

Portage County Board Commissioners  
Meeting Minutes

449 South Main Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>  
Amy Hutchinson, Clerk  
330-297-3600

Thursday, June 4, 2020

9:00 AM

Commissioners' Board Room

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

The Portage County Board of Commissioners' meeting came to order with the following members present via Zoom video conference.

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 County Administrator Gene Roberts.

Commissioner Clyde reported there have been no deaths in Portage County due to the COVID-19 virus since the last meeting. Commissioner Christian-Bennett noted the County stands at 56 deaths currently.

Recess into Solid Waste: 9:04 AM

Reconvened: 9:07 AM

### **JOB & FAMILY SERVICES**

Present: Sue Brannon, Budget & Finance Administrator Job and Family Services

### **Resolutions:**

1. The Board of Commissioners agrees to transfer \$26,474.31 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0352
  - This is a transfer for shared costs to run the One Stop for the 3<sup>rd</sup> quarter January-March 2020.

**RESOLUTION NO. 20-0352      -      RE:      TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE  
FUND**

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

**WHEREAS,**      the JFS WIA Fund owes the Public Assistance Fund for One Stop sharing 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 \$26,474.31 for the 3rd Qtr SFY20 Jan-Mar 2020 adjustment as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$13,237.16

Project 3B278

\$13,237.15

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$26,474.31

; and be it further

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

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to transfer \$30,404.48 from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./Resolution No. 20-0353
  - This is a monthly mandated share that comes from the General Fund to Public Assistance for the month of June 2020.

RESOLUTION NO. 20-0353

- RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1410, PUBLIC ASSISTANCE  
FUND

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

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$30,404.48 for the month of Jun 2020 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 \$30,404.48

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$30,404.48

; and be it further

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

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**DEPARTMENT OF BUDGET & FINANCE**

Present: Todd Bragg

Director Bragg indicated nothing out of the ordinary on the bill run and there haven't been any late fees for a while and that is normal. The Then and Now's are the lowest they've been, and it could mean that the County is spending less because of the Coronavirus or it could be mean there will be higher expenditures during the second half of the year.

Director Bragg also indicated there are wires today for Medical Mutual and the resolution will need adopted today.

**RESOLUTION NO. 20-0354      -      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Vicki A. Kline, 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 June 4, 2020 in the total payment amount of **\$338,277.46** 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. 20-0362      -      RE:    WIRE TRANSFER APPROVED AND  
CERTIFIED TO THE PORTAGE COUNTY  
AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, 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 June 4, 2020 in the total payment amount as follows:

1. \$174,451.80 to Medical Mutual - Claims

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, June 5, 2020 \$ 174,451.80

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;

**RESOLUTION NO. 20-0355 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Vicki A. Kline, 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:

06/04/20	2	\$3,430.00
06/04/20	3	1,092.00
06/04/20	18	4,100.72
06/04/20	66	9,327.67
06/04/20	68	910.36
06/04/20	69	289.55
06/04/20	70	1,922.00
06/04/20	71	10,965.28
06/04/20	72	9,711.10
Total		\$41,748.68

; 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;

**RESOLUTION NO. 20-0356 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 **\$44,938.60** dated **June 4, 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;

5. The Board of Commissioners agrees to authorize the grant funding application update for the Ohio Department of Youth Services Subsidy Grant (Reclaim Ohio) on behalf of the Portage County Juvenile Court./Resolution No. 20-0357

- This is an annual state grant for special programs within the Juvenile Court that does not require a local match.

**RESOLUTION NO. 20-0357       -       RE:    AUTHORIZE THE GRANT FUNDING APPLICATION UPDATE FOR THE OHIO DEPARTMENT OF YOUTH SERVICES SUBSIDY GRANT (RECLAIM OHIO) ON BEHALF OF THE PORTAGE COUNTY JUVENILE COURT.**

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

**WHEREAS,** this program has been established in Portage County to provide services such as:

- To provide training for staff who need to be aware of the issues facing youth and how those issues impact behavior

- To provide highly structured supervision to youthful at the greatest risk of incarceration at a state facility
- To provide structure supervision to youthful offenders and prevent the youth from progressing within the Juvenile Justice System, improving community safety
- To provide an alternate to detention utilizing an electronic monitoring system
- To provide on-site urine screens to assist in determining drug use among court-involved youth
- To provide juvenile traffic offenders an educational safety program
- To provide community service and restitution investigations, and

WHEREAS, FY 2021 **Tentative Base Allocation** (YSG/510) for Portage County is **\$228,605.00** and FY 2021 **Tentative Variable Allocation** (Reclaim/401) is **\$249,218.74** for an **Allocation Subtotal** of **\$477,823.74** with no local match and

WHEREAS, The **Subsidy Grant Carryover** (YSG + Reclaim) is **\$185,731.00**, making the **Carryover Limit** to be **\$147,295.96**;

WHEREAS, The **Subsidy Grant Carryover Exemption** (YSG + RECLAIM) is **\$38,435.04**;

WHEREAS, that the **Total Available FY 2021 Program Funds** is **\$663,554.74** and the **Total Estimated FY 2021 Expenditures** is **\$626,635.28**, and

WHEREAS, leaving the **Total Unallocated Funds** to be **\$36,919.46**, making it possible to make amendments to the Grant if need be; and

RESOLVED, that the Board of Commissioners does hereby support this program and authorizes the Juvenile Court Grant Funding Application Update to the Ohio Department of Youth Services for the **FY 2021 Tentative Base Allocation (YSG/510)** for Portage County is **\$228,605.00** and **FY 2021 Tentative Variable Allocation** (Reclaim/401) up to **\$249,218.74** for an **Allocation Subtotal** of **\$477,823.74** with no local match, and be it further

RESOLVED, the **Tentative Carryover Subtotal** is **\$185,731.00**, making the **Carryover Limit** to be **\$147,295.96**

RESOLVED, the **Subsidy Grant Carryover Exemption** (YSG + RECLAIM) is **\$38,435.04**

RESOLVED, making the **Total Available FY 2021 Program Funds** to be **\$663,554.74**;



**RESOLVED**, that the **Total Estimated FY 2021 Expenditures** to the grant application is **\$626,635.28** and thereby leaving the **Total Unallocated Funds** to be **\$36,919.46**, and be it further

**RESOLVED**, that the Board of Commissioners authorizes the President of the Board of Commissioners Kathleen Clyde, or his/her designee, to sign the Funding Application Update for the FY 2021 Subsidy Grant for Reclaim Ohio grant; and be it further

**RESOLVED**, that the State of Ohio, Department of Youth Services will provide the base and variable allocations for each fiscal year 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 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 A. Kline, Yea;                      Kathleen Clyde, Yea;                      Sabrina Christian-Bennett, Yea;

**JOURNAL ENTRY:** The Board of Commissioners authorized the request to allow the electronic filing of the first quarter subgrant report to the Ohio Office of Criminal Justice Services for the Domestic Violence Intervention Project for the VAWA Grant (2019-WF-VA2-8222) for the grant period ending March 31, 2020, as requested by Donya Buchanan, Family & Community Services.

**Motion:        Commissioner Kline**

**Seconded:    Commissioner Christian-Bennett**

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

**Motion Carries**

## **HUMAN RESOURCES**

Present: Janet Kovick

### **Resolutions:**

1. The Board of Commissioners approves the personal travel policy during COVID-19 pandemic./Resolution No. 20-0358

Commissioner Clyde asked if the first resolution's verbiage could be changed in the first WHEREAS from unnecessary to discretionary and Director Kovick agreed.

Commissioner Clyde also noted Resolution No. 1 has been discussed several times and is now ready to move forward.

**RESOLUTION NO. 20-0358                      -                      RE:    APPROVING THE PERSONAL TRAVEL POLICY  
DURING COVID-19 PANDEMIC**

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

- WHEREAS,**                      Ohio Governor DeWine issued an Urgent Health Advisory: Ohioans Protecting Ohioans on May 19, 2020 recommending that Ohioans stay at their place of residence when possible with the intent of lowering the rate of spread of COVID-19. While discretionary travel within or outside of the State of Ohio is permitted, it is still not encouraged; and
- WHEREAS,**                      in order to protect the health and safety of our staff and the general public, a Personal Travel During COVID-19 Pandemic Policy has been created; and
- WHEREAS,**                      the policy advises if an employee chooses to travel out of state, the employee will need to shelter in place for fourteen days from the time of return home before the employee will be allowed to return to work if they are showing symptoms of COVID-19; and
- WHEREAS,**                      when employees are showing signs of COVID-19, employees will immediately notify their supervisor and follow Portage County sick leave policies; now therefore be it
- RESOLVED,**                      the Portage County Board of County Commissioners approves the Personal Travel During COVID-19 Pandemic policy effective this date until further notice; 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 the 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;

2. The Board of Commissioners approves the extension of Resolution 20-0228 for the temporary emergency leave for public works personnel and emergency management personnel under the board of commissioners' appointing authority./Resolution No. 20-0359

**RESOLUTION NO. 20-0359**

-

**RE: APPROVING THE EXTENSION OF  
RESOLUTION 20-0228 FOR THE TEMPORARY  
EMERGENCY LEAVE FOR PUBLIC WORKS  
PERSONNEL AND EMERGENCY  
MANAGEMENT PERSONNEL UNDER THE  
BOARD OF COMMISSIONERS' APPOINTING  
AUTHORITY.**

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

- WHEREAS,** the Board of County Commissioners adopted Resolution 20-0228 on April 7, 2020 approving a Temporary Public Health Emergency Leave Policy, effective April 6, 2020 through May 7, 2020, for public works personnel and emergency management personnel who are under the Board's appointing authority and who are otherwise excluded under the FFCRA as emergency responders; now therefore be it
- WHEREAS,** the Board of County Commissioners adopted Resolution 20-0311 on May 7, 2020 extending the Temporary Public Health Emergency Leave Policy authority through June 4, 2020 and the Board elects to match the authority timeline as provided in the FFCRA;
- RESOLVED,** the Board of County Commissioners approves an extension of the Temporary Public Health Emergency Leave Policy for public works personnel and emergency management personnel who are under the Board's appointing authority through December 31, 2020; 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 the 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;

Director Kovick noted the Temporary Emergency Leave Addendum also expires today for employees with pre-existing respiratory conditions and/or immunocompromised to self-isolate by taking their vacation, sick, personal time or telework in order to stay home. The Board agreed this resolution should be brought back next week with the expiration date of December 31, 2020.

Administrator Gene Roberts indicated the overlying umbrella resolution that gave Directors the authority to act within their discretion during the emergency could apply for the week the temporary resolution is not in effect.

**JOURNAL ENTRY:** The Board of Commissioners approved a professional development wage increase for John Adams, Collection Systems Operator in Training for Portage County Water Resources, due to obtaining his Operators Certification. This qualifies him for the Collection Systems Operator I title, effective June 1, 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners approved a professional development wage increase for Frank Pavlic, Collection Systems Operator in Training for Portage County Water Resources, due to obtaining his Operators Certification. This qualifies him for the Collection Systems Operator I title, effective June 1, 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners approved a professional development wage increase for Richard Ward, Collection Systems Operator in Training for Portage County Water Resources, due to obtaining his Operators Certification. This qualifies him for the Collection Systems Operator I title, effective June 1, 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners approved the modified leave without pay for a Job & Family Services employee through June 19, 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners authorized a wage increase for Laura Mann, PCSA Supervisor for Portage County Job & Family Services, due to successfully completing 1 year of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective June 10, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners accepted the resignation of Noah Culbertson, Temporary Emergency Management Specialist, effective June 12, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

#### **HUMAN RESOURCES & COUNTY ADMINISTRATOR**

Present: Janet Kovick, Jim Wilkins, and Gene Roberts

9:24 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to prepare for labor negotiations. Also Present: Human Resources Director Janet Kovick, Jim Wilkins, and Water Resources Department Director and Chief Administrator Gene Roberts. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

10:03 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board took no action.

#### **INTERNAL SERVICES/PROSECUTOR'S OFFICE, BOARD OF DEVELOPMENTAL DISABILITIES (DD)**

Present: JoAnn Townend, Attorney Chris Meduri and Superintendent and Director John Vennetti

10:07 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the sale of property in accordance with section 505.10 of the Ohio Revised Code, if premature disclosure of information would give an unfair competitive or bargaining

advantage to a person whose personal, private interest is adverse to the general public interest. Also present: Internal Services Director JoAnn Townend, Attorney Chris Meduri and Superintendent and Board of DD Director John Vennetti. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

10:38 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

After exiting executive session, the Board took no action.

### **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the May 28, 2020 regular meeting minutes.

- Commissioner Clyde asked to hold the adoption of the May 28<sup>th</sup> regular meeting minutes.

### **Water Resources**

#### **Resolutions:**

1. The Board of Commissioners approves a request for Abacus Incorporated for installment payments of connection charges for connection to the sanitary sewerage system and the water system in the Portage County Regional Sewer District and establishing the terms and conditions of the same./Resolution No. 20-0360

**RESOLUTION NO. 20-0360       -       RE:    APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF  
CONNECTION CHARGES FOR  
CONNECTION TO THE SANITARY  
SEWERAGE SYSTEM AND THE WATER  
SYSTEM IN THE PORTAGE COUNTY  
REGIONAL SEWER DISTRICT AND  
ESTABLISHING THE TERMS AND  
CONDITIONS OF THE SAME.**

It was moved by Vicki A. Kline, 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 and water system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connections 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 water permit and has now requested in writing the option of paying the sewer and water connection charges, applicable to the following described properties, in installments; and

Applicant: Abacus Incorporated, LLC (OWNER)  
Service Address: 3911 Selnik Road  
Kent, OH 44240

Parcel Number: 04-040-10-00-095-000

Property Deed Description: Situated in Brimfield Township, County of Portage, and State of Ohio; And known as being all of Lot Number 46 in Mosser Farm Acres, First Addition, the plat of which is recorded in Plat Book 9, Page 4 in the Portage County Records, as recorded and more fully described by Instrument Number 202006970 of the Portage County Records, 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 and water 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 \$5,780.00.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer and water billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in any calendar year 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 1.19% percent per annum (based on Ohio Water Development Authority for the month of May 2020 for 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 is 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 successors, 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 and water 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 permits provided for in Section 1402 and 1403 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to approve plans, specifications and estimate of cost, and set the bid date for the construction of project no. SH-W (19-160), Streetsboro State Route 14 water main replacement, in the portage county regional sewer district, Brimfield Township./Resolution No. 20-0361

**RESOLUTION NO. 20-0361 - RE: APPROVE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SET THE BID DATE FOR THE CONSTRUCTION OF PROJECT NO. SH-W (19-160), STREETSBORO STATE ROUTE 14 WATER MAIN REPLACEMENT, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, BRIMFIELD TOWNSHIP.**

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

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

**WHEREAS**, Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and

**WHEREAS**, Resolution No. 10-1141, adopted December 16, 2010, amended the general plan of water; and

**WHEREAS**, pursuant to authorization by this Board contained in Resolution 19-0549 adopted, August 1, 2019 the Portage County Water Resources Department has caused to be prepared and submitted for approval, plans, specifications and estimate of cost for **PROJECT NO. SH-W (19-160), STREETSBORO STATE ROUTE 14 WATER MAIN REPLACEMENT**", hereinafter referred to as the "PROJECT"; and

**WHEREAS**, the PROJECT is necessary because the Ohio Department of Transportation and the City of Streetsboro are widening State Route 14; and

**WHEREAS**, Water Resources has an existing asbestos cement pipe water main in the project area that was originally constructed in 1970 that needs replaced due to poor condition; and

**WHEREAS**, if left remaining in place, the existing asbestos cement pipe water main would be under the new roadway thus subject to detrimental traffic loads, hindering future maintenance and causing higher expense to maintain and repair; now therefore be it

**RESOLVED**, that this Board hereby ratifies and approves said plans, specifications and estimate of cost for said PROJECT; and be it further

**RESOLVED**, that said plans, specifications and estimate of cost are on file at the Portage County Water Resources office at 8116 Infirmary Road, Ravenna, Ohio 44266 and kept continuously on file for inspection by all persons interested therein. Plans and specifications may be purchased from the office of AA Blueprint, 2527 Gilchrist Road, Akron, Ohio 44305, 330-794-8803, at a non-refundable cost; and be it further

**RESOLVED**, that sealed bids for the construction of the PROJECT will be accepted until 2:00 PM on July 1, 2020 via the United States Postal Service or Courier only(UPS or FedEx) at the office of the Portage County Director of Internal Services, Portage County Administration Building, 1<sup>st</sup> Floor, Room 114, 449 South Meridian Street, Ravenna, Ohio. In an effort to limit the spread of COVID-19(Coronavirus), bids will be opened to the public VIA LIVE STREAM ONLY at <https://www.co.portage.oh.us/internal-services/pages/bids-rfps-rfqs>; and be it further

**RESOLVED**, that the Notice of receiving bids shall be posted in the Record Courier on June 8 and June 15, 2020. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under county bid notices; and be it further

**RESOLVED**, that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services and the Department of Budget and Financial Management; 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 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;

**JOURNAL ENTRY:** The Board of Commissioners received the May 26, 2020 Amended Certificate of Estimated Resources for the year beginning January 1, 2020 as submitted by the Portage County Budget Commission.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**JOURNAL ENTRY:** In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for May 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

### **Revolving Loan Funds**

Commissioner Clyde asked Administrator Gene Roberts to work with Neighborhood Development Services and Department of Budget and Financial Management Director Todd Bragg, to help the Board get a sense of the Revolving Loan Funds by understanding where they are, the amounts, the requirements and how much is potentially available. There were other CDBG projects the Board discussed potentially accessing these funds and it would be helpful for the Board to have the discussion with additional information coming back to the Board.

**JOURNAL ENTRY:** The Board of Commissioners approved the Haven of Portage County for Water and Sewer Facilities from the CDBG Housing RLF, for the amount of \$24,763.00.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

### **Discussion:**

#### **1. Budget correspondence to Elected Officials and Department Heads / Resolution**

The Board has informally taken measures to help reduce expenditures and after consulting with the Department of Budget and Financial Management and the County Auditor's Office, Administrator Gene Roberts presented correspondence for Board signature to Elected

Officials and Department Heads and a draft resolution for Board approval notifying each of imminent revenue loss and the need to reduce expenses.

Administrator Gene Roberts noted the Water Resources Department isn't impacted in any way by Local Government Funds, so the Board should see less of an impact with them, but Solid Waste was in a predicament going into the pandemic.

Commissioner Clyde noted it's a good sign the Budget Commission that is made up of 3 other Elected Officials to come to the Board to work together and ask the Board for its recommendation goes well for this situation.

The Board agreed to send the message out and start the conversation with the departments under the Board's purview and also with the Elected Officials and Department Heads.

Draft Resolution: Authorizing a letter from the Portage County Board of Commissioners be sent to all Elected Officials and Department Heads notifying each of imminent revenue loss and the need to reduce expenses./Resolution No. 20-0363

Commissioner Clyde also noted it would be helpful if each Commissioner would send their electronic signatures to the Clerk for future use with permission.

**RESOLUTION NO. 20-0363        -        RE:    AUTHORIZING SENDING A LETTER FROM  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS TO ALL ELECTED  
OFFICIALS AND DEPARTMENT HEADS  
NOTIFYING EACH OF IMMINENT REVENUE  
LOSS AND THE NEED TO REDUCE  
EXPENSES.**

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

**WHEREAS,**        the Portage County Portage County Board of Commissioners has been monitoring the revenue loss due to the COVID-19 Pandemic; and

**WHEREAS,**        currently it is believed that the General Government Funds will see a three to six million dollar decrease in the next twelve months; and therefore

**RESOLVED,**        that the Board of Portage County Commissioners hereby sends to all Elected Officials and Department Heads a letter outlining the necessity to reduce spending; and be it further

**RESOLVED,**        that the spending reduction shall occur for the second half of 2020 and for the full year 2021; and be it further

**RESOLVED,** that the spending reduction shall be 6.7% for second half of 2020 and for the full year 2021 planned reductions shall total 13.3%; and be it further

**RESOLVED,** that the Board of Commissioners authorizes sending a letter to all Elected Officials and Department Heads notifying each of imminent revenue loss, the need to reduce expenses and offer recommendations on how to achieve cost savings; 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;

**Motion:** by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of **June 4, 2020 at 10:52 AM.**

Roll call vote: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 4, 2020.



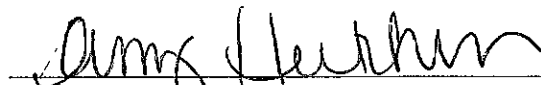
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk

