



Portage County Board of Commissioners  
Meeting Minutes

449 South Meridian Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>

Kassidy Parbel, Clerk  
330-297-3600

Tuesday, March 19<sup>th</sup>, 2024

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.  
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Anthony J. Badalamenti	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day was County Administrator Michelle Crombie, Carey Sells, David Garnier, Sue Fields, Jenn Davis, Prosecutor Chris Meduri and Jeff Heinrich.

1. The Board of Commissioners approves the March 14<sup>th</sup>, 2024 regular meeting minutes.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

## **PORTAGE SOIL AND WATER CONSERVATION DISTRICT**

Present: Lynn Vogel, Larry D. Jenkins Jr., Rebecca O'Neil, Dr. Sarah Eichler, & Beth Padisak

### **Discussion:**

1. *Request for funds from the General Fund for the conservation agriculture work performed in Portage County by Portage SWCD.*

Lynn Vogel, the District Administrator for Portage Soil and Water opened the presentation by introducing herself. She explained her agency's roots that go back to 1935 and are a result of the Dust Bowl Era. In 1941 legislation was passed by the State of Ohio to allow landowners to create Soil Conservation Districts and in 1946 the Portage Soil Conservation District was established. In 2016 the state's soil and water conservation districts became divisions under the Ohio Department of Agriculture. Even though PCSWCD is a division of a state department, they are locally led. Administrator Vogel explains the role of the Board of Supervisors, which includes a 5-member board of elected officials. The members are all Portage County residents and are elected to a 3-year term without compensation. They provide strict physical oversight and guidance on local issues. Beth Padisak and Sarah Eichler are both supervisors of the Board and are here to speak. Administrator Vogel explains that they are here to request funding from the General Funds to cover the work that the Board performs in association with

the conservation/agriculture work and with the duties that are described in ORC 939-940. The SWCD has been working with the Board of Supervisors, the Engineer, legal counsel, and an ODA specialist to determine a funding source that would also bring State matched dollars, which are currently strong from the Ohio Department of Agriculture. Prior to 2011, Portage County received state matched dollars annually on an average one to one match with the County General Funds. The current funding, however, is through the Storm Water District and those funds are not matchable. A slide is presented that shows the Portage County Storm Water District and the area that it covers, which is the entirety of the county. It shows Phase II Communities, cities, villages and all the townships. The next slide shows all the parcels that are affiliated with the CAUV (Current Agricultural Use Valuation) and OFTL (Ohio Forestry Tax Law) tax incentives followed by a slide that shows how soil is susceptible to erosion when it is disturbed. Sediment, which is eroded soil, can enter streams, rivers, and lakes, and impairs water quality no matter where it originated.

County Engineer, Larry Jenkins, will take over the presentation. He also sits as the Storm Water Coordinator for the PCSWCD. A few things that Mr. Jenkins would like to mention are:

- The purpose and history of the Portage County District including development and classification.
- The Cuyahoga River caught fire in 1969.
- The Clean Water Act came into effect in 1972.
- In 1990 the government created the regulation of stormwater for large, urbanized areas.
- In 1999 a second permit was created for smaller urbanized areas for the control of stormwater runoff. (Parts of Portage County fall under this permit guideline)
- In 2003 the 5-year permit cycle began in the State of Ohio. It's currently on the 5<sup>th</sup> iteration of the permit. This is in terms of the regulations required by the Federal Government in an unfunded mandate to control stormwater runoff in the state.
- In 2009 the Portage County Board of Commissioners put together the Stormwater District. It was created because of the required federal mandate to fund the permit by controlling and regulating storm water within the urbanized areas.
- Mr. Jenkins displayed County Resolution # 09-0834 (Establishing Portage County Storm Water District.) The resolution states that the NPDES (National Pollutant Discharge Elimination System) Storm Water Phase II requires dischargers of storm water because of the EPA's program to address storm water quality throughout the county. The whole county is part of the district. The monies that are created to fund the district through the Storm Water Utility were created in 2009 for the implementation of the NPDES Phase II permit and are made up of the \$1.50 a month charge for every parcel within Portage County. The duties of the County Engineer, as mentioned by Resolution # 09-0834, are for him/her to act as the Storm Water Coordinator and to oversee the district. Mr. Jenkins is charged with making sure that the program is fiscally responsible, and that it complies with the permit. Mr. Jenkins states that ultimately compliance comes down to the current Board of Commissioners as well. He gives a brief description of how the district works: it starts with the Commissioners and is managed by himself and the Storm Water Coordinator, but there are generally 3 silos of responsibility all taking point on a total of 6 MCMs (Minimum Control Measures). Portage County Soil and Water, the Health Commissioner's Office, and the Engineer's

Office. The MCMs must be met so that the county is complying with the permit. The district handles a majority of the MCMs. Which include education, public participation, construction site runoff and post construction, as well as good housekeeping. The Engineer's Office handles the maintenance and subdivision as well as the tension basins and the overall operation, with the Health Commissioner overseeing illicit discharge and detection elimination.

- How the District is funded and partnerships with other county agencies (The overall goal is controlling stormwater runoff.) and a breakdown of how expenses are distributed throughout the program:
  - 75% of the work is completed by the 2 agencies.
  - Soil & Water makes up 41% of the work and they are responsible for MCMs 1-6.
  - The Health Department makes up 33% of the cost of the district and they handle the septic discharges, and illicit detection elimination. It's made sure that the monitoring necessary is taking place. The department also watches for any industrial or septic discharges into the storm water.
  - 26% is represented by Best Maintenance Practices and the overall operation of the district. This quarter of the program is broken down into other partnerships with other county agencies, such as the schools, the Regional Planning Septic Program, the Prosecutor, and the maintenance of the program by the Engineer.
  - Performance costs are only 3% of the total cost, making it a very lean operation according to Mr. Jenkins. They want to make sure that it remains fiscally viable.
  - Being on the 5<sup>th</sup> federal permit cycle after starting in 2003, Mr. Jenkins explains that with each cycle the federal regulations become increasing, stringent, and time consuming.
  - Over the last 15 years, the Stormwater District has performed well but is not financially sustainable with rising costs and increasing effort requirements. Soil and Water serves agriculture and urban areas.
  - Most of the work that is currently being funded is through the Storm Water Conservation District and there is full support of the district obtaining the matching funds that will be specific to conservation agricultural work.

Mr. Jenkins hands the presentation over to Rebecca O'Neil who is the Area 2 Program Specialist. She works with the Ohio Department of Agriculture and also lives and works in Northeast Ohio. They are a local resource to Soil and Water Conservation Districts. The ODOA provides administrative guidance and manages the Agricultural Pollution Abatement Program. This program's goal is to keep manure and farm nutrients out of the streams. Ms. O'Neil gives a brief overview of how soil and water districts operate a little differently than other county offices, particularly with funding. Operating funds can come from multiple sources such as the Commissioners, municipalities and townships, other departments as well as the State of Ohio. The county holds the funds which cannot be spent unless there is approval of the SWCD Board of Supervisors. Any funds that are appropriated from the County Commissioners' General Fund or local municipalities for SWCD can be matched by the State of Ohio. Recently, the match rate has been 90-93%. It's mentioned that all 88 counties have a soil and water district, and all automatically receive \$15,000 from the state. The first \$20,000 that's appropriated to a soil and water district on the county level from the Commissioners' General

Fund is matched at 200%, meaning that the state will give \$55,000. The rest of it being matched at 90-93% being around \$27,000. Ms. O'Neil presents a map of Ohio with all 88 counties showing the local appropriations in each county as well as the amount that is matched by the State of Ohio. Portage is the only county in the State not receiving local appropriations. Commissioner Christian-Bennett mentions that according to the document, Guernsey County also does not receive any appropriations. Ms. O'Neil explains that due to Guernsey having oil and gas leases on their property, they receive a substantial amount of money and since they have such a large carryover the Ohio Soil and Water Commission has decided not to match it. Guernsey does receive \$80,000 from their General Fund.

Commissioner Tinlin asks if this has been brought up to the Portage County BOC in the past? Ms. Vogel responds that it hasn't been brought up recently but prior to 2011 match funds were requested and received annually.

Commissioner Christian-Bennett asked why it was stopped.

Ms. Vogel stated that in 2007-2009 the state matched dollars were substandard, and it was thought that they wouldn't continue. She was not in her current position so she doesn't know the details, but at that time it was determined that the funding would come entirely from the Storm Water District. She states that it has worked well, but is not sustainable long term, due to the revenue being set and the cost of the program continuing to rise. The PCSWCD is trying to present the best possible scenario to the Commissioners due to the need for County agricultural services.

Commissioner Christian-Bennett clarifies that the Storm Water Assessment currently is being used to supplement Portage Soil and Water, since funding wasn't being received from the General Fund. Since this is a set amount, it is not keeping up with inflation. The current Storm Water Assessment is around \$9.23 a half for each parcel in the county.

Mr. Jenkins states that Commissioner Christian-Bennett is correct in her reiteration.

Ms. O'Neil continues that there are requirements to receive the money from the State of Ohio.

- The first requirement is that the funds must be deposited into the Special Fund for the Soil and Water District by April 30<sup>th</sup>. If they are deposited by April 30<sup>th</sup>, 2024, the Soil and Water District will start to receive State Match Funds by July of 2024. 4 Quarterly payments for the next year will be made and determined by the match amount.
- The state will also collect and approve the SWCD's annual plan of work.
- It's requested that a recording system is used to log staff time, technical assistance, education outreach and agricultural pollution complaints. If the requirements are not met, then State Matched dollars can be reduced.

Ms. Vogel and Ms. O'Neil state that the County already meets all the requirements and that it is checked annually. Ms. O'Neil mentions the Agricultural Pollution Abatement Program and how it is tied into the funding. The district is asked to implement and manage the program, including handling problems and complaints on a local level. The district staff must respond to

the agricultural complaint that alleges that nutrients or manure are entering the streams or waters of the state. An investigation is performed, and discharges are stopped. Technical assistance is provided to help landowners implement the best management practices on their farms. Ms. O'Neil states that the program only works because of the great relationship that is had with the local landowners and the local SWCD.

Dr. Sarah Eichler highlights what Conservation Agriculture is in Portage County and what work the Portage Soil and Water Conservation District does. Conservation Agriculture is good for farmers, soil, water, and communities. One of the primary methods of Conservation Agriculture is reduced tillage or no tillage agriculture. By reducing the tillage, soil and nutrients are kept on the farm and the amount that is flushed down through the streams and into water resources is reduced. By keeping the soil and nutrients on the farm, the farmer has to purchase fewer inputs. Dr. Eichler has done a lot of work with Cover Cropping and Cover Cropping research. Cover Cropping is the process of intentionally covering the soil with living vegetation after or between crops. This helps to retain soil and nutrients and aids as a buffer in extreme weather. Other benefits include weed control and taking up manure nutrients to prevent losses in waterways. After decades of evidence, it is evident that conservation agriculture practices improve the bottom line of farms often by reducing fertility, pesticide, and fuel costs. It also helps to improve yields in difficult weather years. Farmers also recognize other soil benefits to Conservation Agriculture. There are many opportunities to encourage and increase conservation agriculture practices in Portage County. Dr. Eichler believes that protecting the soil and water resources will ensure that Portage County can maintain and sustain the farms, as well as the rural character that comes with that. There are over 51,000 acres of cropped farmland in Portage County, and over 1,100 farms that produce over 34 million dollars in products. Her goal professionally is to provide research and information so that farmers can make the best use of their lands and maintain profitable productive farms that also sustain natural resources.

While Cover Cropping and reducing tillage can be beneficial, there is a significant learning curve for farmers as well as some farm specific challenges. The Portage Soil and Water Conservation District has been involved in addressing specific challenges. Outreach and education are provided, as well as technical support to make sure that the farmers have success in conservation agriculture practices. For example, the district provides a "No Till" Planter/Drill rental program and coordinates soil health, fertility, and Cover Crop workshops. These workshops serve as a networking opportunity for farmers as well. The district provides Cover Crop seed sales for small scale growers and gardeners. Opportunities are also provided to the youth that highlight best farming practices to keep them interested and engaged in Portage County. The Portage Soil and Water Conservation District has a key role in improving voluntary conservation agriculture best practices and outcomes so that the farmers are not yet dealing with the less flexible regulatory approach, which will come if water quality is not managed well. Dr. Eichler feels that this will also help to keep farming as a viable vocation and business option for families. She hopes that the Board carefully considers the request for funding.

Beth Padisak is the next to present. She's the fiscal officer of the Portage Soil and Water Conservation Board. She's a farmer and business owner. She has roots in the county as her

parents purchased 93 acres in Deerfield in 1959. They started a farming operation raising corn, soybeans, and wheat and started a retail Agriculture business known as Deerfield Ag Services. Today the operations are owned by herself and two brothers Bill and John Wallbrown. They farm approximately 5,000 acres, with 2,000 acres being in Portage County. The retail business has grown to 4 locations with the main one still being in Portage County. Products and services are sold, and they also merchandise grain. Farms and ag businesses are important to the county and the economy overall. Last year, Deerfield Ag Services exported over \$40 million of farmer raised soybeans to Asia from all Northeast Ohio, proving that farmers are bringing dollars into the economy. Ms. Padisak states that you can't overemphasize the importance of agriculture in Portage County and Ohio. She states that her father was on the Board of Portage Soil and Water in the 1970's. He set out to improve the soil quality and in 1969 he attempted a no till practice unsuccessfully. But after re-grouping and purchasing new equipment, he was successful, and the company has been no-till or reduced till in all their fields ever since. Working with the Soil and Water District, Mr. Wallbrown also wanted to improve the drainage, especially in Deerfield where there is very heavy, clay soil. A drainage system was designed which incorporated a tile plow. Thousands of yards of drainage tile were installed in the 70's and 80's with a lot of it still being intact. Ms. Padisak mentions that they currently cover crops in many of their fields with various cover-crop species. She states that there has been a lot of trial and error over the years and farmers tend to learn from each other. Portage Soil and Water has provided successful platforms such as the roundtable workshops, which bring farmers together. Ms. Padisak mentions a quote from a Portage County farmer, who stated that we are at war with soil erosion, and we are losing. She mentions efforts that are made to create and use grass waterways that are specific to reducing erosion and run-off, however the waterways do not work as effectively as needed during a heavy rain event. She states that these extreme rain events are going to continue.

Commissioner Badalamenti would like to know how often an extreme rain event happens. Ms. Padisak states that it happens at least a couple of times a year. She believes that farmers want to be good stewards of the water and the soil. Soil is their livelihood. As new technologies and practices are being developed the PCSWCD needs to be able to update and provide resources to area farmers. The district serves all sizes and types of farms in Portage County. There are a lot of smaller operations, where the farmer works off the farm at a full-time job. Ms. Padisak states that she loves Portage County and as a landowner and a business owner, she wants her tax dollars to be spent wisely. She has been on the Soil and Water Board for over 16 years and is aware that operations are completed on a tight budget.

Commissioner Badalamenti asks if there is anything that can be done to repair the damage or erosion to the field when it is met with an escalated amount of rainwater? Could water basins be put in?

Dr. Sarah Eichler answers that it would be difficult to require that water basins are installed on all the acres of field in the county. She states that is why they are taking the soil-health approach, where if they keep the soil covered with living roots all year, it creates soil that acts like a sponge, and has a chance of absorbing a one-inch rain event. There are engineering practices that are recognized in other parts of the state, but they are expensive relative to the

impact they make. The Cover Crop practice is one that the farmers have annual or seasonal control over and is only a small upfront investment.

Ms. Vogel states that they are trying to get more farmers to adopt the practices and to understand the benefits. There are economic benefits and losses associated with how soil is managed. It's key to provide technical assistance and an educational component when a new practice wants to be adopted, as well as orchestrating the opportunity for the farmers to get together and discuss the processes.

Commissioner Badalamenti would like to know what kind of feedback the farmers have been providing.

Ms. Vogel states that at one point, they could not find farmers that were participating in these practices. Now, she would say that it is not widespread, but there are farmers in the county that are operating in such a manner. She says that they are finally starting to see a buy into the Cover Cropping practice, and she wants to be able to provide support. Farmers from the western part of the state are invited to come out and talk since they have had a little more money available to implement the practices.

Commissioner Badalamenti asks about the cost for Cover Crops. Ms. Vogel states that most of the mixes that are being used average to be around \$30 per acre.

Dr. Eichler states that the practices usually take off because farmers see an economic benefit. It's mentioned that as the soil fertility builds, chemicals can be reduced. The last slide shows the average hours of work that are completed by the Soil and Water Conservation District that are designated to the activities that are required by Ohio Revised Code. It comes out to be an annual expense of around \$85,500. They are requesting \$42,500, knowing that if approved the state match would contribute to the entire cost associated with continuing the conservation agriculture service to Portage County residents and landowners.

The deadline is April 30<sup>th</sup>. The state's fiscal year starts in July and the funds need to be transferred into their account from the General Fund to be able to be matched.

## **HUMAN RESOURCES**

Present: Director Tami Soltis

### **Journal Entries:**

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize to hire Amanda Perry, Administrative Assistant in Child & Adult Protective Services, Portage County Job & Family Services to be effective as of Monday, March 18, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

2. Authorize to hire Hanna Rennick, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

3. Authorize to hire Chyenne Downs, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

4. Authorize the promotion of Mandy Minnick for full-time Assistant Director – Fiscal for Portage County Job & Family Services effective April 1, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

5. Authorize the three-day internal posting of the full-time JFS Division Administrator – OMJ for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

6. The Board of Commissioners approves the new Maintenance Technician job description for Portage County Airport.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

7. Authorize to post an external posting of the full-time Maintenance Technician for



Portage County Airport.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

8. Accept the resignation of Erica Smith for Eligibility Specialist, Job & Family Services Department to be effective as of April 4, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

9. Authorize the three-day internal posting of the full-time Eligibility Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

10. Authorize the separation due to retirement of Brandon Fritzpatrick, Water Treatment Plant Operator Portage County Water Resources to be effective as of January 26, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

11. Authorize the seven-day internal posting of the full-time Water Treatment Plant Operator for Portage County Water Resources with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

12. Approve anniversary and/or step increases for the following non-bargaining employees:

- Melissa Click
- Brett Lee

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
 Commissioner Badalamenti, Yea;  
**Motion Carries**

## DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Direct the Auditor's Office to pay/process the March 14, 2024 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

Expenditure Review		
<u>County Funds: (0001 – 8399)</u>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,745,653.42	(Includes late fees of: \$6.23)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$242,081.74	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$9,976.52	
Journal Vouchers totaling:	\$13,673.30	
Then and Now list totaling:	\$98,161.32	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the March 14, 2024 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

**Resolutions:**

1. Declare the Necessity to Purchase Two (2) Vehicles for Use by the Portage County Veterans Services Department./Resolution No. 24-0169

Commissioner Tinlin seconded the motion but stated that he is torn by this resolution due to his request that was made a year ago that vehicle purchases as well as other items be made through Portage County. He states that the vehicles are to be purchased from Montrose. He seconds the motion again and roll call vote is recorded. The motion is approved.

2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410, Public Assistance Fund./Resolution No. 24-0170
3. Transfer from Fund 1413, WIA Fund to Fund 1410, Public Assistance Fund./Resolution No. 24-0171
4. Declare Obsolete and Authorize the Sale of Two (2) Vehicles from the Portage County Job & Family Services Department./Resolution No. 24-0172

**INTERNAL SERVICES**

Present: Director Shannon Kautzman

**Discussion:****1. Project Updates****The Administration Building**

- Director Kautzman has been working on the updates to the Keltron System with the Engineer. It was determined that they can replace the Keltron System with an upgraded system, or the system can be eliminated by using a cellular dialer. She's trying to work with both sets of contractors to see what the best option currently is. She's been traveling to different locations to view the systems with the contractors and Director Singer. A meeting is currently scheduled regarding the Cellular Dialer system. A fee for cellular data would be charged if a Cellular Dialer system is decided to be the best option. She will let the Board know the most cost-effective choice.

Riddle Block HVAC has been complete

- A cost from the architect will be received this week for the new Public Defenders' Office space. A projected cost for the whole project will also be given.

**Resolutions:**

1. The Board of Commissioners agrees to enter into an agreement with Water Resources and Breakfire dba Silco Fire & Security for gate preventive maintenance./Resolution No. 24-0173
2. The Board of Commissioners accepts the proposal of GPD Group and enters into an agreement for providing professional design services for the project known as the

Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177) in Paris Township, Portage County./Resolution No. 24-0174

3. The Board of Commissioners authorize execution of an agreement between Regional Planning Commission and the Portage County Engineer for the purpose of administration & coordination as it relates to the execution of responsibilities of the Portage County Storm Water District Septic Assistance Program./Resolution No. 24-0175

## COUNTY ADMINISTRATOR

### Discussion:

#### 1. *Dog Warden Canvassers*

Administrator Crombie would like to mention that Chief Dog Warden Dave McIntyre would like to implement the Canvasser Program which has been very successful over the years. He would like to start it in May and run it through September. He would like to hire 3 canvassers at \$15 per hour.

Commissioner Christian-Bennett thought that the Canvasser Program had been budgeted for. Administrator Crombie clarifies that 2024 funds are available in his budget. The Board agrees to move forward, and Administrator Crombie will approve the job posting.

## WATER RESOURCES

Present: Director Daniel Blakely

### Discussion:

#### 1. *Memo – Kent State University Property*

Director Blakely states that there are a couple of issues that he's here to discuss. They were approached by a development that wanted to tap into the County's water system. The area in question falls under the County's service zone, however there is no infrastructure there and it would be prohibitively expensive to build out. Traditionally, the contractor that is doing the project installs the water and sewer main to make the connection to the County's system at their expense. After, the County would then inherit that infrastructure and maintain it from that point forward if it's according to specifications. In this case it would not financially make sense on their end.

This scenario brought up another issue with Kent. The boundary between their service area and the County's doesn't make a lot of sense. It was originally drawn out to account for the possibility Tallmadge would be serviced. However, that deal fell through. This caused a leg that is located off Howe Road where the county water infrastructure is unable to extend down Howe Road and resulting in Kent being unable to extend up and down State Route 43. He would like to conduct a study to at least see the impact of the possibility of rebounding the service area. This would extend County service to Howe Road and potentially make an emergency connection. It would also create a way to purchase bulk water from Kent to service that area. This would create a little more

resiliency on the County's end. Everything is preliminary at this point, until it is proved to be hydraulically viable. As of now they would like Kent to service this potential parcel. Director Blakely thinks that it is still beneficial because if additional lots are built on in the area, it is additional tax revenue for the County. He also states that at this point the County does not have long-term plans to extend up Route 43.

Commissioner Badalamenti asks how long of a distance it is? It's well over a mile for the county to make the connection and it is much shorter for Kent.

Director Blakely states that this isn't the first time this has happened. It has been done with other communities in the past when it just makes sense for the connection to go to them. This issue did open negotiations with the City of Kent on how proceedings will be handled in the future. He's hopeful that if they can get a little water from Kent to feed the area, it will take a lot of pressure off the Brimfield Water Plant which will enable them to send more water to Brimfield. Brimfield is growing exponentially right now. It will bring resiliency to both the County and Kent City Systems too.

Commissioner Tinlin asks what the potential for sewer installation or infrastructure is at the mentioned parcel. Director Blakely states that he would have to investigate it.

Commissioner Badalamenti asks if they are planning on building a development there. Condos are being built. It is currently up to 105 units.

#### **Journal Entries:**

1. The Board of Commissioners approves Portage County Water Resources to send a letter to the City of Kent stating they will not provide public water service to parcel 04-015-00-00-035-001 located in Brimfield Township.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

2. The Board of Commissioners approves Portage County Water Resources to evaluate the water service area boundary between Portage County and the City of Kent in Brimfield Township to support development and address water quality for both public water systems.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## MISCELLANEOUS

### Resolutions:

1. Portage County Board of Commissioners appointment of Brian W. Crock to the Tax Incentive Review Council for Township of Shalersville./Resolution No. 24-0176
2. Fix Date to view location and set time and date and time for Public Hearing of a Road Vacation of a .1736 Acre Portion of Washington Street, in Franklin Township, Portage County./Resolution No. 24-0177

**RECESS INTO PUBLIC HEARING: 10:00 AM**

### Recess the Portage County Board of Commissioners Meeting

**2024**

## **OHIO COMMUNITY DEVELOPMENT GRANT PROGRAM**

### Discussion

- Ms. Lisa Reeves states that the purpose of today's hearing is to fulfill the first obligation for the Board of Commissioners to apply for any CDBG grant. She is here to make the Board aware of what is available for application.
- She mentions the CHIP Program first. Neighborhood Development Services usually apply for these funds on behalf of the Board. This year the County is eligible.  
Ms. Jenn Davis is present and states that it will be applied for on behalf of the City of Ravenna with the County Board of Commissioners and the City of Streetsboro partnering together.  
Ms. Reeves states that the activities that are available are for owner rehab, rental rehab, owner, and rental home repair, as well as home ownership and tenant based rental assistance. Applications will be due June 19<sup>th</sup>. This is right around the same time that the CDBG Allocation Grant Application will be due.
- Under Supportive Housing there is the Homeless Crisis Response Program. Applications for this funding opportunity are due on July 1<sup>st</sup>. Eligible activities include shelter operations, costs associated with case management, eligible support services to promote permanent housing, data collection and evaluation, and homeless prevention. Homeless prevention entails a number of activities such as providing financial assistance for rent, providing rapid rehousing, and data collection and evaluation.
- The Supportive Housing Program pre-applications will be due July 8<sup>th</sup>. Under the guidelines eligibility criteria consists of transitional housing, and permanent supportive housing. You can also apply for operating expenses or supportive services.
- Ms. Reeves states that the biggest thing that her office will be contacting the Board about is the Community Development Program which falls under the CDBG Allocation Grant. Two years ago, the Commissioners received \$630,000 with \$150,000 going toward the city of Streetsboro. This amount will be given again. Only 3 projects will be allowed with this cycle compared to the 5 projects that were acceptable last time. Commissioner Christian-Bennett commented on how they reduce the amount every year. Applications are due June 12<sup>th</sup>.
- Ms. Reeves sent out proposals to every committee official in the county including villages, agencies, organizations, and cities, excluding the City of Kent. Pre-applications are due April 12<sup>th</sup> to the Regional Planning Commission. The applications will then be presented to the Steering Committee and Neighborhood Development Services. It will be determined which

projects to move forward with, funded either with the CBG Allocations or with the revolving loan funds. Ms. Reeves states that it is requested that the Board of Commissioners make a decision pertaining to the CBG Allocation Grant by May 3<sup>rd</sup>. This way there will be enough time to prep the Public Hearing notice, hold the public hearing for the grant and submit the application to the state by June 12<sup>th</sup>.

Commissioner Christian-Bennett asks how the funding is looking for this year.

Ms. Reeves states that they were told to assume the same amount would be received, which was \$630,000. Ms. Reeves reiterates that \$150,000 is for the City of Streetsboro and there will be a deduction for administration. \$10,000 is usually also allocated for Fair Housing, which is a required component of the grant. She mentions the additional grants that the Commissioners are going to be looking at. Grantees would be communities that are looking at critical infrastructure grant funds with the applications being due around the same time. Pre-applications will have to be submitted and the Board will be notified when this takes place. There are also Economic Programs available to help startups and the downtown buildings flexible grant program. This is the same grant that was received last year, and the year before. It was utilized for the Mantua Village façade. The New Horizons grant focuses on Fair Housing. Ms. Reeves asks if the Board has any questions on any of the grants or if there is another one available that they would like more information on to contact her.

## **HOUSING, SHELTER AND SUPPORTIVE HOUSING**

### **COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM**

Application Due: June 19, 2024

Goals: Through an efficient and impactful approach, the CHIP Program will partner with Ohio Communities to preserve and improve the affordable housing stock for low and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

Eligible Jurisdictions: Counties and cities that are HUD Entitlement, Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved CHIP Policy and Procedures Manual. Communities may only apply every other year for funding.

Eligible Activities:

#### **Rehabilitation Assistance**

1. Owner Rehabilitation
2. Rental Rehabilitation

#### **Repair Assistance**

1. Owner Home Repair
2. Rental Home Repair

#### **Homeownership Assistance**

1. Homeownership (Down Payment Assistance/Rehabilitation or Downtown Payment Assistance only)

**Tenant-Based Rental Assistance  
Administration Costs  
Fair Housing**

Maximum Grant Amount:

*Single-Community Applicants:* Single-Community Applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are able to partner but are applying as a single-community applicant must refer to Column "A". The remaining single-community applicants must refer to Column "B".

	<u>Maximum Award</u>	
	<b>Option 1</b>	<b>Option 2</b>
• County	\$300,000	\$400,000
• City with a population of at least 15,000	\$250,000	\$350,000
• City with a population between 5,000 – 14,999	\$200,000	\$300,000

*Partnership Composition:* Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed two adjacent counties.
- An eligible city can only partner within its county, either with the county or another CHIP Program eligible city within the county. In a scenario where the city is an applicant, and their county is a partner the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Regardless of the number of communities in the partnership, the maximum grant ceiling will be \$1.6 million. Prior to submitting the application, the partnership shall prepare a plan for expending the awarded funds throughout each jurisdiction. The plan shall be submitted in the application for evaluation by the Office of Community Development.

**HOMELESS CRISIS RESPONSE PROGRAM**

Applications Due: July 1, 2024

Goal: To prevent individuals and families from entering homelessness, provide operations funds for emergency shelter and rapidly move persons from homelessness to permanent housing as quickly as possible.

The Homeless Crisis Response Program is divided into two components:

- 1) Emergency Shelter Program and;
- 2) Housing Stability Program



**Eligible Jurisdictions:** Non-Profit Organizations, Units of Local Government for emergency shelter activities and to State selected nonprofit organizations and local units of government for homelessness prevention and Rapid Re-housing activities.

To apply for Homeless Prevention and Rapid Re-housing funds, each region must have a collaborative, Regional Homeless Service Coordination Plan (Regional Plan). Regional plans should include an agreed upon participant screening criteria, common assessment tools and referral processes and each participant in the region implementing the program must use the same forms.

**Eligible Activities:** Emergency Shelter

**Shelter Operations:** Funds to operate and staff an Emergency Shelter Program such as but not limited to maintenance, rent, equipment, food or furnishings.

**Essential Services:** Costs associated with case management and eligible supportive services to promote goal planning and permanent housing placement.

**Data Collection and Evaluation:** Costs associated with data collection/evaluation, including Homeless Management Information System (HMIS) related activities.

**General Administration:** Maximum administration cost is 5% for all programs.

Homelessness Prevention

**Homelessness Prevention:** Financial assistance including rental assistance; rental application fees; rental arrears; security and utility deposits; utility payments; and moving cost assistance. Housing relocation and stabilization services, which includes case management; outreach and engagement; housing search and placement services; and credit repair are also eligible.

**Rapid Re-Housing:** Financial assistance, including rental assistance; rental application fees; rental arrears; security and utility deposits; utility payments; and moving cost assistance. Housing relocation and stabilization services, which include case management; outreach and engagement; housing search and placement services; and credit repair are also eligible.

**Data Collection and Evaluation:** Costs associated with data collection/evaluation, including HMIS or comparable database activities.

**Administration Costs:** Cannot exceed 5% of the total grant request.

**Maximum Grant Amount:**

<u>Category</u>	<u>Maximum Award</u>	<u>Grant Period</u>
Emergency Shelter:	Based on Previous Funding Level	1 or 2 Years
Homelessness Prevention & Rapid Re-Housing	via an allocation methodology	1 or 2 Years

Applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Crisis Response Program funds. No match is required for the Housing Stability Category.

### **SUPPORTIVE HOUSING PROGRAM (SHP)**

- Application Due:** Pre-applications will become available July 8, 2024 and must be submitted to the Office of Housing Support (OHS) for consideration for review by 11:59 p.m. on August 8, 2024. The SHP application will open in OCEAN on September 9, 2024 and the submission deadline is 11:59 on October 21, 2024.
- Goal:** To facilitate moving homeless persons to permanent housing by providing transitional housing and provide long-term permanent supportive housing to homeless persons with disabilities.
- Eligible Jurisdictions:** Funding is available to non-profit organizations, units of local government and public housing authorities. The priority for transitional housing awards is for projects that serve special homeless populations (i.e. transition age youth, domestic violence victims or persons with mental illness or persons in recovery from substance abuse and young families) and those who comply with national best practice or research-supported design. The priority for permanent supportive housing is projects that meet the housing needs of homeless families and individuals with disabilities including chronically homeless persons.
- Eligible Activities:** Transitional Housing
- Single units, scattered-site facility or sponsor-based program models which serve households defined as homeless according to the HUD definition, excluding Category 3, which incomes at or below 35% of AMI at the time of program entry. The preference is for programs with an average length of stay of less than 12 months.
1. Rental payments to support operating transitional housing projects designed to place clients in permanent housing.
  2. Supportive services designed to help program participants attain permanent housing and housing stability.
  3. Operating expenses to support recurring costs which include both staffing and non-staffing costs associated with operating the program.
  4. Administration expenses i.e. accounting for grant funds, preparing reports, obtaining program audits, training about the Supportive Housing Program for staff who administer the program and case managers who will serve program participants.
  5. Data collection and evaluation including costs associated with using a HMIS or a comparable database. Eligible costs include purchasing HMIS or equivalent software and/or user licenses; training to use software; leasing or purchasing computer

equipment for providers and the central server; and staffing for data collection, entry, analysis operating the HMIS.

#### Permanent Supportive Housing

Single or scattered-site facility, or sponsor-based program models which serve households defined as homeless according to the Category 1, literally homeless, HUD definition, have a HUD-defined disability (mental illness, chemical dependency, AIDS/HIV or other permanent physical disability) and household income at or below 35% of AMI at the time of program entry.

1. Operating expenses to support recurring costs which include both staffing and non-staff costs associated with operating the program. Administrative expenses such as accounting for grant funds, preparing reports, obtaining program audits, training about the SHP for staff who will administer the program and case managers who will serve program participants.
2. Supportive services costs designed to help program participants maintain or move to other permanent housing.
3. Data collection and evaluation including costs associated with using a HMIS or a comparable client-tracking database including purchasing HMIS or equivalent software and/or user licenses; training to use software; leasing or purchasing needed computer equipment for providers and the central server; and staffing for costs associated with data collection, entry, analysis; and operating the HMIS.

**Maximum Grant Amount:** Amount to be determined. Applicants must provide at least \$1 in local public or private resources for every \$2 in Supportive Housing Program funds for transitional housing and permanent supportive housing. Grants or loans from the Ohio Development Services Agency cannot be used as match funds.

#### COMMUNITY DEVELOPMENT PROGRAM

**Goal:** To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of Low and Moderate Income (LMI) benefit or Elimination of Slums and Blight.

The program includes funds for the Allocation Program, Neighborhood Revitalization Competitive Set-Aside Program, and the Critical Infrastructure Program.

#### **Community Development Implementation Strategy:**

Communities receiving funds from OCD are required to conduct long-term planning. The Community Development Implementation Strategy (CDIS) is a tool to facilitate communication with stakeholders in eligible applicant

communities. The CDIS will supplement the Citizen Participation process providing a format for disseminating information about the Community Development, Economic Development and Residential Public Infrastructure Grant and Target of Opportunity Programs and assist with identifying and prioritizing potential funding opportunities. The CDIS is required for application to the 2024 Community Development, Economic Development Residential Public Infrastructure Grant and Flexible Grant Program programs. The Office of Community Infrastructure (OCI) recommends applicants to the PY 2024 Allocation Program conduct the CDIS in 2020 to allow adequate time for project identification and development; however, non-PY 2024 communities are not required to submit the CDIS until Allocation applications are due.

**A. Community Development Allocation Grant**

Application Due: June 12, 2024

Eligible Jurisdictions: Under the FY 2024 Ohio State CDBG Program, the non-entitlement counties and small cities (identified as cities by the Secretary of State as of January 1, 2015) will be able to apply for access to funds based entirely on the number of LMI persons residing in the eligible community. Approximately 50 percent of the eligible communities will apply for funding in PY 2024. The remaining 50 percent will apply for funding in PY 2025.

Eligible Activities: Eligible activities are those contained in Title 1 of the Housing and Community Development Act of 1974, as amended.

Ineligible Activities: Street resurfacing (paving) or the overlaying on an existing surface is ineligible; this includes chip-seal with tar and gravel (or other similar material) and mastic treatments. Street repaving or the milling of one more layer and rebuilding of the driving surface with new asphalt, is eligible. Cost estimates must clearly define the work being proposed as milling and repaving.

Community Development Allocation Program funds cannot be used for housing activities, except for Home Repair. OCD has funds set aside for these purposes through its Community Housing Impact and Preservation Program (CHIP). In the event a community applies but is not funded for a CDBG eligible housing activity through the CHIP Program in the current or previous year's application cycle, OCD will consider a community's request to waive this requirement and use Community Development Allocation Program funds for other CDBG eligible housing activities. Consideration of a waiver will be based on the competitiveness of the CHIP application along with the community's demonstrated administrative capacity to administer a housing program.

Approximate Grant Amount: \$630,000. Funding allocations for communities are determined by dividing the number of low-moderate income (LMI) persons residing in the community by the total number of LMI persons residing in the non-entitlement areas of the

state multiplied by the amount of CDBG Program funds allocated to the Community Development.

The U.S. Department of Housing and Urban Development (HUD) provides the number of LMI persons and used the 2011 – 2015 American Community Survey Low/Moderate Income Summary Data (updated in 2019) as the basis for estimating LMI figures.

*Direct cities* are cities with a total population of 15,000 or greater and a LMI population of at least 30 percent or greater. Total population was determined upon the 2010 Census and 2006-2010 American Community Survey Low/Moderate Income Summary Data (Updated in 2014). The funding allocation for cities that do not meet the direct city criteria will be awarded to the County of jurisdiction. The funding allocation for cities attaining a total population of 15,000 or greater and a LMI population of at least 30% with subsequent data releases (e.g., 2011-2015 American Community Survey Low-Moderate Income Summary Data (updated in 2019) will be provided as dedicated funding to the county of jurisdiction at the \$150,000 grant floor). Qualifying cities are referred to as dedicated cities. All communities within the County are encouraged to collaborate with the County for project funding. Direct cities will be awarded and will administer their own grants. **The City of Streetsboro will receive \$150,000 in 2024 under the grant and Regional Planning will administer their selected project(s) on their behalf.**

Number of Projects: The number of projects a Community Development Allocation Program applicant may undertake with CDBG funds is limited based upon the available allocation. See table below for project eligibility by allocation funding level:

<u>Allocation Funding Level</u>	<u>Projects Available</u>
\$150,000 - \$299,999	2
<b>\$300,000 or more</b>	<b>3</b>

**B. Neighborhood Revitalization Grant**

Application Due: OCD will accept pre-applications starting May 15, 2024. Full application will be due by June 12, 2024.

Goal: Neighborhood Revitalization Projects are designed to improve the quality of life, livability and functionality of distressed areas and neighborhoods to carry out a comprehensive revitalization strategy. This includes projects designed to stabilize and enhance LMI residential neighborhoods.

Eligible Jurisdictions: PY 2024 CDBG Allocation Counties and Direct Cities.

Maximum Grant Amount: \$750,000

**Eligible Activities:** Public facilities improvements such as constructing, reconstructing and/or rehabilitating infrastructure in targeted areas of distress. At a minimum, Neighborhood Revitalization Program Applications must include three activities, excluding administration. Demolition/Clearance activities are capped at \$175,000 or 25% of the project request, excluding administration.

**C. Critical Infrastructure Grants**

**Application Due:** **Round 1 Program Period**

**Submission:** June 12, 2024

**Grant Award:** September 1, 2024

Grantees committing PY 2024 Allocation Program grant funds to a Round-One Critical Infrastructure project must reprogram the Allocation funds to other CDBG eligible activities if the Critical Infrastructure application is not approved by September 1, 2021.

**Additional Rounds Program Periods**

**Submission:** To be determined

**Grant Award:** To be determined

OCD will start accepting pre-applications starting May 15, 2024. Full applications will be accepted on an open cycle basis from July 1, 2024 until April 30, 2025.

**Goal:** The Critical Infrastructure Grant was created to assist communities with funding for high priority, single purpose projects, such as roads, flood and drainage and other public facility projects with high community-wide impact and that benefit primarily residential areas. Projects may include multiple activities that together contribute to a single failed or failing condition otherwise projects with multiple activities will not be considered for funding.

**Eligible Jurisdictions:** PY 2024 and 2024 CDBG Allocation Program Counties and Direct Cities. Counties may apply on behalf of non-direct cities, villages, and unincorporated areas.

**Eligible Activities:** Eligible activities include constructing, reconstructing or rehabilitating infrastructure components. Eligible infrastructure components include streets, bridges, sidewalks and flood and drainage water and sanitary sewer facilities. Eligible Public Facilities include fire protection or community facilities. Communities can use leverage to complete non-critical project components during the grant period.

**Maximum Grant Amount:** \$500,000

## **ECONOMIC DEVELOPMENT LOAN AND PUBLIC INFRASTRUCTURE GRANT PROGRAM**

Applicants are required to submit a pre-application to OCI for review to apply for funds. OCI will evaluate the proposed projects pre-application on its consistency with programmatic thresholds and public benefit before making the decision to invite an applicant to submit a full application.

Goal: To create and retain permanent, private sector job opportunities, principally for low - moderate income persons through expanding and retaining business and industry in Ohio communities.

### **A. ECONOMIC DEVELOPMENT LOANS**

- Application Due: OCI will accept pre-applications starting July 1, 2024 until all 2024 funds are awarded.
- Eligible Jurisdictions: Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.
- Eligible Activities: Eligible activities include providing financial assistance to private for-profit entities (through eligible units of general local government) to carry out economic development projects directly and primarily related to the creating, expanding, or retaining a business. Financing under the state CDBG Economic Development Loan Program may cover fixed assets, including land, building, machinery and equipment and site preparation directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan.
- In addition, job training is an eligible CDBG Economic Development Loan Program activity. The State may provide applicants additional Economic Development Program funds, up to an additional \$50,000 in Economic Development Loan Program funds to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.
- Maximum Grant Amount: \$500,000 for direct loans; maximum grant ceiling includes project and program administration costs. A minimum of 51% of the jobs must be available to LMI persons.

### **B. ECONOMIC DEVELOPMENT PUBLIC INFRASTRUCTURE GRANT PROGRAM**

- Application Due: OCI will accept pre-applications starting July 1, 2024 until all 2024 funds are awarded.
- Goal: To create and retain permanent, private-sector job opportunities, principally for low-moderate income persons, through expanding and retaining business and industry in Ohio communities.

- Maximum Grant Amount:** \$500,000 maximum for off-site infrastructure projects. Maximum grant ceiling includes project and program administration costs.
- Eligible Jurisdictions:** Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships; Counties may also apply on behalf of cities within their jurisdiction.
- Eligible Activities:** Eligible activities include providing financial assistance, through eligible units of general local government, for public improvements directly and primarily related to creating, expanding, or retaining a particular business. Financing under the State CDBG Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and public benefit.
- In addition, job training is an eligible CDBG Economic Development Public Infrastructure Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.

### **C. RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT PROGRAM**

- Application Due:** OCI will accept pre-applications starting July 1, 2024 until all 2024 funds are awarded.
- Goal:** To create a safe and sanitary living environment for Ohio citizens by providing safe and reliable drinking water and proper disposal of sanitary waste disposal.
- Maximum Grant Amount:** Maximum of \$750,000; Maximum grant ceiling includes a public water or sanitary sewer project, on-site improvements, and program administration costs. On-site improvements are capped at \$200,000. A waiver is required from OCI to exceed the \$200,000 on-site cap.
- Eligible Jurisdictions:** Non-Entitlement Counties, Cities and Villages. Counties must apply on behalf of unincorporated areas and villages that do not have a demonstrated capacity to operate a public water or wastewater system. Cities and Villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A County may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub-units of general local government (villages and cities) within the county's jurisdiction.
- Jurisdictions which were funded under this program in FY 2023 will not be eligible for funding under the FY 2024 program, however Counties which were funded in FY 2023 can apply on behalf of a different sub-unit of Government within their jurisdiction.



**Eligible Activities:** The Residential Public Infrastructure Grant Program will only fund projects that provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Eligible on-site improvements include service laterals, septic tanks and well abandonment and CDBG eligible related fees. Applications where the primary objective is funding on-site improvements will not be considered. Funding for water and/or sanitary sewer projects that benefit primarily commercial and industrial users are more appropriate for the Economic Development Program.

### **FLEXIBLE GRANT PROGRAM**

**Goal:** To provide a means to fund worthwhile projects and activities that do not fit with existing program structures, and to provide supplemental resources to resolve immediate and unforeseen needs.

### **CDBG FLEXIBLE GRANT PROGRAM**

**Goal:** The CDBG Flexible Grant Program provides funding for "opportunity" projects that do not fit any other CDBG program structures or are unable to be financed through other available grant programs.

**Application Due:** Applicants must discuss their potential project with an OCI Program Representative to submit a pre-application. OCI will invite applicants to submit a pre-application for identified projects beginning July 1, 2024. The pre-application must include a brief project description, information on how the project meets a national objective (if request is for CDBG), preliminary sources and uses tables and identified administrator.

#### **A. Economic and Community Development Grants**

**Eligible Jurisdictions:** Cities, Counties or Villages. All applicants must be able to demonstrate the ability to administer a CDBG Program. OCI may require a County to apply for grant funds on the behalf of a city or village within its jurisdiction if administrative capacity cannot be demonstrated by the city or village.

**Eligible Activities:**

1. Economic Development projects that create and/or retain permanent job opportunities and are not eligible for Economic Loan Program funding or feasible within the Economic Development Loan Program Guidelines.
2. Community Development projects that are not feasible in other funding categories or eligible Neighborhood Revitalization or Critical Infrastructure funds.
3. Public rehabilitation projects.
4. Housing projects benefiting severely disabled adults benefitting populations much meet both CDBG Housing and Community Development Act of 1974 and Section 504 of the Rehabilitation Act of 1973 eligibility requirements.
5. Youth Homelessness Demonstration Program projects.
6. Imminent threat grants covered by the federal CDBG regulations.

7. Initiatives of the governor of the State of Ohio or the director of the Ohio Department of Development that include CDBG eligible activities.
8. Planning, including feasibility studies for property redevelopment and asset management, and resilience/mitigation.
9. Public services, including but not limited to: childcare, services for victims of domestic violence, down payment assistance, drug abuse counseling and treatment, education, emergency assistance payment, energy conservation counseling and testing, health care, homeless services, job training, legal services, public safety, recreation, senior services, and transportation.

Maximum Grant Amount: \$250,000; Awards may be negotiated based upon demonstrated need and availability of funds.

**B. Downtown Buildings Flexible Grant Program**

Eligible Jurisdictions: Non-entitlement counties and direct cities. Counties may apply on behalf of non-direct cities, villages, and unincorporated areas.

Eligible Activities: Private rehabilitation activities only, including structural rehabilitation, façade improvements, interior and exterior building code violation corrections, historic preservation, direct administrative costs and architectural and engineering work related to specific revitalization activities.

Maximum Grant Amount: \$250,000; not subject to negotiation.

**C. New Horizons Fair Housing Assistance Program – Set-Aside**

Goal: To provide funds to units of local government or consortia of units of local government, to affirmatively further fair housing and eliminate impediments to fair housing. Activities funded with New Horizons grants must be in addition to a grantees Standard Fair Housing Program, which is required as part of the Allocation Program and Community Housing Impact and Preservation (CHIP) Program applications. New Horizons fair housing strategies are to be based on locally assessed needs and further the State's fair housing goals.

Eligible Jurisdictions: Direct Community Development Allocation Cities or Counties. Consortium members may be direct Allocation Program cities or counties or CHIP Program CDBG eligible jurisdictions.

Eligible Activities: Implementing analysis of impediments to fair housing choice; activities that affirmatively further Fair Housing; and actions to remedy or mitigate conditions limiting fair housing choice. Activities must exceed minimum Standard Fair Housing Program requirements.

Maximum Grant Amount: Up to \$15,000 for one jurisdiction and up to an additional \$5,000 for each additional eligible jurisdiction for a maximum award not exceeding \$30,000. A maximum of 15% of the total grant request may be used for general administration.

**Motion:** by Commissioner Badalamenti, seconded by Commissioner Christian-Bennett that the Board adjourns the Public Hearing of **March 19<sup>th</sup>, 2024 at 10:08 AM.**  
**All in Favor:** Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
**Motion Carries**

**Reconvene Board of Commissioners Regular Session**

**RECESS: 10:08 AM**

**RECONVENE: 10:30 AM**

**PALMER ENERGY & CCAO**

Present: Bob Snavelly

**Discussion:**

**1. *Electric RFP Results***

Mr. Snavelly is here from Palmer Energy to go over the RFP results for the County facilities for electricity. He'd like to talk about pricing structure. There are two (2) pricing structures that are examined. One is all inclusive, which is fixed and doesn't change throughout the term of the agreement. The issue with this pricing structure is that capacity is unknown past May of next year causing the suppliers to estimate it after that point. Capacity makes up 20% of the Kilowatt Per Hour Price. It states in the contracts that if the amount is overestimated then they will not be giving money back but if they underestimate, they will bill for the amount. When this technique was started, other options were looked at. Before Covid, capacity would come out 3 years in advance, but now everything has slowed down, and there are a lot of solar projects going on and being evaluated making it harder to determine capacity. They have come up with Capacity Pass-Thru. The fixed price is what used to be based on actual numbers when they were known 3 years in advance, and now is being based on estimates. Capacity Pass-Thru will take the actual capacity of each meter monthly and will bill for the exact amount rather than an estimated amount. This pricing structure is the most agreeable, and a majority of County and private clients use the Capacity Pass-Thru pricing structure. The only setback for a Capacity Pass-Thru is if you became less efficient. Generally, everything that is purchased is more efficient, so this is not a problem that they have seen. There is also a benefit if efficiency projects are participated in, such as lighting or HVAC projects. Rather than looking at the years' worth of data, and having the given amount reflected on the next contract, the refund will be realized in real time for efficiency projects. The change for this contract is that there will be a single bill, and no dual billing. This makes Director Kautzman happy. The reason Capacity Pass-Thru was decided on last time was due to the price difference. Dynegy is the recommended

supplier with the most competitive 24-month price. They can also participate in single bill delivery with this contract as well.

Commissioner Badalamenti clarified what the capacity cost would be if they were to go over what was used last year.

Mr. Snively states that it is unknown what the cost will be going forward, however it will be based on an actual reading. On a month-to-month basis the number will fluctuate based on usage and load profile. He states that what is being corrected with Capacity Pass-Thru is the volatile market portion or commodity. It's this part that was extremely expensive 6 months to a year ago. Since then, natural gas prices have gone down. Natural gas is used for Electric generation, and when gas goes down in price so does electric. The numbers given now represent an average of the last 10 years and are significantly better than they were a year ago.

Commissioner Badalamenti asks for clarification as to what plus capacity is. It's based on a PLC (Peak Load Contribution) of meters. Each one will be different based on when power is used and how efficiently it's used. The utility has specific data, and they take the average of the three highest capacity days and average it out and combine it with a capacity number that is for the grid itself. These calculations are what come up with the capacity calculations. Fixed All Inclusive was once the recommended route but this was due to the Capacity number being known three years out, with the likelihood of it being changed being much smaller. When capacity is not known going forward, they will err on the side of more expensive, because they are not going to cost themselves money.

Commissioner Badalamenti states that there is a variable number now that will be the payer's responsibility. There is no idea what the number is.

Mr. Snively states that can be estimated and is represented by the Average Generation Capacity Cost. This is included and is included for budgetary reasons. When the 1.1 million is looked at, this is referencing the Average Annual Generation including Capacity Costs. This is on the high side of things because they want to err on the higher side rather than the lower side due to budgetary purposes. That can be averaged, but the idea is that they would rather have a Capacity number that is over estimated, so it is below budget rather than above budget. It can be estimated the way the suppliers do it, with the difference being if it comes in below, then there will be benefits.

It's clarified that the 5.14 number doesn't have Capacity included, but the number next to it, 5.510 is the Fixed All Inclusive. It's reiterated that the reason the Annual Generation Costs are included with Capacity is for budgetary purposes. The goal is to overestimate the amount and come in under budget.

Commissioner Badalamenti would like to know what that means for the customer. Mr. Snively states that you would be saving money.

Commissioner Christian-Bennett says that this is just being used for guidance and planning purposes. Really every month it will be adjusted to the actual capacity. This documentation is given to help with the decision on choosing a supplier.

Mr. Snavelly states that is right. The paperwork is given to show who the most competitive is, and in this situation, it is Dynegy. The market is in a good place compared to a year or a year and a half ago. The gas market has gone from 8 or 9 dollars down to below 2. Taking advantage of that and locking it in long term is the thought process. The term of the contract being recommended is 24 months due to an opportunity for the County at the time of contract completion to join a portion of the CCAO Agreement called Exhibit B. This agreement would entail grouping all the county facilities that are in the utility footprint under one contract. After this contract ends, Portage County can go with the rest of the Counties into a large pool group which will create purchasing power, but allows for the hedging of electricity in advance, which is not something that can be done currently. This is why a 36-month contract is not recommended and only a 24. The pool group will be all the Counties being on the same utility and on the same contract. Mr. Snavelly gives the example of Portage's facilities being pooled together for a discount. In two years, they will be able to pool the facilities with other Counties' facilities and put them in one pool group. This is already happening with natural gas. The benefits being tremendous purchasing power as well as the ability to hedge electricity and buy it at beneficial times based on where the market is. Commissioner Badalamenti would like to know how many other counties are participating at that time.

Mr. Snavelly is not exactly sure but estimates it to be 65-70 counties. There are some counties that CCAO only works with on aggregation due to their facilities falling under a Muni or Municipal Bond.

Mr. Snavelly states that it is recommended that approval is received for Dynegy and AEP both to be county suppliers due to the two being the first and second choice. This is done just so the suppliers are competing through the end of the process. Once approved through the Prosecutors Office a refresh and signing date will be set. A refresh number will be received in the morning and will be similar to what is shown. An updated recommendation will be made with plans to sign the updated contract the same afternoon. It is clarified that the Board would give Administrator Crombie approval to sign on their behalf. A resolution will be brought forward the following week.

It is reiterated that Dynegy is recommended for 24 months with the Capacity Pass-Thru. The two prices shown are the All-Inclusive price which is shown as a reference comparison and the Capacity Pass-Thru price.

Commissioner Christian-Bennett would like to know what the savings was by going with Dynegy for the previous contract.

Mr. Snavelly states that it is sent out in November, and he will email it over.

2. *Change to CCAO Agreement (Gas)*

Mr. Snively previously mentioned Exhibit B, which was approved. This is like what is being done with natural gas, but with the Electrical side. With Exhibit A some changes are being made such as taking what is currently a 5-year agreement and matching Exhibit B with a 10-year agreement. The natural gas agreement will now go from 5 to 10 years. There is no fee increase and it is currently 20 cents per MCF. In the future if there is an administration fee change, it must be approved by the CCAO Energy Committee.

Prosecutor Meduri has a question: He understands it being increased from 5 to 10 years but would like to know if a withdrawal is still available with the out-clause stating if notification is given the prior February before they would like to be removed. He states that 10 years is a long time.

Mr. Snively believes that if notice is given at the end of the current supply agreement, then you will have the ability to leave. The supply agreements will be the same. Mr. Meduri also asks about the participation agreement itself that was signed in 2018, there is a section to withdrawal. Sole supplier wise if the County is with CCAO the county cannot go with anyone else. Is that correct?

The County will be in a Pool Group with the rest of the counties that are participating in the CCAO Energy Program. There are add & drop provisions, so if a building were to close or if a building needs to be added there will not be any issues. However, pulling the entire load would not be allowed and would be a breach of the contract. As far as pushback goes, Mr. Snively doesn't think that there would be a lot of push-back from the CCAO but there would be from the gas supplier.

Director Kautzman clarified that a Section 6 would be added. Prosecutor Meduri clarified that she was viewing an amendment to the underlying participation agreement. The participation agreement is incorporated into the amendment. Mr. Snively agrees that is how he understands it.

The Commissioners do not like the idea of a ten-year contract and would like to know if there has been pushback from other Commissioners on the time frame.

Mr. Snively wants to be clear that it is not a supply agreement that would be entered into for 10 years and there hasn't been much push-back on it. It is only program participation with CCAO. A supply agreement will not be signed for ten years, and notice can still be given to get out of it.

Administrator Crombie states that she sees in the document that Portage County may withdrawal from the program commencing any January one if it gives written notice by February one of the prior year.

Commissioner Christian-Bennett clarifies that if the participation is agreed to, there is still a way out if it is decided in year 6 that something different will be utilized.

Mr. Snavelly states that if the notice is provided, that is correct.

The Commissioners agree and Prosecutor Meduri verifies that the provision for Electric is already there through the Summer of 2033.

It is not any different then what is currently being done. They would just have to wait until the agreement with the supplier is complete. Currently the electric supplier agreement is 2 years, and the gas supplier agreement is coming up in May of 2025. Historically 2–3-year agreements have been signed with the suppliers, but it is not guaranteed what alterations will take place in 2025. Electric is already set at a 10-year agreement, and they are looking to do it with gas. Mr. Snavelly extends the invitation to the Commissioners to serve on the Energy Committee.

Resolutions for the 2 agreements, electric and gas, are planned to be brought before the Commissioners on the 28<sup>th</sup> of March.

**PUBLIC COMMENT – No public comment given.**

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RESOLUTION NO. 24-0169

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RE: **DECLARE THE NECESSITY TO PURCHASE  
TWO (2) VEHICLES FOR USE BY THE  
PORTAGE COUNTY VETERANS SERVICES  
DEPARTMENT**

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

**WHEREAS,** the Portage County Veterans Services Department declares it necessary to purchase two (2) 2024 Ford Transit 12 passenger vans for use by the Portage County Veterans Services Department; and

**WHEREAS,** pursuant to ORC 307.41, the Board of the Portage County Board of Commissioners declares it necessary to purchase two (2) 2024 Ford Transit 12 passenger vans for use by the Portage County Veterans Services Department; and

**WHEREAS,** the purchase of two (2) Ford Transit 12 passenger vans in the amount of **\$121,401.41** will be made from Montrose Ford, LLC (State Bid Contract RSI018492) through Portage County Veterans Services Department general fund; now therefore be it resolved

**RESOLVED,** that the Portage County Board of Commissioners does hereby declare it necessary to purchase two (2) Ford Transit 12 passenger vans for the total amount of **\$121,401.41** from Montrose Ford, LLC, the funding to be provided from Portage County Veterans Services Department general fund; now therefore be it

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor, the Portage County Veterans Services Department, and the Portage County Department of Budget & Financial Management; and be it further

**RESOLVED,** that the Board of Portage County 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 a meeting(s) open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0170                      -                      RE:      TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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 \$330,000.00, for SFY24 1<sup>st</sup> Qtr pymt #2 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR

\$330,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$330,000.00



; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0171      -      RE:    TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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 \$41,068.84 for the 2nd Qtr SFY24 Oct-Dec 2023 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

\$ 17,555.01

Project 3B278

\$ 17,555.01

Project 3A225

\$ 5,958.82

**TO:**

**FUND 1410, PUBLIC ASSISTANCE FUND**

ORGCODE - 14100512  
 Credit Revenue Account  
 Object: 282000 – JFS Shared  
 Project 5SHAR

\$ 41,068.84

; 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:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0172**

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**RE: DECLARE OBSOLETE AND AUTHORIZE  
 THE SALE OF TWO (2) VEHICLES FROM  
 THE PORTAGE COUNTY JOB & FAMILY  
 SERVICES DEPARTMENT**

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

**WHEREAS,** the Portage County Job & Family Services Department has determined that it has two (2) vehicles which are not needed for public use, are obsolete or are unfit for the use for which they were acquired; now therefore be it

**RESOLVED,** that in accordance with Ohio Revised Code 307.12 the Portage County Board of Commissioners has determined that these two (2) vehicles described herein are not needed for public use, are obsolete, or are unfit for the use for which they were acquired; and be it further

**RESOLVED,** that in accordance with Ohio Revised Code 307.12 the Portage County Board of Commissioners authorizes the private sale of these vehicles that were previously used by the Portage County Job & Family Services

Department; whose individual value is each Two Thousand, Five Hundred Dollars or less, as listed below:

**2013 Ford Focus, VIN 1FADP3F28DL309183**  
**2006 Ford Taurus, VIN 1FAFP53266A261013**

; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Portage County Job & Family Services Department, the Portage County Auditor, and the Portage County 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 a meeting(s) open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0173**

**RE: AUTHORIZING TO ENTER INTO AN  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF WATER RESOURCES AND  
BREAKFIRE dba SILCO FIRE & SECURITY  
FOR GATE PREVENTATIVE  
MAINTENANCE.**

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

**WHEREAS,** Portage County Water Resources Department has the need for gate preventative maintenance and service at 8116 Infirmary Rd., Ravenna, Shalersville WTP, 9750 Coit Rd., Mantua Brimfield WTP, 3785 Grance Rd., Kent, and Streetsboro WWTP, 9501 Jefferson St., Streetsboro OH.

**WHEREAS,** Breakfire dba Silco Fire & Security has the ability to provide such services; now therefore be it

- WHEREAS,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Silco Fire & Security, 451 Kennedy Rd., Akron, Ohio 44305; and be it further
- WHEREAS,** that gate maintenance and services provided under this agreement shall be an annual fee of two thousand nine hundred twenty-five dollars and 00/100 dollars (\$2,925.00); and be it further
- WHEREAS,** that the agreement is effective three (3) years beginning on March 1, 2024; and be it further
- RESOLVED,** that the Board of Portage County 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:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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<b>RESOLUTION NO. 24-0174</b>	<b>-</b>	<b>RE:</b>	<b>ACCEPT PROPOSAL OF GPD GROUP AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL DESIGN SERVICES FOR THE PROJECT KNOWN AS THE <u>NEWTON FALLS ROAD BRIDGE NO. 131 REPLACEMENT (PAR 131, CH 177)</u> IN PARIS TOWNSHIP, PORTAGE COUNTY</b>	

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

- WHEREAS,** Resolution 23-0608 authorized the announcement of the request for proposals for professional design services for the project known as **Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177)**, and
- WHEREAS,** the Portage County Board of Commissioners authorized the Portage County Engineer, by Resolution No. 23-0753, to enter into contract negotiations between the Portage County Commissioners and GPD Group to provide professional design services for said project; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of GPD Group and authorizes the Portage County Engineer to

enter into an engineering agreement for providing professional design services for the project known as **Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177)**; and be it further

**RESOLVED,** that said professional services will be performed by GPD Group, 520 South Main Street, Suite 2531, Akron, Ohio 44311 at a cost of \$199,520.00; 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:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0175                      -                      RE:                      AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION FOR THE PURPOSE OF ADMINISTRATION & COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT SEPTIC ASSISTANCE PROGRAM**

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

**WHEREAS,**                      the Portage County Board of Commissioners intends to engage the Portage County Regional Planning Commission to perform certain administrative duties for the Portage County Storm Water District Septic Assistance Program including accepting and reviewing applications, verifying meeting program requirements, hiring of licensed contractors, working with applicable agencies to determine work has been satisfactorily completed and coordinating the payments for completed projects as required by the Portage County Ohio Environmental Protection Agency (OEPA) National Pollution Discharge Elimination System (NPDES) Phase II Permit; and

**WHEREAS,**                      cost for the Portage County Regional Planning Commission to perform

said administrative duties shall not exceed \$8,985.00, for the period of January 1, 2024 through December 31, 2024; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners hereby enter into an agreement with the Portage County Regional Planning Commission at a not to exceed cost of \$8,985.00 for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District Septic Assistance Program; and be it further

**RESOLVED,** term of said agreement will be January 1, 2024, through December 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0176**

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**RE: PORTAGE COUNTY BOARD OF  
COMMISSIONERS APPOINTMENT OF  
BRIAN W. CROCK TO THE TAX INCENTIVE  
REVIEW COUNCIL FOR TOWNSHIP OF  
SHALERSVILLE**

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

**WHEREAS,** the Tax Incentive Review Council (TIRC) is an inter-jurisdictional body created to review and evaluate the performance of each Enterprise Zone Agreement; and

**WHEREAS,** the council is to annually review each Enterprise Zone Agreement and determine whether or not businesses have complied with the terms and conditions of the agreement; now therefore be it

**WHEREAS,** the Township of Shalersville TIRC will consist of seven (7) members; three (3) appointed by the Board of Commissioners, two (2) appointed by the Township, one (1) appointed by the Crestwood BOE, and the County Auditor or designee to serve as Chair; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following to Township of Shalersville TIRC:

Brian W. Crock  
3732 Beck Road  
Mantua, Ohio 44255  
[brian\\_crock1@outlook.com](mailto:brian_crock1@outlook.com)

; and be it further

**RESOLVED,** that the above-mentioned board member serve an unexpired term commencing immediately; 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:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0177       -       RE:    FIX DATE TO VIEW LOCATION AND SET  
TIME AND DATE FOR PUBLIC HEARING ON  
A ROAD VACATION OF A .1736 ACRE  
PORTION OF WASHINGTON STREET  
BETWEEN PARCEL NUMBER 12-035-10-16-  
114-000 AND 12-035-10-16-116-000, IN  
FRANKLIN TOWNSHIP, PORTAGE  
COUNTY.**

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

**WHEREAS,** on Monday March 18, 2024 the Portage County Board of Commissioners acknowledged the receipt of Resolution #2024-14 from the Franklin Township Board of Trustees requesting that 151 feet of Washington Street, situated in Franklin Township, Portage County, State of Ohio, be vacated in accordance with the Ohio Revised Code; and

**WHEREAS,** as stipulated in Ohio Revised Code Section 5553.045 (A), the Board of Portage County Commissioners shall fix a date when it will view the

proposed improvement and also a date for the final hearing and give notice of time and place for both such review and hearing by publication once a week for two consecutive weeks in a newspaper of general circulation in the County where such improvement is located; and

- WHEREAS,** in addition to the notice of time and place for hearing, the office of the Portage County Commissioners shall send written notice of the hearing by first class mail at least twenty days before the date of the public hearing to owners of property abutting upon that portion of the road to be vacated; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners will take under consideration if it will be for the public convenience and welfare to vacate the .1736 acre portion of Washington Street situated in Franklin Township, Portage County, State of Ohio; and be it further
- RESOLVED,** that the Board of Portage County Commissioners hereby sets the date of Thursday, April 25, 2024 at 9:00 AM as the date for the public hearing on this vacation. The hearing will take place in the Portage County Administration Building, 7th Floor Commissioners' Boardroom, 449 South Meridian Street, Ravenna, Ohio 44266; and be it further
- RESOLVED,** that Notice of the time and place for this hearing be published once a week for two consecutive weeks by the Clerk for the Board of Commissioners of Portage County in a newspaper of general circulation and, further, that at least twenty days prior to the date of this hearing, all abutting property owners, the County Engineer, Director of Water Resources, the Portage County Prosecutor's Office, the Portage County Building Department, the Franklin Township Trustees and the Franklin Township Road Supervisor be notified the time and place for this hearing by first class mail; 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:

Anthony J. Badalamenti, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Tinlin, Yea;

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### **Journal Entries:**

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize to hire Amanda Perry, Administrative Assistant in Child & Adult Protective Services, Portage County Job & Family Services to be effective as of Monday, March 18, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

2. Authorize to hire Hanna Rennick, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

3. Authorize to hire Chyenne Downs, OMJ Case Manager, Portage County Job & Family Services to be effective as of Monday, March 25, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

4. Authorize the promotion of Mandy Minnick for full-time Assistant Director- Fiscal for Portage County Job & Family Services effective April 1, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

5. Authorize the three-day internal posting of the full-time JFS Division Administrator - OMJ for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

6. The Board of Commissioners approves the new Maintenance Technician job description for Portage County Airport.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

7. Authorize to post an external posting of the full-time Maintenance Technician for Portage County Airport.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

8. Accept the resignation of Erica Smith for Eligibility Specialist, Job & Family Services Department to be effective as of April 4, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

9. Authorize the three-day internal posting of the full-time Eligibility Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

10. Authorize the separation due to retirement of Brandon Fritzpatrick, Streetsboro Wastewater Operator Portage County Water Resources to be effective as of January 26, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

11. Authorize the seven-day internal posting of the full-time Water Treatment Plant Operator for Portage County Water Resources with external posting if no internal appointment is made.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

12. Approve anniversary and/or step increases for the following non-bargaining employees:

- Melissa Click
- Brett Lee

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

13. Direct the Auditor's Office to pay/process the March 14, 2024 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

Expenditure Review		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,745,653.42	(Includes late fees of: \$6.23)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$242,081.74	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$9,976.52	
Journal Vouchers totaling:	\$13,673.30	
Then and Now list totaling:	\$98,161.32	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

14. Process the March 14, 2024 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

15. The Board of Commissioners approves Portage County Water Resources to send a letter to the City of Kent stating they will not provide public water service to parcel 04-015-00-00-035-001 located in Brimfield Township.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

16. The Board of Commissioners approves Portage County Water Resources to evaluate the water service area boundary between Portage County and the City of Kent in Brimfield Township to support development and address water quality for both public water systems.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **March 19<sup>th</sup>, 2024 at 11:00 AM.**

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

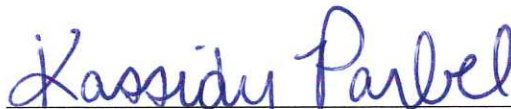
**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **March 19<sup>th</sup>, 2024.**

  
Anthony J. Badalamenti, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Tinlin, Board Member

  
Kassidy Parbel, Clerk