Probation**

05903	Adult Probation Salary&Fringes	2,288	-
	<b>MEMO TOTAL</b>	<b>\$ 2,288</b>	<b>\$ -</b>

Note: Retirement

**700 Sheriff's Department**

07003	Sheriff Salary & Fringes	79,969	-
07004	Sheriff Contract Services	115,000	-
07006	Sheriff Capital Outlay	55,000	-
	<b>MEMO TOTAL</b>	<b>\$ 249,969</b>	<b>\$ -</b>

Note: Retirement      Vehicle add ons      Vehicle Maint

**903 Veterans Services Commission**

09033	Veterans Serv Salary & Fringes	1,395	-
09034	Veterans Serv Contract Svcs	5,119	-
	<b>MEMO TOTAL</b>	<b>\$ 6,514</b>	<b>\$ -</b>

Note: Retirement      Vehicle Maint

**915 Data Processing Board**

09154	ITS Contract Svcs	22,452	-
	<b>MEMO TOTAL</b>	<b>\$ 22,452</b>	<b>\$ -</b>

Note: County wide Backup

**920 Public Defender Commission**

09203	Public Defender Salary&Fringes	21,614	-
	<b>MEMO TOTAL</b>	<b>\$ 21,614</b>	<b>\$ -</b>

Note: Retirement

	<i>Increase</i>	<i>Decrease</i>
<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<u><u>\$ 363,619</u></u>	<u><u>\$ -</u></u>
Fund: 0002 General Fund 5739.026		
012 Central Purchasing Services		
20125 GF 5739.026 Purch MS	0	65,000
<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 65,000</u></u>

Note:

<b>590 Adult Probation</b>		
25903 GF Adult Prob Salary/Fringes	65,000	-
<b>MEMO TOTAL</b>	<u><u>\$ 65,000</u></u>	<u><u>\$ -</u></u>

Note: Probation labor

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<u><u>\$ 65,000</u></u>	<u><u>\$ 65,000</u></u>
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IncreaseDecrease

; 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, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0800****RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION  
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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: 1028 Probate Ct IT Employee Fund		
560 Probate Court		
10283 Probate Ct Empl PS	4,000	-
MEMO TOTAL	<u>\$ 4,000</u>	<u>\$ -</u>

Note: Increase Appropriations

Fund: 1029 Juvenile Ct IT Employee Fund		
570 Juvenile Court		
10293 Juvenile Ct IT Empl PS	2,600	-
MEMO TOTAL	<u>\$ 2,600</u>	<u>\$ -</u>

Note: increase appropriations

Fund: 1113 Police Services		
700 Sheriff's Department		
11133 Police Services PS	34,585	-
MEMO TOTAL	<u>\$ 34,585</u>	<u>\$ -</u>

Note: Addit approp needed

Fund: 1121 Probation Services		
590 Adult Probation		
11214 Adult Probation Service CS	810	-
MEMO TOTAL	<u>\$ 810</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1149	Felony Delinque Care & Custody		
570	Juvenile Court		
11493	Juv Feny Delnq Care Salary&Fri	45,958	-
	MEMO TOTAL	<u>\$ 45,958</u>	<u>\$ -</u>

Note: cover expense to yr end

Fund: 1166	EMPG Homeland Security Grant		
930	Emergency Management Agency		
11663	EMPG Homeland Sec Salary&Fring	34,983	-
	MEMO TOTAL	<u>\$ 34,983</u>	<u>\$ -</u>

Note:

Fund: 1205	SA Ditch Mnt - Lavelle Heights		
800	Engineer's Department		
12054	SA Ditch Mnt Lavelle Height CS	877	-
	MEMO TOTAL	<u>\$ 877</u>	<u>\$ -</u>

Note: TO REIMB PCE FOR

Fund: 1271	RLF CDBG Housing		
001	Commissioners		
12714	RLF CDBG Housing CS	5,000	-
	MEMO TOTAL	<u>\$ 5,000</u>	<u>\$ -</u>

Note: Admin

Fund: 1272	RLF Section 17		
001	Commissioners		
12724	RLF Section 17 CS	800	-
	MEMO TOTAL	<u>\$ 800</u>	<u>\$ -</u>

Note: Admin

		<i>Increase</i>	<i>Decrease</i>
Fund:	<b>1390 Women Infants And Children</b>		
	<b>053 Women, Infants &amp; Children</b>		
13903	WIC Salary & Fringes	-	138,491
13904	Women Infants & Children CS	-	16,624
13905	Women Infants & Children MS	-	1,064
13909	Women Infant Children ME	350,000	-
	<b>MEMO TOTAL</b>	<b>\$ 350,000</b>	<b>\$ 156,179</b>

Note:

Fund:	<b>1410 Job And Family Services</b>		
	<b>051 Job And Family Services</b>		
14104	Job & Family Services CS	1,128	-
	<b>MEMO TOTAL</b>	<b>\$ 1,128</b>	<b>\$ -</b>

Note: Projected need

Fund:	<b>1413 JFS WIA Allocation</b>		
	<b>051 Job And Family Services</b>		
14134	JFS WIA Allocation CS	2,564	-
14135	JFS WIA Allocation MS	-	2,564
	<b>MEMO TOTAL</b>	<b>\$ 2,564</b>	<b>\$ 2,564</b>

Note: PROJECTED NEED

Fund:	<b>1415 Child Welfare - Special Levy</b>		
	<b>051 Job And Family Services</b>		
14153	JFS Child Welfare Salary&Fring	15,000	-
14154	JFS Child Welfare Levy CS	-	15,000
	<b>MEMO TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>

Note: Projected need

Fund:	<b>4251 Ravenna Rd Bridge Rplcmt</b>		
	<b>800 Engineer's Department</b>		
42514	Ravenna Rd Bridge Rplcmt CS	200,000	-
	<b>MEMO TOTAL</b>	<b>\$ 200,000</b>	<b>\$ -</b>

Note: CONSULTANT

		<i>Increase</i>	<i>Decrease</i>
Fund: 6200	Electronic Fingerprinting		
700	<i>Sheriff's Department</i>		
62004	Electronic Fingerprinting CS	1,000	-
62005	Electronic Fingerprinting MS	-	1,000
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ 1,000</u>

Note: Need Addtl \$ for 2019

Fund: 7002	Central Vehicle Maintenance		
011	<i>Budget &amp; Financial Management</i>		
70024	Vehicle Maint CS	-	35,000
70025	Vehicle Maint MS	-	87,000
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 122,000</u>

Note: Admin

Fund: 7101	Health Benefits Program		
018	<i>Human Resources</i>		
71013	HR Hlth Benefits Salary&Fringe	25,000	-
71015	HR Health Benefits MS	6,000	-
	MEMO TOTAL	<u>\$ 31,000</u>	<u>\$ -</u>

Note: Photocopy

Fund: 8201	Rodman Det Home Bequest (Will)		
051	<i>Job And Family Services</i>		
82014	Rodman Det Home Bequest CS	1,500	-
82015	Rodman Det Home Bequest MS	1,500	-
	MEMO TOTAL	<u>\$ 3,000</u>	<u>\$ -</u>

Note: Projected need

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 733,305</u>	<u>\$ 296,743</u>
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*Increase*

*Decrease*

; 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, Yea;

Sabrina Christian-Bennett, Yea;

#### **JOURNAL ENTRY**

October 31, 2019

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

1. The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Patricia K. Nelson and Rodney V. Nelson of 2222 Frost Road, Streetsboro, OH 44241 to secure payment of \$4,948.53. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
2. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing I Limited Partnership to Portage County Commissioners, for the property located at 521 Ravenna Avenue, Ravenna, Ohio. Portage County will receive 1/25<sup>th</sup> of the principal accrued interest of \$11,702.52, in Portage County records number 201515521, as presented by Neighborhood Development Services.

#### **Homeland Security & Emergency Management**

3. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Fourth Quarter (July 1, 2019 to September 30, 2019) Cash Reimbursement Request in the amount of \$60,218.09 for the EMPG FY19 Q-4 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by

the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

### Human Resources

4. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Isaiah Jones from Social Service Worker 2 to Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services effective November 25, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 2, replacing Isaiah Jones, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Bernadett Walker as Child Support Specialist, replacing the position previously held by Erin Stemple, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is November 18, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

### Commissioners

7. On February 28, 2017, at 9:41 AM, the Board of Commissioners entered into Executive Session to discuss G(1) and G(3). Upon further investigation, it was discovered that a templated was used listed former Commissioner Kathleen Chandler instead of the current Commissioner Sabrina Christian-Bennett.

Today, the Board of Commissioners acknowledged the February 28, 2017 Executive Session held at 9:41 AM incorrectly listed former Commissioner Kathleen Chandler instead of Commissioner Christian-Bennett in the Roll Call Vote and is amended to read as follows:

*9:41 AM In accordance with the Ohio Rev. Code 121.22(G)(1) & (G)(3), it was moved by Sabrina Christian-Bennett, seconded by Maureen T. Frederick that the Board of Commissioners move into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual and to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Also present: Attorney Denise Smith, Clerk Amy Hutchinson and Interim Human Resources Director Janet Kovick. Roll call vote: ~~Kathleen Chandler~~, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Maureen T. Frederick, Yea;*

*10:08 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina*

Christian-Bennett, seconded by Maureen T. Frederick that the Board of Commissioners move out of executive session. Roll call vote: ~~Kathleen Chandler~~, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Maureen T. Frederick, Yea.

**Motion To:** Approve the Journal Entries for October 31, 2019

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

**JOURNAL ENTRY II**

October 31, 2019

1. After exiting Executive Session, the Board of Commissioners signed the Personnel Requisition authorizing the external posting of the full time permanent EMA Deputy Director replacing Cody Brookover for Portage County Office of Homeland Security & Emergency Management, presented by Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entries II for October 31, 2019

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

**Motion To:** Adjourn the Official Meeting of October 31, 2019 at 1:26 PM

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

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



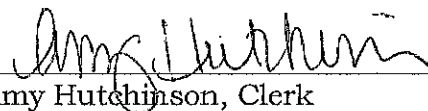
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk

