



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

Thursday, March 25, 2021

9:00 AM

Commissioners' Board Room

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

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

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present via Zoom
Anthony J. Badalamenti	Vice President	Absent
Vicki A. Kline	Board Member	Present

Also attending: Barb Tittle, Brian Ames, Ed Dean, Mike Bogo, Neighborhood Development Services, Attorney Chris Meduri, Ed Basta and Record Courier Reporter Diane Smith.

Recess: 9:01 AM into Solid Waste Management District Meeting
Reconvened: 9:04 AM

HUMAN RESOURCES

Present: Director Janet Kovick and Interim Water Resources Director John Vence

Discussion:

1. Request to develop & establish Job Descriptions for Streetsboro Treatment Plant Mechanic & Streetsboro Wastewater Treatment Plant Chief Operator

The Water Resources Department currently have Mechanic and Chief Operator positions within the Collective Bargaining Agreement. The proposed job descriptions language is very similar to existing positions active within the Collections and Treatment sections. The proposed job descriptions are planned to support 1 Plant Mechanic and 1 Chief Operator for the Streetsboro Plant location only. Both job descriptions will support the 2 new openings expected to be filled with internal department candidates. After the internal candidates are repositioned, the 2 remaining vacant positions will not be back filled. Therefore, there will not be any additional positions created as a result of the new positions being created. The internal candidates are now currently completing a lot of essential job functions required within the new job descriptions as part of their daily duties. Interim Director Vence feels it's in the department's best interest to develop and offer these new positions to internal candidates. The Mechanic position has a base salary increase of \$0.74 per hour against the existing Treatment Plant Operator 3 position. The Chief Operator

position has a base salary increase of \$1.57 per hour increase against the existing Treatment Plant Operator 3 position. In the event, that the internal candidates fail to meet the interview and testing requirements, the positions shall be left open and vacant until another candidate meets the requirements.

The Board agreed to move forward with the requests.

2. Summary of County Administrator Discussions

Director Kovick contacted 4 surrounding County Administrators to find out their basic structure and primary responsibilities and presents the following summary of her findings:

County Administrator Primary Responsibilities/Structure

- Oversee all Board of Commissioners (BOC) departments;
 - Department directors report to County Administrator.
 - BOC is not involved in "smaller things."
 - Directors usually do not go directly to BOC unless there is an unusual situation or if the BOC has received a phone call about a specific department.
 - Liaison between the Board and department directors.
 - Evaluate directors.
- Serve as main contact/liaison for Elected Officials;
- Oversee policy development, write/review drafts, formulate policy;
- Oversee the development and implementation of BOC department goals and objectives;
- Periodically hold meetings with all department directors, either weekly or monthly;
- Authorize to make decisions based on resolution.
 - Handles all disciplinary actions except for terminations or hiring of directors

Recommendations for a County Administrator Candidate

- Should have a working knowledge of county government;
- Have organizational skills and can keep up with the workload managing the different job duties at one time;
- Ability to make hard decisions, have a "thick skin";
- Offered a salary that's worth the person and job;
 - Do not settle for just anyone – if you don't find the right person at first, go back out and look for the right person.
- Someone with the right temperament, be loyal and discreet;
- Ability to manage up (to the BOC) and manage down (to the department directors);
- Ability to trust all 3 commissioners and vice versa;
- Ability to work well with and have a good relationship with Elected Officials;
- Have an awareness and be diplomatic;
- Not actively involved in politics, be "Switzerland";
- Ability to effectively communicate, both oral/written;

- Understand the budget and can explain in laymen's terms;
- Someone strong enough to advise BOC or Elected Officials what they need to hear, not what they want to hear.

Commissioner Christian-Bennett noted the Board's next step is to ensure the job description aligns with the recommendations and Director Kovick will bring back a draft job description for further discussion with the Board.

3. Updated COVID-19 Travel Policy

Director Kovick presented a revised COVID-19 Travel Guidance policy that includes the latest updates from the Centers for Disease Control (CDC), regarding the quarantine requirement upon returning home from domestic, cruise, or international travel.

4. Updated COVID-19 Leave Policy

Director Kovick presented a revised Temporary Public Health Emergency Leave Policy for COVID-19 and requests the Board back date the policy to March 11, 2021 as that date is the effective date of the American Rescue Plan Act.

The Board agreed to move forward with the revisions to the policy. (See Resolution No. 21-0194).

Resolutions:

1. The Board of Commissioners approves the revised Temporary Public Health Emergency Leave Policy for Covid-19. /Resolution No. 21-0194

Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners authorized the two-week external posting of the part time Clerk/Specialist, replacing Judith Common for the Portage County Board of Commissioners Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The Board approved the posting last week and it's been posted for 1 week and they've received 1 application to date.

2. **JOURNAL ENTRY:** The Board of Commissioners approved leave without pay for a Job and Family Services employee through March 31, 2021.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

3. **JOURNAL ENTRY:** The Board of Commissioners authorized the creation of the Streetsboro Treatment Plant Mechanic position and approve the respective job description.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

4. **JOURNAL ENTRY:** The Board of Commissioners authorized the seven-day internal posting of the full time Streetsboro Treatment Plant Mechanic, new position, for Portage County Water Resources. This position is only open to current Streetsboro Treatment Plant employees and will not create an additional vacancy in the department.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

5. **JOURNAL ENTRY:** The Board of Commissioners authorized the creation of the Streetsboro Wastewater Treatment Plant Chief Operator position and approve the respective job description.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

6. **JOURNAL ENTRY:** The Board of Commissioners authorized the seven-day internal posting of the full time Streetsboro Wastewater Treatment Plant Chief Operator, new position, for Portage County Water Resources. This position is only open to current Streetsboro Treatment Plant employees and will not create an additional vacancy in the department.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

7. **JOURNAL ENTRY:** Based upon very recent developments, the paid Administrative Leave of the Director of Budget and Financial Management will be extended through

April 1, 2021, at which time the employment relationship with said employee shall be terminated effective at the end of the business day Thursday, April 1, 2021.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Discussion:

1. Potential Wage Increases for 2 Directors and 2 Employees

The wage increases for the Office of Homeland Security and Emergency Management Director and the Dog Warden were discussed previously and the Board agreed the Dog Warden's pay will increase \$5.27 and the Office of Homeland Security and Emergency Management Director will increase \$6.35. The Board agreed to move both Directors to midpoint of the Pay Scale and Director Kovick will bring the necessary paperwork back to the Board for signature.

Commissioner Christian-Bennett stated the wage increase for the Human Resources Generalist and the Commissioners Administrative Assistant were also discussed last year and they were told to hold at that point in time. Commissioner Christian-Bennett explained that Jenna took on additional duties and with Julie filling in so much as Acting Clerk and doing additional things, she basically ran the Commissioners' Office for 7 weeks, as well as she took on additional duties, and she would really like to consider both of them for increases and Commissioner Kline agreed.

Director Kovick refactored Julie's job description to give consideration for her being back up to the Clerk. Julie is currently a pay grade 4 as Administrative Assistant and she was refactored as a Pay Grade 5 with back up duties added. Commissioner Christian-Bennett stated the Board has been fiscally conscious and when it was brought up earlier in the year, we wanted to wait because there would be more coming and since the Board is moving forward with other departments, it should start looking at the Commissioners' departments and Commissioner Kline agreed.

Commissioner Christian-Bennett stated she didn't believe the Board discussed actual amounts and Director Kovick stated that was correct, the Board did not discussed amounts for Julie and Jenna. For Jenna, the revised Job Description factored at Pay Grade 11 and she was at Pay Grade 9. Director Kovick is proposing a rate half way through Minimum and Maximum for an increase of \$1.93. The Board agreed to move forward with the requested increase.

Director Kovick stated Julie is currently at a Pay Grade 4 and was refactored at a Pay Grade 5. Director Kovick is proposing a rage half way through Minimum and Maximum for an increase of \$2.55. Director Kovick noted Amy is currently at a Pay Grade 7. The Board agreed to move forward with the requested increases.

Commissioner Kline has been hearing good things about Julie, specifically about the helpfulness, her attitude and being pleasant. Director Kovick said that Julie did a great job while Amy was out on medical leave.

Director Kovick will bring all 4 items for Board signature next week with an effective date of April 9, 2021.

DEPARTMENT OF BUDGET & FINANCE

Present: Interim Director David Lair

Discussion:

1. Temporary Help

Director Lair is requesting temporary accounting help for 2 areas - the Department of Budget and Financial Management Director and the Utility Billing Specialist. As a start, he would like Board approval to talk to a temporary agency to find a degreed Accountant who may be looking for a permanent position without promising anything further.

Commissioner Christian-Bennett has been impressed with the temporary help that's been covering Denise French and she is interesting in taking a look at the temporary employee that applied for Judy's position to do both sides of the front office. Commissioner Kline asked about Commissioner Christian-Bennett's comment that the billing may be going back to Water Resources and noted the Board needs to consider that option. Commissioner Christian-Bennett explained once the Board finds a Director for Water Resources, the move should take place because the billing doesn't belong in the Commissioners' Office. Commissioner Christian-Bennett also noted instead of putting the positions back at the lab on Infirmary Road, the Board should consider moving them to the Rootstown Water facility as it is already set up with a pay window. Kevin Egler could also be moved out to the Rootstown facility.

Director Lair pointed out that the Board needs to determine when it would be appropriate to advertise for a permanent Budget and Financial Management Director and Commissioner Kline noted it would be after April 1, 2021.

The Board agreed to move forward with the request for the temporary positions.

Resolutions:

1. The Board of Commissioners agrees to approve the Thursday, March 25, 2021 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0195
2. The Board of Commissioners agrees to approve the Thursday, March 25, 2021 wire transfers for health benefits as presented by the County Auditor and reviewed by the

Department of Budget and Financial Management./Resolution No. 21-0196

3. The Board of Commissioners agrees to approve the Thursday, March 25, 2021 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0197
4. The Board of Commissioners agrees to approve the Thursday, March 25, 2021 Then & Now Certification, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0198

PLEASE ADD TO YOUR AGENDA

March 25, 2021

Resolutions:

1. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020.
 - There's a minor \$247 prior year correction and a \$1,300 correction for the Sheriff's Office for a political subdivision that was overcharged for services./21-0208
2. The Board of Commissioners agrees to amend the Non General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020./21-0209
 - There's a \$20,000 increase for EMPG for Office of Homeland Security and Emergency Management, an adjustment transfer within Adult Probation of \$1,600 for materials/supplies from contractual services, and a Certificate of Title Administration for \$165,000 transferred out for Office renovation costs.

Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners authorized the submission of the U.S. Department of Justice and U.S. Department of Treasury Federal Annual Certification Report (FACR) detailing the summary of Equitable Sharing Activity of Portage County Sheriff's Office Justice Funds (DEA, FBI, etc) at the end of 2020, as presented by the Portage County Sheriff.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$18,565.72 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 21-0199

- This is the regular shared transfer cost from WIA fund to Public Assistance for an adjustment for January, February and March 2021.
2. The Board of Commissioners agrees to transfer \$240,000.00 from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 21-0200
 - This is the regular shared transfer from Child Welfare to Public Assistance for Payment No. 6 for 4th Quarter.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: Director JoAnn Townend

Discussion:

1. Administration Building WiFi

Director Townend has been in contact with Information Technology and explained the entire Administration Building will need to be wired for WiFi. Commissioner Christian-Bennett noted if more offices move off site the area becomes more marketable to rent.

2. Administration Building Elevators

If replacing all 3 elevators at the Administration Building, the cost would be \$250,000 per elevator to replace.

3. Tavern 1888

The current renter would like to put self-standing black fencing behind the restaurant on the concrete that's about 4 foot in height. Director Townend noted as long as the City doesn't have an objection, there's probably no reason to deny the request. The Board agreed to move forward with the request pending the City's review.

4. Motor Pool

The underground storage tanks are scheduled to be removed in May and Commissioner Badalamenti has been working with Solid Waste and the County Engineer to remove left over equipment from the Motor Pool. Director Townend noted someone wants to lease the building, someone else wants to purchase the building, and Penny's Auto Body is interested in the equipment. Commissioner Christian-Bennett pointed out that the Office of Homeland Security and Emergency Management would like to stay at Station 30 and Director Townend noted if the Board is not going to the Motor Pool for a County facility, it should be sold. The soil conditions are unknown at this point until the tanks are removed.

5. Architect/Engineer

The Board discussed the following updates on the Courthouse parking lot, the Riddle Block roof, the Records Center roof, the Justice Center roof, and the elevators:

- **Riddle Block roof** \$277,200 on the flat, shingled peak area \$341,044, no estimate on the special metal pieces because of the historical value; Total estimate \$618,000 plus the metal.
- **Justice Center roof** will be inspected Monday and core samples will be taken, depending on the slope of the findings, the cost could range anywhere from \$734,000 to \$905,000.
- **Records Center roof** cost \$523,650.
- **Courthouse Parking lot** has no estimate because Main Street Ravenna will be making a presentation on the street scape. There are currently 88 employees assigned to the lot and when the Jury is summoned, they utilize the area, as well. Additionally, if Common Pleas adds a third Judge, there will be additional employees who will need parking. The street scape project looks beautiful, but it's not practical for the County's needs.
- **Pretty Glenn Dam's** appraisals have been completed and then COVID struck. Director Townend will need to work with Attorney Chris Meduri about informing the property owners of the next step in the process. Commissioner Christian-Bennett noted the County will need to obtain easements from the property owners to go across their property to access the dam. The Engineering firm will need to be contacted because work is still needed on the removal documents.

The Board agreed Director Townend will prioritize the list of projects along with a timeline and report back to the Board.

In the meantime, the Board agreed to move forward with Pretty Glenn Dam and Director Townend will contact Attorney Meduri and the Engineering firm.

6. NOPEC Contract for Electric Service

Back in December of 2018, a Resolution was adopted for electric service with NOPEC and once the NOPEC contract ended, the Board is eligible to enroll in the CCAO's electric program. NOPEC's contract ended in 2020 and the Board agreed Director Townend will initiate the County being set up for electric services through CCAO. The CCAO actually contracts with an energy company that does a Request for Proposal to get the latest pricing Counties can use. The County currently has CCAO for natural gas and we haven't had any problems. Commissioner Christian-Bennett noted out of the 88 Counties, 55 of them are through CCAO's program.

7. Journal Entry #7 from March 4, 2021

Last Thursday, the Board adopted the following Journal Entry:

7. The Board of Commissioners hereby authorizes that employees of the Portage County Combined General Health District who operate Portage County Emergency Management Agency vehicles during the present public health emergency, to be

covered under and pursuant to the Board of Commissioners' insurance coverage through CORSA, including liability and motor vehicle insurance coverage. This authorization is in addition to and does not waive any governmental immunity the Portage County Combined General Health District and the Portage County Board of Commissioners have pursuant to R.C. Chapter 2744.

The words 'including liability' should be removed from the Journal Entry at the request of CORSA. The Board will do a revised Journal Entry later today.

8. Notice of Resignation – Terri Brunswick, Purchasing Department
Director Townend received a notice of resignation/retirement from Terri Brunswick, a part time employee in the Mailroom effective in May 2021. Director Townend would like to hire a full time person very soon for the position and will work on a new job description for Board consideration.

Resolutions:

1. The Board of Commissioners agrees to enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Silver Star Excavating & Landscaping, LLC for a septic system replacement./Resolution No. 21-0201
2. The Board of Commissioners agrees to accept the proposal of Greenman-Pedersen, Inc. (GPI) and enter into agreement for providing professional construction administration services for the project known as Silica Sand Road Bridge Replacement (WIN 163, CH 253) in Windham Township, Portage County./Resolution No. 21-0202
3. The Board of Commissioners agrees to award and enter into lease agreements with Blair Kotkowski of Kotkowski Farms, Inc., Jason Carlton of Carlton Farm, and Stanley Sayre of Sayre Farms for farm land leases./Resolution No. 21-0203

SHERIFF'S OFFICE

Present: Sheriff Bruce Zuchowski, Chief Deputy Ralph Spidalieri, and Jail Administrator Bryan Morgenstern

Discussion:

1. Sheriff's Prioritized Business Plan.
Chief Deputy Spidalieri presented a Power Point presentation indicating the following:
 - The Sheriff is responsible for policing 81.86% of Portage County and 18.3% (less than 20% of the County) is maintained by Police services.
 - The Police agencies of incorporated areas cover about 91 square miles and the Sheriff's Office is responsible for 412.62 miles (4 times the amount of incorporated areas).

- Kent State University has a fully functioning Police Department, but totals were omitted from the presentation because they are within the City of Kent.
- Within Portage County:
 - There are 9 Police Chiefs and the Sheriff's Office has 1.
 - There are no Majors in the Police Departments, but the Sheriff's Office has 1.
 - There are 2 Captains within the Police Departments and the Sheriff's Office has 2.
 - There are no Commander within the Police Departments, but the Sheriff's Office has 1 that oversees the Court Security.
 - There are 9 Lieutenants in the Police Departments and the Sheriff's Office has 1.
 - The Police Departments make up 24 Sergeants and the Sheriff's Office has 4.
 - The Police Departments have 2 Corporals and the Sheriff's Office has 0.
 - The Police Departments have a total of 144 Patrolmen and the Sheriff's Office has 57 Deputies total.
 - Total manpower in the Police Departments is 190 (less than 20% of the area), total manpower in the Sheriff's Office is 67.
- Sheriff's Office: A 5-10 Year Lookback:
 - 1 Sheriff, a Chief, up to 3 Majors (currently have 1), up to 3 Captains (currently have 2), never had a Commander position but they currently have 1, up to 4 Lieutenants (currently have 1), up to 5 Sergeants (currently have 4).
 - In base salaries, the savings is well over \$400,000 (not including benefits and other compensation) that used to be paid in Administration, but total Administration is 12 for a department that is active 365 days a year/24 hours a day/7 days a week.
 - Personnel per square mile:
 - The Police Departments have 91 square miles equating to 2.08 Officers for every square mile.
 - The Sheriff's Office has 412 square miles with only .16 per square mile.
 - To keep the numbers fair, all the Chiefs, Lieutenants, etc. are included.
 - Residents served per Officer:
 - Within the Police Departments, there's 480 people served per Officer.
 - The Sheriff's Office has 1,061 residents per Deputy.
- Population Area Per Shift:
 - Sheriff's Office has an average of 8 Officers on duty at any given time on Road Patrol.
 - Each Officer is responsible for 51.58 per square miles per Deputy at a rate of about 8,888 people per Deputy on a shift.
 - The Sheriff's Office Patrol Division has 33 Commissioned Officers, 1 Captain, an Administrative Lieutenant, 4 Sergeants (1 per shift) and 27 Deputies.
 - Court Security includes 14 people, 1 Commander and 13 Deputies (5 full time; 8 part-time). The Sheriff's Office is mandated by Ohio Revised Code to provide Court security and it's provided to Ravenna (11 Officers) and Kent (2 Officers) Courthouses, and the Juvenile Detention Center (1).
 - Detective Bureau:
 - Includes 1 Captain and 5 Detectives.
 - Drug Taskforce

- Includes 1 Major and 3 Detectives.
 - Civil Division
 - 2 Employees.
 - Chief
 - School Resource Officer
 - Paid by the schools.
 - 2 Canine Units
 - Job and Family Services
 - 1.5 Officers
 - Paid by Job and Family Services
 - Evidence
 - 1.5 Officers
 - **The Sheriff's Office is asking for 6 additional Deputies - 4 for the Drug Task Force and 2 for Road Patrol.**
 - The Sheriff's Office is on the 3rd generation of radios since the radios they have are no longer serviceable. The Office acquired radios from the Ohio State Patrol and the Motorola tech is holding them for spare parts for the portable radios.
 - There are multiple areas in the County that Deputies cannot use radios, which is a huge safety concern.
 - The jail radios do not transmit to Dispatch so when Correction Officers need help in a cell block, the transmission goes between the Officers but does not go through Dispatch.
 - The radios will not transmit outside from the cell block so the Road Patrol responding for backup will have no communication with the internal cell block.
 - The Governor's Office has released \$10 million dollars to assist agencies with body cameras. The Sheriff's Office is working with the Regional Planning Commission's grant writer to obtain funding for body and vehicle cameras.
 - The Office doesn't have body cameras and it's such a liability driven environment. It would help tremendously to have them.
 - The Sheriff's Office would like to have a Canine Unit per shift for drugs and tracking purposes. A fundraising effort has been established for the Canine Unit and 2 canines don't cost the County anything for food and medical, but there is a cost for the Officer's salary and the startup of the vehicle and equipment.
- Administrator Morgenstern indicated the following as to the manpower in the jail:
- There are 4 Sergeants, 3 Corporals, 1 Lieutenant and 62 Correctional Officers.
 - **The requested needs of the jail are an additional 12 Officers and surveillance camera updates.** They have been talking with Information Technology about a structured plan to replace sections under a 5 year plan.
 - Commissioner Christian-Bennett asked if the additional 12 Officers were included on top of the additional funding the Board provided the Sheriff's Office for 15 Officers and Administrator Morgenstern was unsure about the funding for the 15 Officers.
 - Commissioner Christian-Bennett asked at what number is considered full capacity and Administrator Morgenstern replied 360 and Commissioner Christian-Bennett

noted the jail is averaging about 200. Administrator Morgenstern explained during COVID, they were down to 100, but it's rising again.

- There's still one wing not in service and the Office would be in violation of the minimum jail standards if it was opened due to the lack of manpower.
- Federal prisoners could be housed in that area and with huge income potential that would offset a large portion of jail operation costs, but they won't even talk to Portage County until the Office hits the minimum State standards.
- Commissioner Kline explained the Board was misled when the addition was being constructed because it was told the Sheriff's Office would need less people to run the new area due to the layout structure and the cameras.
- There's been an increase in drugs and overdoses and it continues to grow. The Sheriff's Office is taking the position of enforcement.
- Dispatch
 - There's 1 Supervisor who is also the 911 Coordinator and is paid \$60,000 for being the Coordinator with benefits and any other compensation being paid by the Sheriff's Office.
 - There are 2 part-time and 10 full time Dispatchers
 - They are currently working with Garrettsville, Windham, Suffield, Atwater and Palmyra for their fire dispatching. There are 2 active contracts bringing in approximately \$90,000 that goes back to the General Fund. There's no official transfer of that funding to offset salaries of the Dispatchers.
 - As agencies are joining, the Sheriff's Office would like to see the funding go towards the 24/7 operation of the Sheriff's Office.
 - The Office will exceed what it costs to hire 3 additional Dispatchers with the contracts.
 - **Deputy Spidalieri requests the funding coming from the current contract and any additional contracts, be transferred to the Sheriff's Office to show the offset in Dispatch.**
 - Commissioner Kline asked if the \$90,000 is anywhere in the Sheriff's budget and Deputy Spidalieri replied it goes back to the General Fund.
 - **The request is for 3 additional Dispatchers to handle the additional contracted agencies.**
- Radio/911 System Upgrade
 - Currently, there's \$511,000 in the 911 Fund. Conversations have taken place with Office of Homeland Security and Emergency Management Director Shackelford and an approximate cost for the new radio system is \$3 million dollars. Part of the upgrade will include 2 towers and a booster tower. The MARCS System is between \$70,000-\$100,000 per year for basic maintenance to the towers and the turnover to the MARCS System is handled and paid for by MARCS and then the towers are no longer the responsibility of the County, but the MARCS System.
 - The radio system has been discussed with the Board in the past, but the Sheriff's goal is to have a plan in place for ground radios for individual officers to be at the cusp of the technology point.
- Building Conditions

- There have been several leaks in the roof and floors that are broken at the Sheriff's Office.
- The carpeting has been replaced in the Lieutenant's and Sergeant's Office, additional flooring has been replaced, and offices and hallways have been painted by the Trustees at the jail.
- There is no security key card access for exterior doors.
- The Judge signed the Order so the Sheriff's Office can hold Civil cases at the Sheriff's Office for Sheriff sales. The Sheriff's Office would like to convert the whole area for the Civil office.
- **For a cost of less than \$50,000, the Office can redo the Civil office, the CCW office, and have a wall removed in the Detective area for additional space for case preparation and conference center.** An architect will need to be hired to work with the Building Department to assure the plans are correct and then they can proceed with the bidding process.
- The Sheriff's Office will work with the Maintenance Department regarding the doors that are broken, along with other miscellaneous items they inherited.
- Commissioner Kline noted the Board approved a Maintenance position at the Jail a while ago and Commissioner Christian-Bennett explained there was an issue whether the employee was going to report to the Sheriff or Internal Services.
- Commissioner Kline stated everything discussed today seems to be a priority and it would be helpful if they could create a prioritized list so the Board can address the issues effectively.
- **Salaries**
 - Chief Deputy Spidalieri mentioned the Office is currently under budget negotiations for all contracts and there have been zero raises last year and none to date this year.
 - The Sheriff's salary is set by the Ohio Revised Code based on population.
 - Chief Deputy Ralph Spidalieri's salary is \$104,000
 - Stark County is paid \$106,000, Geauga County \$115,000, and Summit County \$123,000.
 - Major Larry Limbert's duties include overseeing the Task Force, the Jail, hiring, some internal personnel issues, and he is also the liaison for the Adult Detective Bureau with a salary of \$94,000;
 - Stark County is paid \$96,000 and Summit County is \$113,000.
 - The Lieutenant's salary in Portage County is \$76,000.
 - Kent State University is paid \$7,450.00 more, Ravenna is \$12,000 more, Kent is over \$16,000 more, Streetsboro over \$21,000 and Aurora is over \$26,000 a year more than Portage.
 - The Sergeant's salary at Portage County is \$67,127.00.
 - Kent State University makes \$8,700 more, Ravenna over \$10,000, Kent over \$15,000, Streetsboro over \$18,000, and Aurora over \$28,000 more.
 - The Patrolmen/Deputy salary for Portage County makes \$59,245.

- Ravenna makes \$8,600 more, Kent State \$9,700, Kent City \$14,500 more, Streetsboro over \$15,000 and Aurora over \$24,000 more than Portage.
- The Sheriff decided not to hire another Jail Administrator, but to retain the position of Lieutenant and appoint that position as the Jail Administrator (Bryan Morgenstern), who makes \$74,000.
 - Mahoning is \$429.00 more, but they have higher level positions; Lorrain is \$6,600; Cuyahoga \$7,000; Summit \$13,160.
- The Corrections Sergeants make \$66,000.
 - Lorrain was \$3,300 more; Cuyahoga \$3,500; Geauga \$8,500; Summit \$8,861.
- The Corrections Officers \$52,000.
 - Medina County pays \$4,000 more; Summit was \$10,900; and Geauga pays \$12,968 more than Portage.
 - The Office struggles to hire and maintain employees.
- Commissioner Christian-Bennett asked how many Deputies left employment for another County and Deputy Spidalieri noted they are in the process of tracking that number.
- Dispatchers \$49,000.
 - Kent makes \$7,000 more; Ravenna \$7,900; Streetsboro \$9,600; and Aurora \$11,700.00.
 - Portage County has 4 times the amount of area to patrol and the population is almost 50% of the entire County.
- Commissioner Christian-Bennett asked about the funding sources and how many agencies have actual safety levies and Deputy Spidalieri knows that Ravenna does, and Aurora and Kent do not.
- A comparison was done of the top 100 earners in the County and they found 30 of the top 100 were under the Department of Developmental Disabilities; 21 were under the Commissioners' hiring authority; 18 were under the Courts; 7 were under the Prosecutor's Office; and 6 were from the Sheriff's Office.
 - The Sheriff's Office is a 24/7 operation and many others are not.
 - The Sheriff's Office's has the highest Operating Budget within the County, but they only make up 6 of the highest earners.
 - The Developmental Disabilities had a total of \$2,357,000 that went to their top 100, the Courts had just shy of \$2 million, the Engineer \$495,000, the Commissioners had \$1,687,000, and the Prosecutor had \$645,000. The Sheriff had \$550,000 with the 24/7 hour service.
 - Commissioner Christian-Bennett noted consideration must be given to positions that are certified or degreed such as surveyors, engineers, and attorneys and Deputy Spidalieri noted the Sheriff's Office has a CPA and he isn't even close to the top 100.
 - Deputy Spidalieri stated the Sheriff's Office is not abusing tax payers' dollars and he was able to prove beyond a reasonable doubt based on salary studies, the department wants to do the right thing for the agency.

- The Sheriff's Office is 6.2% of the top 100 positions.
- Savings and Raising Dollars
 - The goal is not to spend money, it's a duty to find out where they can save money.
 - They've looked at prisoner housing plan and are moving forward with a plan to reach that goal.
 - Civil Division fee structure will probably bring in a difference of 30-40% more than the prior administration based upon the Sheriff revamping the entire structure.
 - The CCW Division: The Sheriff's Office purchases their ammunition and firearms through CCW funding. The hours have been increased and Saturdays have been added for the public's convenience.
 - There's been a reduction in 'brass' in the Administration.
 - They are utilizing the Task Force manpower more than ever.
 - The vehicle take home program is very much appreciated.
 - The Office is reviewing and auditing all expenses within the operation, including the phone bill, looking out for the best interest of the entire County.
 - Commissioner Kline believed the take home vehicles were abolished to save money, but she's found out it was taken away because someone was upset with the people in the department that were taking home vehicles home and the practice was abolished because that person had the authority to do so. The Board should have been made aware of the situation when it happened by the prior administration.
 - The body cameras and the vehicle dash cameras are required under the Ohio Revised Code and the department has been non-compliant with the portable scales.
 - Ohio Revised Code indicates that the scales, vehicle, and the officer that does the enforcement is ordered to be paid by the County Engineer. The fines from the citations issued for overloads return back to the County Engineer for road maintenance and repair.
 - The Sheriff's Office doesn't have any ballistic shields or helmets and Kent State is the second largest university in the state of Ohio.
 - There are 3 Mobile Data Terminal (MDTs) out of service that are needed in the vehicles.
 - Deputy Spidalieri thanked the Board for Lexipol, the live policy/procedures manual with updated policies and procedures from the Ohio Revised Code.
- The Financial Goal
 - **Road Patrol: \$5,000 first year, \$5,000 the next year, and a 4% increase in the third year. Corrections: \$3,000 first year, \$3,000 the next year, and a 4% increase in the third year.**
 - **Over the course of three years, \$1.2 million in total expenditures.**
 - **Vehicles, equipment, training, office improvement, civilian staff pay increases, 6 new Deputies, Corrections Officers and the Dispatchers for a total of \$1,700,000 annually.**
- In Summary

- The improvements will allow the department to have updated efficient equipment, competitive wages, additional manpower, better working environment, employee retainment, and qualified candidates.
- Based on a population of 165,000 people, to hit this goal would require an additional **\$2.9 million** or \$1.46 per resident per month to be able to get where the Sheriff's Office would like to be.
- Questions
 - Barb Tittle asked about the rank for the salary increases from \$5,000 for the first year and \$5,000 for the second year and Deputy Spidalieri reported Deputies, Sergeants and Lieutenants. Sheriff Zuchowski indicated the pay is so far below and in order to be competitive, raises have to increase. Deputy Spidalieri mentioned they have a responsibility and duty to keep Portage County safe and render police services. The Office is not able to retain or attract employees with the rates of pay it currently offers.
 - Brian Ames pointed out this is not a public hearing and the meeting is being conducted as a public hearing, it's a public meeting. The public doesn't have the right to question the Sheriff's Office.

Deputy Spidalieri is willing to speak with anyone about the data as a department and as an administration.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the March 18, 2021 regular meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Dog Warden

Resolutions:

1. The Board of Commissioners accepts the donations to the Office of the Portage County Dog Warden./Resolution No. 21-0204

Neighborhood Development Services

Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners approved a loan from the CDBG Housing RLF to Family and Community Services for the King Kennedy Community Center Project in the amount of \$123,942 at 0% interest, due on sale.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Commissioner Badalamenti, Absent;
Motion Carries

2. **JOURNAL ENTRY:** The Board of Commissioners approved a loan from the CDBG Housing RLF to the Shalersville Township Trustees for the demolition of Sanicky House located at 9080 SR 44 for up to \$32,000 at 0%, due on sale. When the property is placed in service as a park, the loan will be forgiven.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

Discussion:

1. March 30th Meeting Agenda Topics

The Board agreed to start session on March 30th at 11:00 AM instead of the normal 9:00 AM start time for an Executive Session G1 Water Resources Department Director interview.

2. Broadband for Northern parts of Portage County.

Commissioner Christian-Bennett requests a Resolution of Support on the agenda for next week as the Northern part is underutilized with broadband.

3. Information Technology New Full Time Position

Commissioner Kline explained the County Auditor asked that the part time intern working with Information Technology become a full time employee due to work overload.

Commissioner Christian-Bennett asked if the funding is in the Auditor's budget and

Commissioner Kline stated some of the funding went to Internal Services (for the installs).

Commissioner Kline explained there is money left over from that expense, but probably not enough to cover a full time salary.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Michael Bengston as an IT Specialist for Portage County Information Technology Services, with an anticipated start date of April 5, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Resolutions:

1. The Board of Commissioners agrees to appoint Hal Stamm to the Portage County Board of Building Appeals./Resolution No. 21-0205

2. The Board of Commissioners approves the creation of the Sheriff's Donation Fund./Resolution No. 21-0206

Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners signed the Satisfaction of Mortgage form for Leonard & Jean Miterko of 1719 Manor Drive, Streetsboro, OH 44241 to secure payment of \$873.30. The original document will be recorded by Neighborhood Development Services, Inc.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

2. **JOURNAL ENTRY:** The Board of Commissioners hereby authorizes employees of the Portage County Combined General Health District who operate Portage County Emergency Management Agency vehicles during the present public health emergency, to be covered under and pursuant to the Board of Commissioners' insurance coverage through CORSA and motor vehicle insurance coverage. This authorization is in addition to and does not waive any governmental immunity the Portage County Combined General Health District and the Portage County Board of Commissioners have pursuant to R.C. Chapter 2744. This Journal Entry supersedes Journal Entry #7 from March 4, 2021.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

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The following resolutions were adopted today – March 25, 2021

**RESOLUTION NO. 21-0194 - RE: APPROVING THE REVISED TEMPORARY
PUBLIC HEALTH EMERGENCY LEAVE
POLICY FOR COVID-19.**

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 previously adopted Resolution 21-0048 approving the Temporary Public Health Emergency Leave Policy effective January 21, 2021; and

WHEREAS, the Commissioners agreed to revise the policy and expand the qualifying reasons related to COVID-19 for use of paid administrative leave; and now therefore be it

RESOLVED, the Board of County Commissioners approves the revised Temporary Public Health Emergency Leave Policy effective March 11, 2021 and rescinds Resolution 21-0048; 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; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0195 - RE: BILLS APPROVED AND ACH 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 March 25, 2021 in the total payment amount **of \$572,662.49, including late fees finance charges, interest & penalties amounting to \$81.68 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, March 26, 2021, 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 March 25, 2021 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0196 - RE: WIRE TRANSFER 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 March 25, 2021 in the total payment amount as follows:

1. \$27,833.22 to Medical Mutual – Claims/Flex
2. \$4,112.55 to Medical Mutual – Claims/Flex; 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, March 26, 2021	\$ 27,833.22
Wire Transfer on Friday, March 26, 2021	\$ 4,112.55

and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0197**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:

03/25/21	644	\$3,700.00
03/25/21	657	2,564.18
03/25/21	717	858.15
03/25/21	718	8,719.48
03/25/21	719	112,566.99
03/25/21	720	6,793.88
03/25/21	732	30,098.12
	773	48,900.84
Total		\$214,201.64

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

**RESOLUTION NO. 21-0198 - 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 **\$63,214.37** dated **March 25, 2021** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

**RESOLUTION NO. 21-0199 - 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 the WIOA RMS staff 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 \$18,565.72 for January adj#2 and February adj#1 and March 2021 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

\$ 2,620.75

Project 3B278

\$ 6,924.41

Project 3A259

\$ 1,571.55

Project 3B259

\$ 2,096.15

Project 3B277

\$ 5,352.86

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$ 18,565.72

; 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; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0200 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY 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 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 \$240,000.00 for SFY20 4th Qtr payment #6 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

\$240,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$240,000.00

; and be it further

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

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0201

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RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND SILVER STAR EXCAVATING & LANDSCAPING, LLC FOR A SEPTIC SYSTEM REPLACEMENT.

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

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

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Joseph Pritts, 1923 Martin Road, Mogadore, Ohio qualifies for replacement under this program, and

WHEREAS, Silver Star Excavating & Landscaping, LLC, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$14,500.00 now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Silver Star Excavating & Landscaping, LLC in the amount of \$14,500.00 to perform the agreed upon services; and be it further

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

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

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION No. 21-0202 - RE: ACCEPT PROPOSAL OF GREENMAN-PEDERSEN, INC. (GPI) AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL CONSTRUCTION ADMINISTRATION SERVICES FOR THE PROJECT KNOWN AS SILICA SAND ROAD BRIDGE REPLACEMENT (WIN 163, CH253) IN WINDHAM TOWNSHIP, PORTAGE COUNTY

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

WHEREAS, Resolution 20-0777 authorized the announcement of the request for proposals for professional construction administration services for the project known as Silica Sand Road Bridge Replacement (WIN 163, CH 253); and

WHEREAS, the Portage County Board of Commissioners authorized the Portage County Engineer, by Resolution No. 21-0098, to enter into contract negotiations between the Portage County Commissioners and Greenman-Pedersen Inc. (GPI) to provide professional construction administration services for said project; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of Greenman-Pedersen, Inc. (GPI) and authorizes the Portage County Engineer to enter into an engineering agreement for providing professional construction administration services for the project known as Silica Sand Road Bridge Replacement (WIN 163, CH 253); and be it further

RESOLVED, that said professional services will be performed by Greenman-Pedersen Inc., 601 West Bagley Road, Berea Ohio 44017 at a cost of \$139,718.00; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION No. 21-0203 - RE: AWARD AND ENTER INTO LEASE AGREEMENTS WITH BLAIR KOTKOWSKI OF KOTKOWSKI FARMS, INC., JASON CARLTON OF CARLTON FARM, AND STANLEY SAYRE OF SAYRE FARMS FOR FARM LAND LEASES.

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

WHEREAS: four (4) farmers requested and received the bid specifications for the lease of farm land; and

WHEREAS: on March 10, 2021 the Portage County Internal Services Department received, opened and tabulated three (3) bids:

Kotkowski Farms:	Site 1	\$563.00 per year
Carlton Farm	Site 2	\$628.85 per year
Sayre Farms:	Site 3	\$3,886.00 per year

WHEREAS: the best bid received meeting all specifications for Site 1 was submitted by Kotkowski Farms, 3584 Frost Rd., Mantua OH 44255 in the amount of Five hundred sixty-three and 00/100 dollars (\$563.00) per year; and

WHEREAS: the best bid received meeting all specifications for Site 2 was submitted by Carlton Farm, 3486 Pioneer Trail, Mantua OH 44255 in the amount of Six hundred twenty-eight and 85/100 dollars (\$628.85) per year; and

WHEREAS: the best bid received meeting all specifications for Site 3 was submitted by Sayre Farms, 4406 Winchell Rd., Mantua OH 44255 in the amount of Three thousand eight hundred eighty-six and 00/100 (\$3,886.00) per year; now therefore be it

RESOLVED: that the Portage County Board of Commissioners awards the bids and enters into lease agreements with Kotkowski, Carlton and Sayre Farms at the above amounts for a period of three (3) years beginning April 1, 2021 through March 31, 2024; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

**RESOLUTION NO. 21-0204 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

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

WHEREAS, the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	
Tim & John Connell	1543 Lane Rd Waterford Pa 16441	\$23
Margaret Parks	3092 Clearview Rd Ravenna Oh 44266	\$10
Janet Fox	4352 Fairground Rd Atwater Oh 44201	\$5
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$120
Diane Parr	3022 St Rt 59 Lot E-32 Ravenna Oh 44266	\$25

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

**RESOLUTION NO. 21-0205 - RE: APPOINTMENT TO THE PORTAGE COUNTY
BOARD OF BUILDING APPEALS**

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

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

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

RESOLVED, the Portage County Board of Commissioners hereby appoints the following member for a three-year term beginning May 11, 2021 and ending May 10, 2024:

**Hal L. Stamm
11029 S. Rt. 700
Garrettsville, Ohio 44231**

;and be it further

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

Roll Call Vote as Follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

**RESOLUTION NO. 21-0206 - RE: RESOLUTION REQUESTING THE
CREATION OF THE SHERIFF'S DONATION
FUND**

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

WHEREAS, the Portage County Sheriff wishes to allow for accumulation of contributions from individual donors and fundraising activities into a Donation Fund that will grow and be carried forward from year to year; and

WHEREAS, the Portage County Sheriff intends to use the resources accumulating in the Donation Fund for the purchase of needed equipment for the use of commissioned officers employed by the Portage County Sheriff's Office,

including specialized equipment and training for Special Weapons and Tactics teams, as well as personal protective gear and other items enhancing the safety, productivity, and comfort of these officers while on duty protecting the citizens of Portage County, Ohio, and; now therefore be it

RESOLVED, that the Portage County Sheriff hereby requests that a Donation Fund be created to preserve and expend monies donated and raised by various fundraising activities to the benefit of commissioned officers of the Portage County 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0207

This resolution was omitted. This is for numbering purposes only.

**RESOLUTION NO. 21-0208 - RE: AMENDMENT TO THE GENERAL FUND
2021 ANNUAL APPROPRIATION
RESOLUTION NO. 20-0802 ADOPTED
DECEMBER 17, 2020**

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

RESOLVED, that it has become necessary to amend the General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund		
903 Veterans Services		
09034 Contractual Services		247.00
09039 Misc. Expenses	247.00	

Note: To process a Prior Year Correction journal

Fund: 0001 General Fund

700 Sheriff

07007 Reimbursements/Overpayments

1300.00

07004 Contractual Services

1300.00

Note: Refund for O/P of paid detail

TOTAL MEMO BALANCE ALL AMENDMENTS

1547.00

1547.00

; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

RESOLUTION NO. 21-0209 - RE: AMENDMENT TO THE NON GENERAL FUND 2021 ANNUAL APPROPRIATION RESOLUTION NO. 20-0803 ADOPTED DECEMBER 17, 2020

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

RESOLVED, that it has become necessary to amend the Non General Fund 2021 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:

Fund: 1166 EMPG Homeland Security
11664 Contractual Services

Increase Decrease

20,000.00

Note: Increase for 2021 EMPG grant-related activity

Fund: 1122 Adult Probation

11224 Contractual Services

1600.00

11225 Materials and Supplies	1,600.00
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Fund: 1001 Certificate of Title Administration

10019 Misc. Expenses	165,000.00
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Note: Transfer Out for add'l Clerk of Courts office renovation costs

TOTAL MEMO BALANCE FOR ALL FUNDS:	186,600.00	1600.00
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; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Absent;

* * * * *

Audience Member Ed Basta noted the Board is meeting on April 6th and 13th and asked if the meetings will be for Executive Session purposes only and Commissioner Christian-Bennett responded both meetings are for employee reviews.

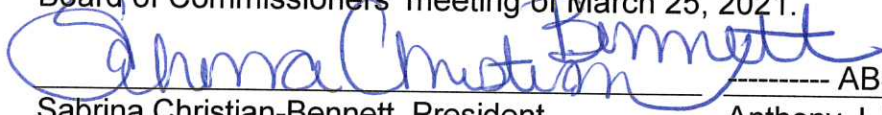
Mr. Basta noted another request from everyone in the room is that the Sheriff be prepared to meet his appointment time requirements. This is the second time the Sheriff made presentations, the first was supposed to be 15 minutes and he went 45, the second was supposed to be 45 went a hour and a half. The spreadsheet he presented was a 2 hour spreadsheet. Commissioner Christian-Bennett thanked Mr. Basta for his comments.

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of **March 25, 2021 at 11:42 AM.**

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

Motion Carries

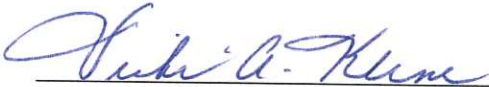
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of March 25, 2021.



Sabrina Christian-Bennett, President

----- ABSENT -----

Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk