



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

February 20, 2020

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
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Rebecca Armstrong, Barb Tittle, Brian Ames, Record Courier Reporter Diane Smith and Bruce Smith.

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:03 AM

WATER RESOURCES

Present: Deputy Director Laura Weber and Human Resources Director Janet Kovick

A. Discussion:

1. Memo on fuel spill at Hidden Lakes MHP and seeking cleanup costs incurred by Water Resources Department

A fuel tank spill occurred at the Hidden Lakes Mobile Home Park located at 10328 Wellman Road in Streetsboro, Ohio. This event was reported to the Ohio EPA Spill Hotline, Ohio EPA Northeast District Office, Portage County EMA and the Portage County Health Department the morning of the occurrence.

The source of the spill was from a heating fuel tank. The spill impacted the Portage County Water Resources sanitary lift station at the site. Due to the actions of Portage County Water Resources staff, no other areas of the sanitary sewer system were impacted, and the spill was isolated to the lift station. All activities which occurred on the site were cleared through the Ohio EPA.

Portage County Water Resources submitted to the Ohio EPA their proposed cleaning protocol for the tanker truck and any ancillary equipment which was used during the event and received follow up notice from the Ohio EPA site coordinator on Tuesday February 4, 2020 for their proposed cleaning procedure. According to the Ohio EPA, the

proposed decontamination/cleaning procedure for the tanker truck and ancillary equipment was consistent with commonly used and implemented practices in the industry for the cleaning and disposal of low-level petroleum wastewater which is a non-regulated and non-hazardous material.

Portage County Water Resources has completed an internal review of the events which occurred January 24th and will be developing internal protocols and standard operating procedures to better prepare staff for future events of this nature.

The Water Resources Department presents correspondence to the Hidden Lakes Mobile Home Park for Board review and approval. The letter summarizes the spill event and notifies the owners of the Mobile Home park of the Rules and Regulations, which prohibit petroleum chemical pollutants from being discharged into the Portage County sewer system. The letter also provides the total cost to the Portage County Water Resources Department for this incident, including staff time and materials, which totals \$2,512.60. The Department would like to pursue the collection of the total from the Mobile Home Park.

At this time, Deputy Director Weber respectfully requests the Board review and provide approval on a follow up letter to Hidden Lakes Mobile Home Park and approve the collection of total charges incurred by Portage County Water Resources in response to the spill event from January 24, 2020 which totals \$2,512.60 (overtime hours, staff time, and cost of the additional materials).

Commissioner Kline asked who is responsible for payment of the spill and Ms. Weber explained it would be the owner of the mobile home park.

Commissioner Christian-Bennett asked if the owner was notified on the day of the incident and Ms. Weber explained the Water Resources Department notified the park's main office maintenance manager and the Ohio EPA was on site and notified the same manager up through the mobile home park owners.

Commissioner Clyde asked Ms. Weber to change the Incident Charge Summary from man hours to staff hours.

The Board agreed to move forward with the request.

2. Memo regarding Fairlane Water Company

On January 23, 2020, Portage County Water Resources (PCWR) met with the Ohio Environmental Protection Agency (Ohio EPA), Rural Community Assistance Partnership (RCAP), and the owner of the Fairlane Water Company (FWC). Ohio EPA and RCAP requested the meeting to discuss the current situation of the FWC and determine what, if anything, the County could do to assist the 118 residential homes connected to the FWC public water system (PWS).

PCWR presented the following three options and magnitude of cost for each option that they had evaluated prior to the requested meeting:

- 1) Each home to drill a private well at a total estimated cost of \$1.1 M;
- 2) Replace the existing water treatment plant at an estimated cost of \$0.7 M;
- 3) Interconnect the FWC PWS with the Portage County PWS (from Brimfield) at an estimated cost \$5.0M.

These estimates did not include any costs to replace the FWC 4-inch distribution system (which consist of asbestos cement and ductile iron) and assumed the ongoing use of the existing FWC water wells (no replacement estimated). PCWR stated the Portage County Board of Commissioners (BOC) was advised of the FWC situation and that the BOC would want a public meeting held with the residents to let them select the preferred option.

The following action items resulted from this meeting:

- Evaluate any Deed Restrictions on the parcels in the Fairlane Subdivision.
- Conduct a drive through of the neighborhood to evaluate access issues for a drill rig.
- Validate with Portage County Health District (PCHD) to see if there are issues with a multitude of private water wells being drilled on the 118 lots.
- Determine how many small PWS could connect to a watermain along State Route 43 (i.e., schools, camp grounds, and businesses).
- Consider submission of application to Ohio EPA for a Water Supply Revolving Loan Account (WSRLA), a 50% principal forgiveness loan to do a PWS interconnect with the Portage County PWS, preliminary application package due March 4, 2020.
- Hold another meeting on February 5, 2020 and include representatives from the Suffield Township Trustees and PCHD.

During the February 5, 2020 meeting, representatives from the Suffield Township Trustees and PCHD attended. The Suffield Township Trustee representatives stated they did not oppose a public water extension from Brimfield Township along State Route 43, so long as adjoining properties would not be ordered to connect; illustrated and described on Attachment 1. PCHD did not see an issue with the sanitary radius for private water wells.

With all the information known to date, all three alternatives are still viable options to present to the residents of the Fairlane Subdivision. Ohio EPA reiterated that PCWR should apply for a WSRLA to see if PCWR can compete and obtain a 50% principal forgiveness loan for a PWS interconnect project. Additionally, Ohio EPA requested PCWR to start working towards designing the watermain interconnect with their staff, on the basis that shovel ready projects tend to get awarded first. PCWR stated they have the capabilities to design the watermain; however, would need to hire outside services to survey the proposed watermain route. Ohio EPA also requested that PCWR include in their estimate the costs to connect the Suffield Elementary School (to increase funding points), replace the FWC 4-inch water distribution system internal to the

Fairlane Subdivision, and the demolition of the existing FWC water treatment plant in the PWS Interconnect option.

The changes to cost estimates for each option are summarized Table 1.

Table 1
Fairlane Subdivision Options and Estimated Costs

Option	Initial Estimate Presented	Current Estimate Explanation	Current Estimate
Drill Private Wells	\$ 1.1M	Estimate includes wells to approximate 74 feet deep, electric, internal plumbing changes and site restoration.	\$1.1 M
Replace Water Treatment Plant	\$0.7M	Decision to replace existing distribution lines and install meters would increase project costs upwards of an additional \$1.2M.	\$1.9M
PWS Interconnect	\$5.0M	Includes project route project cost include meters, demolitions of existing WTP, new distribution system, and added water main to connect Suffield Township Elementary School. Project increase of an additional \$3.14M	\$8.14M

M=million, PWS=Public Water System, WTP=Water Treatment Plant

The Suffield Township Trustees will support hosting a public meeting at their fire station for the residents of the Fairlane Subdivision to be presented with the FWC problem and the potential options available to the residents. Ohio EPA and RCAP agreed to attend the meeting with PCWR; the FWC declined attendance.

Should the residents opt for public water versus installing their own water wells, and if PCWR were to be awarded a 50% principal forgiveness loan for the PWS Interconnect project; then a watermain extension could become an economically viable option. The PWS Interconnect project would benefit more than the residents of the Fairlane Subdivision; three public schools along the route could connect, businesses and residents along the route would benefit with the future option to connect to the watermain if their private well failed and all business and

residential buildings would gain fire protection with the addition of fire hydrants; decreasing their fire insurance costs. Therefore, if the PWS Interconnect project would gain funding from Ohio EPA and the BOC approves moving the project forward then PCWR would recommend that residents of the Fairlane Subdivision should not have to reimburse the County (through assessment or surcharge) more than the cost to complete the Fairlane Water Treatment Plant Replacement Project presented in Table 1.

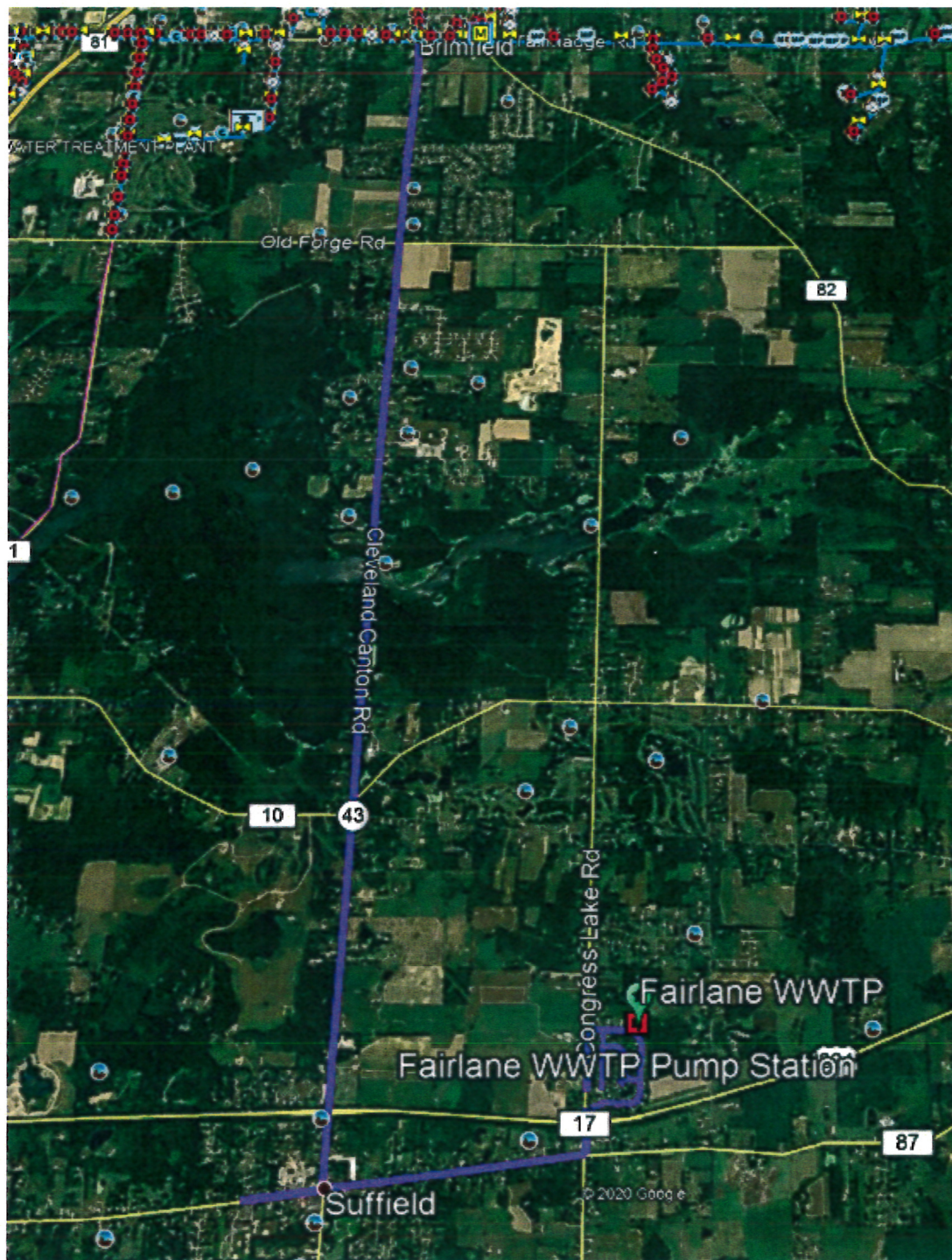
To compress the timeline to resolve the FWC issue, PCWR requests permissions from the Board by journal entry to complete the following actions:

1. Permission to schedule a meeting and send out certified letters inviting the residents of the Fairlane Subdivision to attend an informational meeting regarding the FWC at the Suffield Township Fire Station. PCWR to provide a draft to the BOC and Suffield Township Trustees for comment/approval prior mailing the letter to the residents. The Board approved moving forward with the request.
2. Permission to discuss surcharging the public water project and only charging the residents the estimated cost of replacing the water treatment plant should the Interconnect project be selected by Ohio EPA and supported by the Commissioners as the best option. The Board approved moving forward with the request.
3. Permission to submit the pre-application for a WRSLA loan for the PWS Interconnect Project Option, thereby not missing the March 4, 2020 application deadline prior to meeting with the residents. The submission of the application does not commit the County to accept funding should residents choose a different option. The Board approved moving forward with the request.
4. Permission to Request for Qualifications (RFQ) for surveying services for the PWS Interconnect Project pending the choice for public water by the residents and selection by Ohio EPA for a 50% principal forgiveness loan. The Board approved moving forward with the request.

Attachment 1 – Proposed Public Water Interconnect Project Route

The proposed route for the PWS Interconnect is illustrated below with a purple line. The watermain will start at the intersection of State Route (SR) 43 and Tallmadge Road in Brimfield Township and heads south along SR 43 to Waterloo Road. At Waterloo Road the watermain will run east along Waterloo Road to Congress Lake Road then north along Congress Lake Road and terminate at Winterhaven Drive (connecting to the Fairlane Subdivision water distribution system).

From the intersection of Waterloo Road and SR 43 the watermain will run west to the Suffield Township Elementary School and terminate at or near the School. There were at least six known potential small public water systems that could potentially connect. A total of three schools



Commissioner Kline noted there are 3 schools that are affected – Suffield Elementary, Field High School and the Middle School and Ms. Weber noted if the Board goes with the interconnect option (which is the costliest), the Department could do a surcharge in an amount to replace the water plant only.

Commissioner Christian-Bennett asked how many customers are in the development and Ms. Weber replied there are 118 customers.

The Board agreed to move forward with the requests.

B. Resolution: Cranberry Farm, LLC

- This resolution is for the tap in credit for the developer for Cranberry Farm, LLC. Commissioner Christian-Bennett noted she will need to abstain from voting on this resolution.

**RESOLUTION NO. 20-0099 - RE: APPROVE REQUEST FOR TRUNK TAP-IN
FEE CREDITS EARNED BY CRANBERRY
FARM, LLC FOR RELOCATION
CONSTRUCTION OF THE LIFT STATION
FOR CRANBERRY CREEK PHASE III
SUBDIVISION IN BRIMFIELD TOWNSHIP,
PORTAGE COUNTY WATER RESOURCES
DEPARTMENT PROJECT NO. BR-2 19-020-
P.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, Cranberry Farm, LLC has been working on developing the Cranberry Creek Phase III in Brimfield Township; and

WHEREAS, Portage County Water Resources (PCWR) directed Cranberry Farm, LLC to relocate the wastewater pump station away from the new home building sites to a better suited site for a regional pump station; and

WHEREAS, the Board authorized the Director of PCWR to investigate and justify any increased cost experienced by the Developer as part of the General Sewer & Water Agreement approved by Resolution No. 19-0596; and

WHEREAS, Cranberry Farm, LLC's increased cost to relocate the lift station amounted to \$31,796; and

WHEREAS, it is equitable to provide trunk tap credits in the amount not to exceed \$31,796 to reimburse Cranberry Farm, LLC the cost to relocate the lift station; now therefore be it

RESOLVED, that the Board of Commissioners determines that a trunk credit of \$31,796 shall be granted to Cranberry Farm, LLC with the credits to be applied at the Cranberry Farm, LLC 's discretion to Cranberry Creek Subdivision Phase 3 lots;

- Section 1. The trunk tap-in fee credits shall be granted at the rate in effect at the time of application for sewer.
- Section 2. Plant tap-in fee and permit must be paid at the rate in effect per the conditions of such resolution; now therefore be it further

RESOLVED, that the Board of Commissioners finds and determines 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 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:

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

C. Journal Entries:

1. The Board of Commissioners authorizes the Portage County Department of Water Resources to move forward with pursuing collection of the costs totaling \$2,512.60 incurred by the Portage County Water Resources by responding to the January 24, 2020 spill event at the Hidden Lakes Mobile Home Park in Streetsboro, Ohio.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

2. The Board of Commissioners authorized the Portage County Water Resources to schedule a meeting and send out certified letters inviting the residents of the Fairlane Subdivision to attend an informational meeting regarding the Fairlane Water Company at the Suffield Township Fire Station. The Portage County Water Resources Department will provide a draft letter to the Commissioners and Suffield Township Trustees for comment/approval prior mailing the letter to residents.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

3. The Board of Commissioners authorized Portage County Water Resources to discuss surcharging a public water project and only charging the residents the estimated cost of replacing the water treatment plant should the Interconnect project be selected by Ohio EPA and supported the by Board of Commissioners as the best option.

Motion: Commissioner Christian-Bennett

Seconded: **Commissioner Kline**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

4. The Board of Commissioners authorized the Portage County Water Resources Department to submit the pre-application for a WRSLA loan with Ohio EPA for a Public Water System Interconnect Project to support the Fairlane Subdivision in Suffield Township.

Motion: **Commissioner Christian-Bennett**

Seconded: **Commissioner Kline**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

5. The Board of Commissioners authorized Portage County Water Resources Permission to do a Request for Qualifications (RFQ) for surveying services if public water is the selected option by the residents of the Fairlane Subdivision and Ohio EPA selects the project for a WRSLA 50% principal forgiveness loan.

Motion: **Commissioner Christian-Bennett**

Seconded: **Commissioner Kline**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

HUMAN RESOURCES

Present: Janet Kovick and Department of Budget and Financial Management Director Todd Bragg

A. Discussion:

1. Proposed Vacation Leave Payout Policy

Recently, a request was brought to the attention of the Board for a proposed Vacation Leave Payout Policy. Director Kovick drafted 2 proposals for Board consideration, one based on a policy similar to the Portage County Board of Developmental Disabilities and the second based on feedback from her Human Resources peers.

In the meantime, Director Kovick spoke with Attorney Meduri, who pointed out the County Commissioners Association of Ohio (CCAO) Chapter 66 (Employee Benefits) states there is no authority that exists for an employee to continue working and receive vacation payout, nor does a County have the authority to cash out accrued vacation leave while someone remains employed. Attorney Meduri also referenced Ohio Revised Code § 325.19 and noted although it doesn't expressly state anything regarding the vacation payout, Attorney Meduri suggests the Board continue its current practice without adding a vacation payout and to continue the carryover of vacation up to 3 years maximum.

B. Journal Entries:

1. The Board of Commissioners agree to authorize the transfer of Lee Lovejoy from Program Officer to Intensive Case manager, replacing the position previously held by Matthew Caldwell, for Portage County Job & Family Services effective February 24, 2020.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

- The Department received 3 applications for the position and Mr. Lovejoy was the most qualified for the position.

2. The Board of Commissioners agree to authorize the three-day internal posting of the full time Program Officer, replacing Lee Lovejoy for Portage County Job & Family Services, with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

- This Journal Entry is strictly to post Mr. Lovejoy's position.

3. The Board of Commissioners agree to authorize the full time hire of Anthony Burrell as a Deputy Dog Warden, replacing William Trivelli, for the Portage County Dog Warden. Anticipated start date is March 2, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

- The Dog Warden received 4 applications and Mr. Burrell was the most qualified.

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg, Internal Services Director JoAnn Townend and Sue Brannon, Budget and Financial Manager Job and Family Services

A. Resolutions:

1. Transfer \$100,000 from Fund 1201, Motor Vehicle Gas Tax to Fund 4251
 - This resolution is a transfer from the Gas Tax Fund to a project fund because extra monies were involved. The fund isn't doing as much as the County Engineer would like, but it's doing better and the overall grade has slightly improved.

RESOLUTION NO. 20-0104

**RE: Transfer From Fund 1201, Motor Vehicle
Gas Tax, To Fund 4251 (Ravenna Road
Bridge Replacement)**

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

WHEREAS, the Portage County Board of Commissioners approved an operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$100,000.00:

FROM:

FUND 1201, Motor Vehicle Gas Tax Fund

ORGCODE- 12018209

Debit Expense Account

Object: 910000 – Transfers Out	\$100,000.00
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TO:

FUND 4251, Ravenna Road Bridge Replacement

ORGCODE - 42518202

Credit Revenue Account

Object: 280000 - Transfer In

Project: 40448	\$100,000.00
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;and be it further

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

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

Roll call vote as follows:

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

2. Transfer Fund 0001, General Fund to Fund 8300, Solid Waste
 - The Board discussed this issue last year and this funding will likely not be returned by

the end of this year or even a few years. One of the issues is that Solid Waste Management has \$700,000 in assessments, but the funding will not be received for 2 years.

**RESOLUTION NO. 20-0105 - RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 8300, SW**

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

WHEREAS, fund 8300 is in need of a long term cash advance from the general fund to help cover current expenses covered by the balance of outstanding assessments due the next year; now therefore be it;

RESOLVED, that the following cash advance be made:

Debit:

FUND 0001, GENERAL FUND
ORGCODE- 00100009 920000

\$500,000.00

Credit:

FUND 8300 SW G Admin
ORGCODE – 14803002 290000

\$500,000.00

;and be it further

RESOLVED, the advance will be repaid to the General Fund at such time as sufficient balance is accumulated or the districts current expenses no longer rely on revenues delayed by the assessment process, 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

7. General Fund

- There are several minor adjustments for the jail remodeling and the Adult Probation funding needs moved from salaries to testing supplies. Commissioner Christian-Bennett asked if the Board increased the amount for Adult Probation and Director Bragg indicated it will still happen because the Courts are very reliant on drug testing.

RESOLUTION NO. 20-0106

**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION
NO. 19-0947 ADOPTED DECEMBER 19, 2019**

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

RESOLVED, that it has become necessary to amend the General Fund 2020 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
Fund: 0002 General Fund 5739.026		
010 Commissioners Other		
20109 GF 5739.026 ME	0	17,345
MEMO TOTAL	<u>\$ -</u>	<u>\$ 17,345</u>

Note:

012 Central Purchasing Services		
20125 GF 5739.026 Purch MS	4,255	-
MEMO TOTAL	<u>\$ 4,255</u>	<u>\$ -</u>

Note: materials for jail

590 Adult Probation		
25903 GF Adult Prob Salary/Fringes	0	10,000
25904 GF Adult Prob CS	13,090	-
25905 GF Adult Probation MS	10,000	-
MEMO TOTAL	<u>\$ 23,090</u>	<u>\$ 10,000</u>

Note: Day reporting drug tests Balance for Scramm

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 27,345</u>	<u>\$ 27,345</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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

8. Non General Fund

- The largest expense is for the Engineering Department's resurfacing project for 2020, the Community Development is the CDBG and CHIP grants that need budgeted for this year and the rest are adjustments to keep programs running.

**RESOLUTION NO. 20-0107 - RE: AMENDMENT TO THE NON GENERAL
FUND 2020 ANNUAL APPROPRIATION
RESOLUTION NO. 19-0948 ADOPTED
DECEMBER 19, 2019**

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

RESOLVED, that it has become necessary to amend the Non General Fund 2020 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>
Traffic Enforcement Program		
Fund: 1105		
700 Sheriff's Department		
Traffic Enforcem Salary&Fringes		

11053		-	12,150
	Traffic Enforcement Program MS		
11055		-	850
	Traffic Enforcement Program ME		
11059		4,449	-
	MEMO TOTAL	\$ 4,449	\$ 13,000

Note: Appr needed for prior
yr corr

	Police Services		
Fund: 1113			
	700 Sheriff's Department		
	Police Services PS		
11133		-	63,322
	Police Services ME		
11139		63,322	-
	MEMO TOTAL	\$ 63,322	\$ 63,322

Note: Appr needed for prior yr

	Federal Equitable Sharing Shrf		
Fund: 1115			
	700 Sheriff's Department		
	Equitable Sharing Sheriff CS		
11154		23,170	-
	Equitable Sharing Sheriff MS		
11155		27,663	-
	MEMO TOTAL	\$ 50,833	\$ -

Note: Appr for 2020

	Emergency Response LEPC/CERP		
Fund: 1170			
	931 Local Emergency Planning Commi		
	LEPC / CERP CS		
11704		7,955	-
	MEMO TOTAL	\$ 7,955	\$ -

Note:

Motor Vehicle And Gas Tax

Fund: 1201

800 Engineer's Department

Engineer MVGT Materials&Suppli

12015

500,000

-

Engineer MVGT Capital Outlay

12016

1,600,000

-

MEMO TOTAL

\$ 2,100,000

\$ -

Note:

2020 Resurfacing

CDBG Critical Infrastructure

Fund: 1267

081 Community Development

Critical Infrastructure CS

12674

696,271

-

MEMO TOTAL

\$ 696,271

\$ -

Note: Set 2020 appropriation

Set 2020

appropriations

Child Welfare - Special Levy

Fund: 1415

051 Job And Family Services

JFS Child Welfare Levy CS

14154

-

12,423

JFS Child Welfare Levy ME

14159

12,423

-

MEMO TOTAL

\$ 12,423

\$ 12,423

Note: Projected need

Notman Rd Bridge Replcmt

Fund: 4250

800 Engineer's Department

Notman Rd Bridge CO

42506

7,675

-

MEMO TOTAL

\$ 7,675

\$ -

Note: C/O 1 & FINAL

Health Benefits Program

Fund: 7101

018 Human Resources

71014	HR Health Benefits CS	30,000	-
	MEMO TOTAL	\$ 30,000	\$ -

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS \$ 2,972,928 \$ 88,745

; 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:

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

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget and Financial Manager and Internal Services Director JoAnn Townend

A. Resolutions:

1. Transfer \$17,254.86 from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund.
 - This is Child Support's portion of shared costs for the month of January 2020 they owe back to Public Assistance.

**RESOLUTION NO. 20-0108 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$17,254.86 for January 2020 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$17,254.86

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$17,254.86

; and be it further

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

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

2. Transfer \$1,911.37 from Fund 0001, General Fund to Fund 1414, Child Support Administration.

- This resolution is for 34% of the 4-D Contract the Board pays for January 2020 payment for Domestic Court for August 2019 services.

**RESOLUTION NO. 20-0109 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$1,911.37 for January 2020 IV-D contract payments local match for the Domestic Court August 2019 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out

\$1,911.37

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$1,911.37

; and be it further

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

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

3. Transfer \$140,000.00 from Fund 1415 Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./20-0110
- This covers the Child Welfare salaries and expenses and their portion of the shared expenses. This is the second payment on the State Fiscal Year 1st Quarter.

RESOLUTION NO. 20-0110 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$140,000.00 for the 1st Qtr SFY2020 Payment#2 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR

\$140,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$140,000.00

; and be it further

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

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

Roll call vote as follows:

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

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

A. Resolutions:

1. Declare obsolete and dispose of property for the Board of Development Disabilities.
 - There is a pre-gait trainer from the Portage County Board of Developmental Disabilities that is no longer needed at the facility.

RESOLUTION NO. 20-0111 - RE: DECLARE OBSOLETE AND DISPOSE OF PORTAGE COUNTY PERSONAL PROPERTY LOCATED AT THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

WHEREAS, the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

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

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12(D), the Board of County Commissioners authorizes the request to dispose of the following inventory:

County Tag #	DD Tag #	Description
N/A	8700	Brillo, pre-gait trainer

;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:

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

2. License agreement with the Oakwood Police Department.
 - This resolution is for use of the training facility and firing range on Coit Road by Oakwood Police Department.

RESOLUTION NO. 20-0112 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND THE OAKWOOD POLICE DEPARTMENT.

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

WHEREAS, the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and

WHEREAS, the OAKWOOD POLICE DEPARTMENTS wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the OAKWOOD POLICE DEPARTMENT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; 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:

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

3. Agreement with Hope Village for screening services.

- This is a renewal 4 year agreement used to implement a system of screening inmates to determine needs and to streamline access to services for such needs of inmates that are to be released from the jail (housing, employment, counseling). Funding for this service is coming from the commissary account.

**RESOLUTION NO. 20-0113 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE BOARD OF COMMISSIONERS AND
HOPE VILLAGE FOR SCREENING
SERVICES OF INMATES AT THE PORTAGE
COUNTY JUSTICE CENTER.**

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

WHEREAS, Portage County desires to implement a system of screening inmates to determine needs and to streamline access to services for such needs of inmates that are to be released from the Portage County Jail; and

WHEREAS, Hope Village desires to provide such services for the County; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Hope Village Inc. for a period of four (4) years beginning on April 1, 2020 and ending on March 31, 2024, in an amount of \$2,500.00 per month not to exceed \$30,000.00 per year; 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:

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

4. Agreement with Hope Village for coordination of a Recovery Unit.

- This is a new program that provides coordination services for the recovery unit for inmates in the jail to include 20 hours of weekly scheduled support and screening to determine participation, scheduling of various meetings, assessments and treatment planning with administrative oversight. Funding for this expense is coming from the commissary account.

RESOLUTION NO. 20-0114

**- RE: ENTER INTO AN AGREEMENT BETWEEN
THE BOARD OF COMMISSIONERS AND
HOPE VILLAGE FOR COORDINATION OF A
RECOVERY UNIT FOR INMATES AT THE
PORTAGE COUNTY JUSTICE CENTER.**

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

- WHEREAS,** Portage County desires to provide a recovery unit for inmates at the Portage County Jail; and
- WHEREAS,** Hope Village desires to provide coordination services for the recovery unit for inmates in the Portage County Jail to include twenty (20) hours of weekly scheduled support, screenings to determine participation, scheduling of various meetings, assessments & treatment planning with administrative oversight; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Hope Village Inc. for a period of four (4) years beginning on February 1, 2020 and ending on January 31, 2024, in an amount of \$2,500.00 per month not to exceed \$30,000.00 per year; 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:

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

5. License Agreement with the Garrettsville Police Department.

- This is for use of the training facility and firing range on Coit Road by Garrettsville Police Department.

RESOLUTION NO. 20-0115

**- RE: ENTER INTO LICENSE AGREEMENT
BETWEEN THE PORTAGE COUNTY
COMMISSIONERS AND THE
GARRETTSVILLE POLICE DEPARTMENT.**

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

- WHEREAS,** the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and
- WHEREAS,** the GARRETTSVILLE POLICE DEPARTMENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the GARRETTSVILLE POLICE DEPARTMENT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; 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:

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

6. Declare the necessity to purchase eight (8) vehicles for use by the Portage County Water Resources Department.
- Last week, the Board adopted a Journal Entry allowing the Water Resources Department to move forward with the purchase of vehicles. The Ohio Revised Code requires the County to adopt a resolution declaring the necessity to purchase, first. Director Townend verified the pricing against the state contracts and would like to move forward with the resolution to declare the necessity. The vehicles will be purchased through Sarchione Ford, Haasz Automall and Middletown Ford.

RESOLUTION NO. 20-0116 - RE: DECLARE THE NECESSITY TO PURCHASE EIGHT (8) VEHICLES FOR USE BY THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.

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

- WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase two (2) transit vans, two (2) SUV's; and four (4) trucks for use by the Portage County Water Resources Department; and
- WHEREAS,** the purchases of the vehicles will be from Sarchione Ford, Haasz Automall, and Middletown Ford; and
- WHEREAS,** the total cost of the eight (8) vehicles will be Three hundred five thousand, six hundred, eighty-three and 73/100 (\$305,683.73), and
- WHEREAS,** the cost will be expensed from water resources funds; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase two (2) transit vans, two (2) SUV's; and four (4) trucks for use by the Portage County Water Resources Department; now therefore be it
- 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:

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

7. Temporary employment services agreement for Kelly Services.

- This is a resolution for Kelly Services to provide temporary employment services (approximately 3 weeks) for the Department of Budget and Financial Management. The agreement does not include a time frame, only that it's for 2020 with a funding cap of \$2,000. Commissioner Clyde asked if another situation would call for a temporary employee, could this agreement be used and Director Townsend replied it could and she will add a different accounting structure for that purpose. Director Townsend mentioned it would be a good idea to have a contract in place each year for temporary service so as to avoid this type of situation in the future.

**RESOLUTION NO. 20-0117 - RE: ENTER INTO A TEMPORARY
EMPLOYMENT SERVICES AGREEMENT
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF THE**

**DEPARTMENT OF BUDGET AND FINANCE
MANAGEMENT AND KELLY SERVICES.**

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

- WHEREAS,** the Portage County Department of Budget & Finance Management has need for temporary employment services; and
- WHEREAS,** Kelly services agrees to provide the services as needed; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a temporary employment services agreement between the Board and Kelly Services, 999 W. big Beaver Rd., Troy, MI 48084. to provide temporary employment services; and be it further
- RESOLVED,** that the total service amount under this Agreement shall not exceed Two thousand and 00/100 dollars (\$2,000.00); now therefore be it
- 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:

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

8. Declare the necessity to purchase a 2019 Ford F-150 pick-up truck for the County Engineer for \$23,233.50.

- The County Engineer found a local retailer with a 2019 pick up truck at the State purchase price they would like to purchase.

**RESOLUTION No. 20-0118 - RE: DECLARE THE NECESSITY TO PURCHASE
ONE (1) 2019 FORD F-150 PICK-UP TRUCK
FOR USE BY THE PORTAGE COUNTY
ENGINEER'S DEPARTMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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) **2019 Ford F-150 Pick-Up Truck** for use by the Portage County Engineer's Department; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2019 Ford F-150 Pick-Up Truck** (VIN #1FTMF1CB4KKF00009) from Sarchione Ford, 1668 State Route 44, Randolph, Ohio 44265, at a cost of **\$23,233.50**; and be it further

RESOLVED, that the Portage County Engineer will generate a purchase order, in the amount of \$23,233.50, for Sarchione Ford; and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file a certified copy of this Resolution with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

9. Declare the necessity to purchase a 2019 Ford F-150 pick-up truck for the County Engineer for \$24,615.50.
- This vehicle was pre-equipped on the lot of a local retailer the Department would like to purchase.

RESOLUTION No. 20-0119 - RE: DECLARE THE NECESSITY TO PURCHASE ONE (1) 2019 FORD F-150 PICK-UP TRUCK FOR USE BY THE PORTAGE COUNTY ENGINEER'S DEPARTMENT.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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) **2019 Ford F-150 Pick-Up Truck** for use by the Portage County Engineer's Department; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2019 Ford F-150 Pick-Up Truck** (VIN #1FTMF1CB1KKE30999) from Sarchione Ford, 1668 State Route 44, Randolph, Ohio 44265, at a cost of **\$24,615.50**, and be it further

RESOLVED, that the Portage County Engineer will generate a purchase order, in the amount of \$24,615.50, for Sarchione Ford, and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file a certified copy of this Resolution with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg and Internal Services Director JoAnn Townend

A. Resolutions:

Bills

- Bill payments total a little over \$1 million with \$12.00 in late fees (total of 2) and an ACH payment for the credit cards.

RESOLUTION NO. 20-0100 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on February 20, 2020 in the total payment amount of **\$1,082,628.09, including late fees finance charges, interest & penalties amounting to \$12.83** 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 ACH payment is approved as certified to the County Auditor for payment on or after Friday, February 21, 2020, 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 February 20, 2020 in the total payment amount of **\$20.00 to Neil Group** 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:

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

Wires

- Health transfers are all normal.

RESOLUTION NO. 20-0101 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on February 20, 2020 in the total payment amount as follows:

1. \$8,974.09 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, February 21, 2020 \$ 8,974.09

;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:

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

Journal Vouchers

- There was \$48,000 moving money from one fund to another for typical business.

RESOLUTION NO. 20-0102 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

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

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

02/20/20	510	\$34,187.13
02/20/20	512	1,122.00
02/20/20	567	128.18
02/20/20	569	4,460.54
02/20/20	583	102.00
02/20/20	606	257.28
02/20/20	621	8,721.12
Total		\$48,978.25

; 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:

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

Then & Now

- The Then and Now's continue to be high in number, in particular Job and Family Services and Water Resources. Some of the items are unavoidable, but if the effort is made, there could be less. Director Bragg suggests half of the Then and Now's could be avoided and the Board asked him to compose correspondence to the Commissioners' Department Heads for Board review.

**RESOLUTION NO. 20-0103 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

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

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

RESOLVED, that the expenditures listed are properly certified by the County Auditor in the amount of **\$518,409.08** dated **February 20, 2020** 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:

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

MISCELLANEOUS ACTION ITEMS

The Board of Commissioners approves the February 11, 2020 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Abstained;

Motion Carries

Commissioners

A. Resolutions:

1. Convene the 9-1-1 Technical Advisory Committee.

RESOLUTION NO. 20-0121 - RE: CONVENE THE PORTAGE COUNTY 9-1-1 TECHNICAL ADVISORY COMMITTEE.

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

WHEREAS, Ohio Revised Code Section 4931.42 requires the Board of Commissioners to adopt a resolution to convene the Portage County 9-1-1 Technical Advisory Committee; now therefore be it

RESOLVED, that the Portage County Board of Commissioners agrees to convene the Portage County 9-1-1 Technical Advisory Committee on **Wednesday, March 11, 2020 at 1:30 PM**, in the Emergency Operations Center at the Portage County Justice Center, 8240 Infirmary Road, Shalersville Township, Ravenna, OH 44266, to discuss the future of 911 in Portage County for 2021 and beyond (upgrades, funding, changes, etc.), and any regular business to come before the Committee:

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken

in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

B. Journal Entries:

1. The Board of Commissioners acknowledged receipt of the February 10, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

2. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of January 2020, received on February 13, 2020 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;

Motion Carries

Recessed: 9:54 AM

Reconvened: 10:00 AM

BOARD OF ELECTIONS

Present: Deputy Director Terrie Nielsen, Internal Services Director JoAnn Townend and Department of Budget and Financial Management Director Todd Bragg

RESOLUTION:

1. Create Fund 1092 – Board of Election chargeback.

On November 20, 2018, the Board of Commissioners approved Resolution No. 18-0831 to establish an Elections Revenue Fund for the Board of Election, but the resolution failed to create an account for the money to go into. Director Bragg noted the original resolution was not written properly and he recommended against its adoption in 2018. Director Bragg went on to say that he would like to see the resolution written as a revision rather than a separate resolution. Director Nielsen explained the resolution before the Board is to Create Fund 1092 and it refers back to Resolution No. 18-0831 which established the Elections Revenue Fund, but she was never told the 2018 resolution was wrong and the Prosecutor's Office approved the language.

Director Bragg recommended the Board hold today's resolution to ask Attorney Meduri if the resolution should be rescinded or revised. Commissioner Clyde asked if Director Nielsen could wait a week until the Board has a chance to talk with Attorney Meduri and Director Nielsen does not want to relitigate the issue because it's already been approved by the Commissioners but agreed to forward the document to the Prosecutor's Office for further review.

INTERNAL SERVICES

Present: JoAnn Townend

Commissioner Christian-Bennett explained the Board received a phone call from Lori Rawley, from A.P.E.R., who investigates paranormal activity and would like to tour the old Nursing Home. Director Townend recommends that the Board decline because the records are accessible to anyone coming in the building and the same is true with the Administration Building as not everything is under lock and key. Commissioner Christian-Bennett asked Director Townend to contact Ms. Rawley and advise same.

Recess: 10:12 AM

Reconvene: 11:01 AM

PUBLIC COMMENT

Present: Duane and Peggy Armentrout

Mr. and Mrs. Armentrout inherited a piece of property they don't want as it's an unusable 50' ditch they are required to pay taxes on since 1971. Commissioner Christian-Bennett stated the County would have no interest in the property and suggested they talk to their neighbors about donating the ditch to them, but Mrs. Armentrout responded they would need to hire an attorney and go through Probate Court because one of the siblings listed on the deed passed away. Commissioner Christian-Bennett suggested they stop at the County Auditor's office to get a form so that the Board of Revisions could consider lowering the taxes.

Motion To: Adjourn the Official Meeting of February 20, 2020 at 11:16 AM

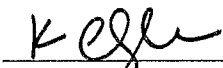
RESULT: ADOPTED

MOVED: Commissioner Clyde

SECONDED: Commissioner Kline

AYES: Commissioner Clyde, Commissioner Kline, Commissioner Christian-Bennett

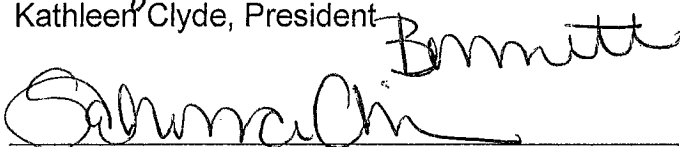
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



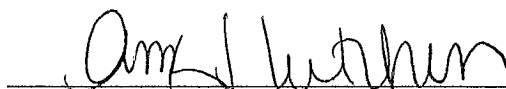
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk