

Tuesday, March 17, 2009

The Board of County Commissioners met in regular session on **Tuesday, March 17, 2009 at 9:30 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the March 12, 2009 meeting. Commissioner Keiper absent, motion carries

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Absent: Commissioners Keiper

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Also attending throughout the day: Mike Sever, Record-Courier

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

RESOLUTIONS

1. Rename Fund 1260, Small City CDBG (NDS) to CDBG Economic Dev Grant/09-222
2. Rename Fund 1262, CHIP CDBG to CDBG Housing Grant/09-223
3. Rename Fund 1263, CHIP Home to Home Rehab Grant/09-224
4. Rename Fund 1271, RLF CDBG to RLF CDBG Housing/09-225
5. Rename Fund 1273, RLF Foreclosure to RLF CDBG Foreclosure/Rescue/09-226
6. Rename Fund 1280, KBA Micro Enterprise Grant New to KBA CDBG Micro Enterprise Grant/09-227
7. Rename Fund 1285, KBA RLF Micro Enterprise to KBA RLF CDBG Micro Enterprise/09-228
8. Cash Advance from Fund 5200, PCS General Administration to Fund 5313, PCS Twin Lakes Prelim Treatment/09-229
9. Close Fund 1264, CHIP HTF/09-230
10. Close Fund 5440, PCW OWDA 1988/09-231

OTHER

11. Discussion Memos:

- a. Request for Use of Facility Form – Budget Impact Recommendation/The Board of Commissioners agreed to add this information to the current forms
- b. First Place Bank – Dormant Bank Account/Department of Budget & Finance investigated and noted that the funds have been placed in unclaimed funds. If not claimed, the funds will revert to the County General Fund after five years, once released by the County Auditor.
- c. The Riddle Block Camera System will be funded with a supplemental adjustment from the General Fund Contingency.
- d. The replacement printer for the Budget Commission was approved by Journal Entry on March 10, 2009 noting that supplement will come from the Equipment

Contingency in the Commissioners' Other. Today, the Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized the full funding of this purchase from the General Fund Contingency, noting that the County Auditor's Real Estate Assessment Fund cannot be used for this purchase.

- e. The Director advised the Board of Commissioners that the Board of Elections has entered a budget amendment for \$6,000 to fund a new employee replacing Linda Marcial. The Board of Commissioners noted that the Board of Elections will fund the expense with a transfer from the election worker line.
- f. The Clerk of Courts will purchase a paper shredder at a cost of \$2,400. The Director noted that the Clerk of Courts intends to fund this purchase internally. Director Tillis will email the Clerk of Courts to let her know that she will continue to monitor the fund to determine any need for a supplement toward the end of the year due to this purchase.
- g. The Board of Commissioners discussed the Dog Warden's request for a new vehicle/Journal Entry

UPDATES

- 12. Commissioner Keiper to review the draft letter to Elected Officials regarding Unfunded Budget Requests
- 13. The Department of Budget & Finance presented the 2nd draft of the Debt Policy – Commissioner Keiper to review.

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PROSECUTOR

Present: Denise Smith, Tommie Jo Marsilio

Review of Prosecutor Pending List

- 1. Attorney Marsilio attending to discuss the parameters of the policy to allow pets to visit residents at The Woodlands of Robinson. The Board of Commissioners gave her some guidelines and Attorney Marsilio agreed to contact the Nursing Home Administrator to determine the current policy.
- 2. Attorney Chris Meduri emailed the Board of Commissioners a response to Regional Planning Commission's request for a legal opinion regarding the abolishment of the Community Investment Areas Created prior to 7/1/94/Forward the email and backup documents to Regional Planning Commission Executive Director Todd Pertz for review and comment.

Prosecutor Correspondence

March 17, 2009

- 1. March 12, 2009 e-mail from Denise Smith, regarding appeal of State Auditor's Additional Audit Costs/Information only.
- 2. March 10, 2009 correspondence from David Brode, regarding Financial Network of America, Deferred Compensation Plan (Section 457/Clerk to draft the resolution authorizing the President of the Board of Commissioners to sign the appropriate documents.

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10:45 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss a Bureau of Workers' Compensation issue. **Also present: Attorneys Denise Smith and Tommie Marsilio.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

11:30 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners authorized Attorney Marsilio to negotiate a settlement in a Worker Compensation Claim.

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MR/DD

Present: Superintendent Patrick Macke, Human Resources Department Director Lynn Leslie

Superintendent Macke advised the Board of Commissioners of upcoming projects and matters:

1. Renovation of the Coble Building will include all restrooms for ADA compliance, a front entryway renovation, a renovation of the break room and the renovation of a large storage area as the new Boardroom.
2. The pool at the Happy Day School will be renovated.
3. The MR/DD will proceed with the state accreditation process with a review beginning October 21, 2009.
4. There is legislation in progress that will change the county and Ohio Departments of MRDD to the Boards of Developmental Disabilities, removing the Mental Retardation verbiage.
5. MRDD is developing a strategic plan that will cover a three to five year period.
6. There have been significant state funding cuts for FY 2009. The Superintendent noted that any funding loss is a challenge and the current loss of \$230,000 could go higher in the final quarter.
7. There is no planned ballot issue in 2009, there is one renewal planned for 2010, two renewals planned for 2011 and an additional ballot issue planned for 2015.

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11:30 AM In accordance with the Ohio Rev. Code Ann. (121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment. **Also present:** Lynn Leslie, Dr. Patrick Macke. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

11:50 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

Upon exiting Executive Session, the Board of Commissioners took no action.

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DOG WARDEN

Present: Dave McIntyre

The Dog Warden attending today to discuss his request for a third vehicle for his office. The office has two trucks and a pool car. The 1999 pool vehicle used by the office has now officially died; the heater core went out and Motor Pool Director Joe Dillon advises a cost between \$1,000 to \$1,500 to repair. There is also an issue with the power steering, which will cost between \$1,500-\$3,000 depending on how in depth the problems are.

The Dog Warden recommended the purchase of a Jeep Grand Cherokee upon the advice of the Motor Pool Director; the Ford Escape would be too small to haul dogs. Commissioner Smeiles asked how the third vehicle could be justified. The Dog Warden responded that he plans for canvassing this summer and the new vehicle would be used. Commissioner Smeiles suggested the investigation of the purchase of a four-door pick-up truck to allow personnel to ride in the vehicle and animals in the back end. The Dog Warden responded that he does not believe that type of vehicle would be the best vehicle for his department, but that a smaller SUV would be appropriate.

The Dog Warden has checked with the Department of Budget & Financial Management and funds are available to purchase a new vehicle. JoAnn Townend advised the Dog Warden that she was in the process of taking new bids from local dealers on vehicles and would have them in sometime next week. He is looking in the range of purchasing a vehicle that is around the \$20,000 to \$25,000 mark; most likely not a full size truck but something smaller like a midsize SUV. The vehicle would be used to canvass from and to transport dogs with kennels placed in the back end.

Commissioner Frederick stated that she is concerned about having three vehicles for five employees. The Dog Warden responded that one employee works the office and two employees are out on the road separately and all over the county, including onto oil roads etc. The Dog Warden also noted that he can and does use his private vehicle when necessary.

Commissioner Frederick asked if a used vehicle would be considered. The Dog Warden responded that he is concerned about buying a used car because of the possible repairs. He has put about \$8,000 into a vehicle that he has gotten only nine months out of the vehicle/Journal Entry new or used. Work with JoAnn Townend and Department of Budget & Finance.

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RESOLUTION No. 09-0212 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on March 17, 2009 in the total payment amount of **\$471,460.00 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

RESOLUTION No. 09-0214 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

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

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

WHEREAS, a listing of expenditures, attached hereto as Exhibit “A” and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$18,850.02** as set forth in Exhibit “A” dated **March 17, 2009** shall be paid; and be it further

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

Voice Vote as Follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 09-0215 - RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE LOCAL PUBLIC AGENCY (LPA) AGREEMENT No. 22490 WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE TALLMADGE ROAD RESURFACING PROJECT, SECTIONS C, D, E AND F, IN BRIMFIELD AND ROOTSTOWN TOWNSHIPS, PORTAGE COUNTY.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, the LPA Agreement provides for the direct payment to the Contractor of the federal funds for appropriate work completed on the project, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into LPA Agreement No. 22496 with the Director of the Ohio Department of Transportation to access federal funds to pay the Contractor for the resurfacing of Cleveland Road, Hayes Road, Infirmary Road and Wall Street in Ravenna Township, Portage County, 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.

Voice vote as follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 09-0217 - RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE LOCAL PUBLIC AGENCY (LPA) AGREEMENT NO. 22515 WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE UPGRADING OF SUBSTANDARD GUARDRAIL AT VARIOUS LOCATIONS WITHIN PORTAGE COUNTY.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, the Portage County Engineer has secured 100% federal funding for the upgrading of substandard guardrail at various locations within Portage County, and

WHEREAS, the Portage County Engineer has received LPA Agreement No. 22515 from the Director of the Ohio Department of Transportation for said guardrail project, and

WHEREAS, the LPA Agreement provides for the direct payment to the Contractor of the federal funds for appropriate work completed on the project, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into LPA Agreement No. 22515 with the Director of the Ohio Department of Transportation to access federal funds to pay the Contractor for work completed on said guardrail project, 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

**CONSTRUCTION OF A NEW GRADE SEPARATION
STRUCTURE CARRYING FAIRCHILD AVENUE OVER THE
TRACKS OF CSX TRANSPORTATION, INC. IN THE CITY
OF KENT, PORTAGE COUNTY, OHIO.**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following Resolution be adopted.

WHEREAS, the state of Ohio, the City of Kent and Portage County Board propose to construct a new grade separation structure to carry Fairchild Avenue over the tracks of CSX Transportation, Inc. at milepost BG-11707 in the City of Kent, Portage County, Ohio; and

WHEREAS, said construction requires the construction of a new structure to separate the grades of track of the CSX Transportation, Inc and the highway at the point hereinbefore mentioned; and

WHEREAS, the state of Ohio is empowered to carry forward highway improvements of this type and provide funds for the construction costs of this project; and

WHEREAS, the City of Kent adopted Ordinance No. 2005-054 on December 28, 2005 giving consent to the improvement and proposing to bear certain costs of the improvement as well as maintaining certain portions of the improvement; now therefore be it

RESOLVED, that the Portage County Board of Commissioners agrees to enter into Agreement NO. 22083 (PID: 18466A) between the State of Ohio, the City of Kent, Portage County and CSX Transportation, Inc. in the matter of the construction of a new grade separation structure carrying Fairchild Avenue over the tracks of CSX Transportation, Inc. in the City of Kent, Portage County, Ohio; and be it further

RESOLVED, that the agreement does not obligate the County to take any action or pay any of the costs associated with this agreement; 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 actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Absent;

Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0220

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RE:

**DECLARING THE PORTAGE COUNTY
COMMISSIONERS WILLINGNESS AND APPROVAL TO
RELEASE CERTAIN LANDS NOW LOCATED WITHIN
THE BOUNDARIES OF THE PORTAGE REGIONAL**

**SEWER DISTRICT TO THE MAHONING COUNTY
METROPOLITAN SEWER DISTRICT.**

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

- WHEREAS,** the Portage County Regional Sewer District has heretofore been established by Resolution No. 74-78, adopted by this Board on April 11, 1974; and
- WHEREAS,** there are certain lands in the Portage County Regional Sanitary Sewer District which border Mahoning County; and
- WHEREAS,** there are no County owned sanitary sewer facilities or water facilities in Palmyra Township, Portage County, Ohio; and
- WHEREAS,** Mahoning County has constructed a Sanitary Sewer main along Mahoning Road in Mahoning County, Ohio, which provides Sanitary Sewer Service to the east side of Mahoning Road and can also provide service to the west side of Mahoning Road which is located in Palmyra Township, Portage County, Ohio; and
- WHEREAS,** Mahoning County has by resolution 08-12-057 agreed to accept the area located along the west side of Mahoning Road into the Mahoning County Metropolitan Sewer District and to provide sanitary sewer service to this area as located in Palmyra Township, Portage County, Ohio (see attached exhibit); and
- WHEREAS,** it is now prudent, as stewards of the public's best interest, to include in the Mahoning County Metropolitan Sewer District Service Area certain lands which are now held for sanitary sewer and water purposes in the aforesaid Portage County Sanitary District; and
- WHEREAS,** the Portage County Commissioners have expressed willingness and have consented to make said lands part of the Mahoning County Metropolitan Sewer District Service Area; now therefore, be it

RESOLVED by the Board of County Commissioners of Portage County, Ohio:

Section 1. That the Board of Portage County Commissioners herein, agree to release from the Portage County Regional Sewer District certain lands located along Mahoning Road for the purposes of continuing and extending sanitary sewer service and water service to the aforesaid lands, which lands are herein more specifically described as follows; Located in Original Lot 31, Division 3 East of Palmyra Township, Portage County, Ohio and beginning at the intersection of Tallmadge Road (C.H. 18) and Mahoning Road (T.H. 73-E).

Thence southerly along the centerline of Mahoning Road (T.H. 73-E) a distance of 1,479.16 feet to the northeast corner of a 5.00 acre parcel of land currently owned by Michael L. Wells and Susan L. Wells and being the true place of beginning of the following described area of land;

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RESOLUTION No. 09-0224 - RE: RENAME FUND 1263, CHIP HOME TO HOME REHAB GRANT

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, it has become necessary to rename Fund 1263, Chip Home in order to properly classify the processing of financial transactions related to Neighborhood Development Services Home Rehab Grant Funds, and

WHEREAS, the County Auditor has renamed Fund 1263 to Home Rehab Grant; now therefore be it

RESOLVED, that Fund 1263, Chip Home be renamed to Home Rehab Grant, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Neighborhood Development 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.

Voice vote as follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 09-0225 - RE: RENAME FUND 1271, RLF CDBG TO RLF CDBG HOUSING

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, it has become necessary to rename Fund 1271, RLF CDBG in order to properly classify the processing of financial transactions related to the Neighborhood Development Services RLF CDBG Housing Program, and

WHEREAS, the County Auditor has renamed Fund 1271 to RLF CDBG Housing; now therefore be it

RESOLVED, that Fund 1271, RLF CDBG be renamed to RLF CDBG Housing, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Neighborhood Development 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:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 09-0230 - RE: CLOSING OF FUND 1264, CHIP HTF

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, fiscal activity has ceased in Fund 1264, Chip HTF, all payments have been made and the Treasurer’s Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 1264, CHIP HTF is hereby closed; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Neighborhood Development 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.

Voice Vote as Follows:

Charles W. Keiper II, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 09-0231 - RE: CLOSING OF FUND 5440 PCW OWDA 1988.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, fiscal activity has ceased in Fund 5440, PCW OWDA 1988, all payments have been made and the Treasurer’s Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 5440, PCW OWDA 1988 is hereby closed; and be it further

9. Agreement between Portage County Board of Commissioners and the Kent Regional Business Alliance for the administration and implementation of Portage County Revolving Loan Fund Plans./09-Hold for comments from the Grants Administrator and the Internal Auditor.
10. Declaring the Portage County Commissioners willingness and approval to release certain lands now located within the boundaries of the Portage County Regional Sewer District to the Mahoning County Metropolitan Sewer District (Water Resources Department)./09-220
11. Resolution presented by the Grants Administrator to authorize him to apply electronically for the FY 2010 federal appropriations budget through the offices of US Congressmen Tim Ryan and Steve LaTourette/09-0232

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INCOMING CORRESPONDENCE

DISCUSSION

March 17, 2009

1. March 5, 2009 correspondence from Neighborhood Development Services Inc. Board of Directors, requesting a work group session/Board of Commissioners has scheduled this work session.
2. Does the Board wish to subscribe to The Wall Street for 52 weeks at a cost of \$99.00/No
3. DRAFT RESOLUTION: March 10, 2009 correspondence from John Hoornbeek, Kent State University, regarding the proposed 2010-2011 Ohio State Budget/09-221
4. March 13, 2009 e-mail from Dave McIntyre, Dog Warden, regarding a new vehicle request/Journal Entry
5. Discussion: County Recorder attended a seminar on March 11, 2009. Speaker Mr. Smith planned and designed Montgomery County's Record Center. These are points to consider/Information only.
6. March 12, 2009 e-mail from Robert Rasnick, Suffield Township Fire, regarding proposed antenna site/Schedule Jon Barber to meet with the Board of Commissioners and discuss.
7. March 12, 2009 e-mail from Shirley Schuster, Airport Authority, regarding the resignation of Michael Pryce effective immediately/Executive Assistant to obtain a letter of resignation from Dr. Pryce.
8. March 11, 2009 correspondence from Timothy Young, Office of the Ohio Public Defender, regarding reimbursement of appointed counsel for September 2008 for \$ 5,893.36 and Public Defender for October 2008 for \$ 20,282.77. The funds are being reimbursed of 25% of the total costs expended/Forwarded to the Department of Budget & Finance.
9. March 10, 2009 memo from Eileen Stiffler, Regional Planning Commission, regarding the 2009 General CDBG Public Hearing March 19, 2009/Information only.

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JOURNAL ENTRIES

March 17, 2009

1. The Board of Commissioners received the Portfolio Report for February 2009 as presented by the Portage County Treasurer's office.
2. Board of Commissioners' authorization requested to pay the March 6, 2009 invoice for \$ 343.20 to Attorney Becky Doherty, for services provided as special prosecutor for the Portage County Prosecutor's Office for Juvenile Case No. 2009 JCA 0080, as requested by the Portage County Prosecutor, Vic Viglucci.
3. In accordance with ORC Section 3113.39, the Board of Commissioners received the 2008 Annual Report for Shelters for Victims of Domestic Violence as presented by Carole Beaty, Family & Community Services.
4. Board of Commissioners' authorization requested to pay Invoice No. 909 dated March 12, 2009 for annual dues for Portage County per the Cooperative Agreement of the Northeast Ohio Joint Office of Economic Development (JOED) for calendar year 2009 \$ 25,000.00.
5. The Board of Commissioners received the Transportation of Prisoners Report for February 2009 as presented by Portage County Sheriff's Department.
6. Board of Commissioners' authorization is requested to allow Commissioner Keiper to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification Disbursement Request #3 for the KEN 193 Middlebury Road Bridge Replacement, Project No. CGS07 as requested by the County Engineer.
7. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for March 2009 as presented by the City of Ravenna/No Journal Entry required - forwarded to JoAnn Townend for investigation.
8. Board of Commissioners' authorization requested to pay Invoice No. 000000012 dated February 20, 2009 for Professional Services rendered through February 14, 2009 for the expanded Storm Water Management Program as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that County Engineering Department Director Mickey Marozzi reviewed the invoice and recommends payment. (Project No. 61-44004-00).
9. Board of Commissioners' authorization requested to use H. Luli Construction to perform emergency/specialty contractor services to dewater 6547 Pleasant Avenue pump station as requested by the Water Resources Department. Funding for this expenditure is available in the 2009 Portage County Sewer District Operations and Maintenance budget.
10. Board of Commissioners' authorization requested to promote John Evans from Design Technician II to Design Technician III effective March 23, 2009 as requested by the Water Resources Department. Funds are available in the 2009 budget.
11. Board of Commissioners' authorization requested to pay \$2,500.00 to Neighborhood Development Services Inc. for Homebuyer Education & Financial Fitness for two (2) Streetsboro, one (1) Kent and two (2) Ravenna residents as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and authorized.

12. Board of Commissioners' authorization requested to pay \$ 295.00 to Mclean Home Improvements for work performed at 119 Harper Road, Streetsboro (residence of Tim and Rita Naylor) to be paid from the HOME Revolving Loan Fund as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be accurate, appropriate for the circumstances and properly authorized.
13. Board of Commissioners' authorization requested to pay \$2,655.00 payable to Mclean Home Improvements for work performed at 119 Harper Road, Streetsboro (residence of Tim and Rita Naylor) to be paid from the HOME Revolving Loan Fund as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be accurate, appropriate for the circumstances and properly authorized.
14. Board of Commissioners' signature requested on the payment authorization form for \$1,143.07 payable to Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
15. Board of Commissioners' signature requested on the payment authorization form for \$9,900.00 payable to Richard Hawksley dba Design with a Vision for architectural services for Phase 2 for the Portage Senior Center located at 705 Oakwood Street, Ravenna as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
16. Board of Commissioners' signature requested on the payment authorization form for \$4,500.00 payable to Mclean Home Improvements for a roof replacement for homeowners Tim and Rita Naylor as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Bldg Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be accurate, appropriate for the circumstances and properly authorized.
17. Board of Commissioners' signature requested on the payment authorization form for \$47.00 payable to the Record Publishing Company for the Senior Center Phase II bid advertisement as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
18. Board of Commissioners' signature requested on the payment authorization form for \$4,320.00 payable to Heeter Contracting for a roof replacement for homeowner Clarence Bradshaw as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be accurate, appropriate for the circumstances and properly authorized.
19. Board of Commissioners' signature requested on the payment authorization form for \$480.00 (retainage) payable to Heeter Contracting for a roof replacement for homeowner Clarence Bradshaw as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Bldg Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting document appears to be accurate, appropriate for the circumstances and properly authorized.
20. Board of Commissioners' signature requested on the payment authorization form for \$500.00 (retainage) payable to Mclean Home Improvements for a roof replacement for homeowner Tim and Rita Naylor as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05

Home/Bldg Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting document appears to be accurate, appropriate for the circumstances and properly authorized.

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REFERRED

March 17, 2009

1. March 11, 2009 e-mail from Mike Coury, Generations, regarding unused excess equipment. Referred to Internal Services to process.
2. March 5, 2009 memo from John Brownlee, CORSA, regarding CORSA Mental Health Training Program for Jail and Court Personnel/Referred to Safety & Loss Control Coordinator.
3. March 11, 2009 e-mail from Mark Cheplowitz, advising that he does not want to be reappointed to the Airport Board of Trustees when his term expires on June 30, 2009/ Referred to Executive Assistant.
4. The Board of Commissioners received information from the US Department of Justice, regarding eligibility for Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Referred to Grants Administrator, Internal Auditor and Department of Budget and Financial Management.
5. March 12, 2009 correspondence from Bonnie Howe, Rootstown Township Trustee, regarding a meeting for recycling curbside program in Rootstown Township. Referred to William Steiner, Solid Waste Director.
6. March 11, 2009 correspondence from Mark Bergman, requesting a certificate for Boy Scout Sebastian Rombach. Referred to Executive Assistant.
7. March 10, 2009 correspondence from John Ristity, resigning from the Local Emergency Planning Committee. Referred to Executive Assistant.

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INFORMATION ONLY

March 17, 2009

1. February 28, 2009 memo from Ben Nutter, County Commissioners' Association of Ohio, regarding 2009 Membership material.
2. March 12, 2009 correspondence from Karen U'Halie, Human Resources Department to David Brode, Prosecutor's Office, regarding Financial Network of America Deferred Compensation Plan.
3. March 13, 2009 e-mail from Leann Schaeffer, The Woodlands At Robinson, regarding facility survey and compliance with the Ohio Department of Health.
4. March 12, 2009 e-mail from Anita Herington, Job and Family Services, including February statistics.
5. March 10, 2009 correspondence from the Boys and Girls Clubs of the Western Reserve, regarding the closing of the Ravenna Club effective March 31, 2009.

6. March 10, 2009 correspondence from Mayor Don Plusquellic, City of Akron, to AMATS Policy Committee, regarding economic stimulus funding and the Policy Committee meeting on March 18, 2009.
7. March 10, 2009 correspondence from Mark Forni, Ohio Department of Agriculture to John Groselle, regarding the 2007 Clean Ohio Agricultural Easement Purchase Program (AEPP).

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Journal Entry
 March 17, 2009

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the Portfolio Report for February 2009, as presented by the Portage County Treasurer.
2. The Board of Commissioners authorized payment of the March 6, 2009 invoice for \$343.20 to Attorney Becky Doherty of Akron for services provided as a special prosecutor for the Portage County Prosecutor’s Office for Juvenile Case No. 2009 JCA 0080, as presented by the Portage County Prosecutor, due to a conflict of interest.
3. In accordance with ORC Section 3113.39, the Board of Commissioners acknowledged the receipt of the 2008 Annual Report for Shelters for Victims of Domestic Violence, as presented by Carole Beaty, Director of Shelter Services for Family & Community Services.
4. The Board of Commissioners authorized payment of the March 12, 2009 Invoice No. 909 for \$25,000 for annual dues for Portage County per the Cooperative Agreement of the Northeast Ohio Joint Office of Economic Development (JOED) for calendar year 2009.
5. The Board of Commissioners acknowledged the receipt of the Transportation of Prisoners Report for February 2009, as presented by the Portage County Sheriff.
6. The Board of Commissioners authorized Commissioner Keiper to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification Disbursement Request #3 for the KEN 193 Middlebury Road Bridge Replacement, Project No. CGS07, as presented by the County Engineer.
7. The Board of Commissioners accepted the recommendation of Dog Warden Dave McIntyre and Department of Budget & Financial Management Director Audrey Tillis and authorized the Dog Warden to purchase a new or used vehicle for use by the Dog Warden’s Office. The Dog Warden is to work with the Internal Services Director to coordinate the purchase and the Department of Budget & Financial Management is to bring back a budget adjustment to allow this purchase.
8. The Board of Commissioners authorized payment of Invoice No. 000000012 dated February 20, 2009 for Professional Services rendered through February 14, 2009 for the expanded Storm Water Management Program, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that County Engineering Department Director Mickey Marozzi reviewed the invoice and recommends payment. (Project No. 61-44004-00). Staff to work with Internal Services Director JoAnn Townend and the Department of Budget & Financial Management to pay this invoice.

9. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and approve the revised *Debt Policies Development Workplan* and the *Performance Measures Development Project*, as presented.
10. The Board of Commissioners authorized the promotion of John Evans from a Design Technician II to a Design Technician III, effective March 23, 2009, as recommended by Water Resources Department Director Harold Huff. The Board of Commissioners noted that funds are available in the 2009 budget.
11. The Board of Commissioners authorized payment of \$2,500.00 to Neighborhood Development Services Inc. for Homebuyer Education & Financial Fitness for two (2) Streetsboro, one (1) Kent and two (2) Ravenna residents, as presented by Neighborhood Development Services Inc. Documents reviewed by Internal Auditor Carol Kurtz, who noted that the request appears to be proper and authorized.
12. The Board of Commissioners' authorized payment of \$ 295.00 to Mclean Home Improvements of Ravenna for work performed at 119 Harper Road, in Streetsboro for Tim and Rita Naylor, to be paid from the HOME Revolving Loan Fund, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor, who noted that the documents appear to be accurate, appropriate for the circumstances and properly authorized.
13. The Board of Commissioners authorized payment of \$2,655.00 payable to Mclean Home Improvements of Ravenna for work performed at 119 Harper Road in Streetsboro for Tim and Rita Naylor, to be paid from the HOME Revolving Loan Fund as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor, who noted that the documents appear to be accurate, appropriate for the circumstances and properly authorized.
14. The Board of Commissioners signed the payment authorization form for \$1,143.07 payable to the Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant, as presented by the Regional Planning Commission. Documents reviewed by Internal Auditor Carol Kurtz, with no exceptions noted.
15. The Board of Commissioners signed the payment authorization form for \$9,900.00 payable to Richard Hawksley dba Design with a Vision of Kent for architectural services for Phase 2 of the Portage Senior Center renovation at 705 Oakwood Street, Ravenna, as presented by the Regional Planning Commission. Documents reviewed by Internal Auditor Carol Kurtz, with no exceptions noted.
16. The Board of Commissioners signed the payment authorization form for \$4,500.00 payable to Mclean Home Improvements of Ravenna for a roof replacement for homeowners Tim and Rita Naylor, 119 Harper Road in Streetsboro, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Bldg Repair is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz, who noted that the document appears to be accurate, appropriate for the circumstances and properly authorized.
17. The Board of Commissioners signed the payment authorization form for \$47.00 payable to the Record Publishing Company for the Senior Center Phase II bid advertisement, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz, with no exceptions noted.

18. The Board of Commissioners signed the payment authorization form for \$4,320.00 payable to Heeter Contracting of Mechanicstown for a roof replacement for Clarence Bradshaw, 242 East Hale Drive in Streetsboro, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz, who noted that the document appears to be accurate, appropriate for the circumstances and properly authorized.

19. The Board of Commissioners signed the payment authorization form for \$480.00 (retainage) payable to Heeter Contracting of Mechanicstown for a roof replacement for Clarence Bradshaw, 242 East Hale Drive in Streetsboro, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Bldg Repair is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz, who noted that the document appears to be accurate, appropriate for the circumstances and properly authorized.

20. The Board of Commissioners signed the payment authorization form for \$500.00 (retainage) payable to Mclean Home Improvements of Ravenna for a roof replacement for homeowner Tim and Rita Naylor, 119 Harper Road in Streetsboro, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Bldg Repair is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz, who noted that the document appears to be accurate, appropriate for the circumstances and properly authorized.

Commissioner Keiper absent, motion carries

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **March 17, 2009**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **12:10 PM**. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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