

Tuesday, April 21, 2009

The Board of County Commissioners met in regular session on **Tuesday, April 21, 2009 at 10:05 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 April 16, 2009 meeting. Commissioner Keiper absent, motion carries

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Absent: Charles W. Keiper II attending the NEOTEC Trade Fair in Hannover, Germany

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Also attending throughout the day: Diane Smith, Record-Courier

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PROSECUTOR

Present: Denise Smith, Anita Herington

Review of Prosecutor’s Pending List – Attorney Smith had nothing to report

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10:15 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 conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

10:32 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.

After exiting Executive Session, the Board of Commissioners adopted Resolution 09-0358. The Board of Commissioners accepted the recommendation of Attorney Denise Smith and signed the settlement agreement before the attorney of record Jeff Miller.

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HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Jon Barber

Update on the FireCom issue – Jon Barber advised that he continues to meet with FireCom users. Mr. Barber presented an April 13th letter from the Ravenna Township Trustees advising of the need for approximately \$71,500 for service until the end of 2009/No Board action at this time.

The Board of Commissioners agreed that they do not require the consulting services of Rick Hager for 911 information at this time.

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WATER RESOURCES

Present: Harold Huff

1. RESOLUTION -Construction Escrow Agreement for sanitary sewer improvements to the Sterling Green Phase 2 Subdivision, Portage County Water Resources, Project No. BR-2 09-060./09-351
2. RESOLUTION -General Sewer Agreement for sanitary sewer improvements to Phase 2 of the Sterling Green Subdivision, Portage County Water Resources Department, Project No. BR-2 09-060./09-HOLD
3. SIGNATURES - Proof of claim form for bankruptcy./Journal Entry

The Board of Commissioners discussed the process used by the Water Resources Department to alert customers of water issues. Mr. Huff noted that alerts are posted on the county website and placed in the Record-Courier. They are considering the purchase of teepees to place onsite for further notice to customers.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

RESOLUTIONS

1. General Fund Amendments to the Annual Appropriation Resolution:/09-353
 - a. Adult Probation, Transfer – To Purchase a New Copier
2. Create Fund 1168, Disaster Planning/09-354
3. Create Fund 1018 – Interpreters 2303.20.1(E)(1)/09-355

OTHER

4. Discussion Memos:
 - a. Donation to Senior Center/09-0359
 - b. The Director presented the 1st Quarterly Review showing that the year-to-date revenues are \$871,304 less than this date in FY 2008, sales tax collections are down, investment income is below the 2008 numbers, transfer tax is down 10%, intergovernmental revenues are at 27.9% of estimate, HB 420 eliminates the annual partial fund balance transfer from the Law Library to the General Fund, no revenue has been received in FY 2009 in unclaimed money, the building maintenance is at 30.3% of FY 2009 appropriations and the Juvenile Court is at 24.3% of appropriations.

UPDATES

5. The Director presented Contingency Tracker

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RESOLUTION No. 09-0343 - 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 April 21, 2009 in the total payment amount of **\$331,056.28 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 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. 09-0344 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

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

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

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

04/20/09	747	\$ 262.99
04/20/09	749	109,485.39
04/20/09	754	480.00
04/20/09	771	87.28
04/20/09	777	1,558.97

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RESOLUTION No. 09-0346 - RE: SUPPORTING PORTAGE COUNTY APPLICATIONS FOR OHIO AGRICULTURAL EASEMENT PURCHASE PROGRAM; CONFIRMING LANDOWNERS DONATION; AND COMMITTING TO MONITOR AND ENFORCE THE EASEMENT(S) IN PERPETUITY

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

WHEREAS: The Board of Commissioners has received requests for support of applications to the State of Ohio Department of Agriculture for the Purchase of Agricultural Easements for properties specified in Attachment A; and

WHEREAS: The Board has determined that the application of the properties for purchase of agricultural easements is consistent with the Portage County Farmland Preservation Plan, and agrees to sponsor, co-hold, monitor and enforce the terms of the easement(s) in perpetuity; and

WHEREAS: The Board finds the requests for the agricultural easements acceptable; and

WHEREAS: The landowners have committed to donate at least 25% of the points-based appraised agricultural easement value, confirmed in the individual applications; now therefore be it

RESOLVED: That the Portage County Board of Commissioners does hereby support the applications of these properties for the Agricultural Easement Purchase Program, and authorizes the submittal of these applications to the Ohio Department of Agriculture, Office of Farmland Preservation; 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.

Voice vote was as follows:

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

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**ATTACHMENT A
2009 Ohio Agricultural Easement Purchase Program Applicants**

Landowner	Property Location	Acres
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DEERFIELD TOWNSHIP

Donald T. Sampson III	2041 Bonner Rd.	61.67
Donald T. Sampson III	Mottown Rd.	51.73

HIRAM TOWNSHIP

John R. Groselle	St. Rt. 82	60.00
Jean C. Mackenzie	6722 Pioneer Trail	29.40

RANDOLPH TOWNSHIP

Fred J. and Gary P. Rodenbucher	Eberly Rd.	49.78
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TOTAL ACRES SUBMITTED		252.58
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RESOLUTION No. 09-0347			RE:	AGREE TO SIGN THE ESCROW AGREEMENT AND ACCEPT THE PERFORMANCE AGREEMENT FOR CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS FOR STERLING GREEN SUBDIVISION, BRIMFIELD TOWNSHIP, PORTAGE COUNTY, OHIO.	

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

RESOLVED, that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor’s Office, the Board of Portage County Commissioners does hereby agree to sign the Escrow Agreement and accept the Performance Agreement for the construction of street, storm sewer and drainage improvement for Lemmon & Lemmon, Inc. (owner/developer) and First Merit Bank in the full and just sum of Two Hundred Twenty Nine Thousand Seven Hundred Seventy Six Dollars and Eighty Seven Cents (\$ 229,776.87) for the **Sterling Green Subdivision**, Brimfield Township, Portage County, Ohio; 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, Absent;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0348

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RE: ACCEPT BID FOR FURNISHING GUARD RAIL AND CURVED END TREATMENTS FOR USE BY THE PORTAGE COUNTY ENGINEER.

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

WHEREAS, Notice of Receiving Bids to furnish **Guard Rail and Curved End Treatments** for use by the Portage County Engineer was published in the Record Courier on **March 20, 2009** and **March 27, 2009**, and

WHEREAS, two (2) sealed bid for furnishing **Guard Rail and Curved End Treatments** for use by the Portage County Engineer was received, tabulated and recorded on April 7, 2009; and

RESOLVED, after reviewing said bid, the Portage County Engineer recommended the bid of **R.M.S. & Company** be accepted as the lowest and best bid received for furnishing straight guard rail and curved end treatments in accordance with the following:

1. All guard rail and curved end treatments to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice after the delivery of the materials.

now therefore be it

RESOLVED, that the bid of **R.M.S. & Company, 17307 Heiser Road, Berlin Center, Ohio 44401** be and hereby is accepted for furnishing **guard rail and curved end treatments** per specifications as follows:

3,000 L.F., 12 Gauge, Straight Guard Rail -	\$4.25/Foot
Curved End Treatments	
60 - Convex -	\$75.00/Each
60 - Concave -	\$89.00/Each
100 Half Wraps -	\$35.00/Each

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

2. Payment of the order is to be made upon receipt of the invoice after the delivery of the pipe.
3. Bids of alternate suppliers be accepted to ensure continuity of the Engineer's work program.

now therefore be it

RESOLVED,

that the bid of **HD Supply Waterworks, 320 Tallmadge Road, Kent, Ohio 44240** be accepted as the **LOWEST AND BEST** bid received for furnishing **CORRUGATED METAL PIPE, ALUMINIZED STEEL PIPE** and **PLASTIC PIPE** per specifications, as follows:

Corrugated Metal Pipe (CMP) Aluminized Steel Pipe (AS)	CMP (Per Ft.)	Bands (Each)	AS (Per Ft)	Bands (Each)
12", 16 Ga.	6.61	6.65	7.26	7.80
15", 16 Ga.	7.90	7.95	8.69	8.75
18", 16 Ga.	9.82	9.85	10.80	10.85
21", 14 Ga.	13.48	13.55	14.84	14.90
24", 14 Ga.	15.23	15.30	16.76	16.85
30", 14 Ga.	19.68	19.75	21.64	21.75
36", 12 Ga.	33.45	33.60	36.79	36.95
48", 12 Ga.	42.80	43.00	47.16	47.40

Plastic Pipe	PP (Per Foot)	Bands/Connectors (Each)
12"	3.54	3.54
15"	4.60	4.60
18"	7.20	7.20
24"	11.25	11.25
36"	19.75	19.75
48"	35.50	35.50

and be it further

RESOLVED,

that the bid of **Pipelines, Inc., P.O. Box 2027, 16363 St. Clair Avenue, East Liverpool, Ohio 43920** be accepted as an **ALTERNATE** for furnishing **CORRUGATED METAL PIPE AND ALUMINIZED STEEL PIPE**, per specifications, as follows:

Corrugated Metal Pipe (CMP) Aluminized Steel Pipe (AS)	CMP (Per Ft.)	Bands (Each)	AS (Per Ft)	Bands (Each)
12", 16 Ga.	6.63	6.63	7.29	7.29
15", 16 Ga.	7.93	7.93	8.72	8.72
18", 16 Ga.	9.86	9.86	10.85	10.85

21", 14 Ga.	13.55	13.55	14.90	14.90
24", 14 Ga.	15.30	15.30	16.83	16.83
30", 14 Ga.	19.77	19.77	21.74	21.74
36", 12 Ga.	33.60	33.60	36.96	36.96
48", 12 Ga.	42.99	42.99	47.37	47.37

and be it further

RESOLVED, that the bid of **Marlboro Supply, 9271 Edison, Louisville, Ohio 44641** be accepted as an **ALTERNATE** for furnishing PLASTIC PIPE, per specifications, as follows:

Plastic Pipe	PP (Per Foot)	Bands/Connectors (Each)
12"	3.54	3.54
15"	4.60	4.60
18"	7.20	7.20
24"	11.25	11.25
36"	19.75	19.75
48"	35.50	35.50

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.

Voice vote as follows:

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

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RESOLUTION No. 09-0351 - RE: CONSTRUCTION ESCROW AGREEMENT FOR SANITARY SEWER IMPROVEMENTS TO THE STERLING GREEN PHASE 2 SUBDIVISION, PORTAGE COUNTY WATER RESOURCES PROJECT NO. BR-2 09-060.

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

WHEREAS, Lemmon & Lemmon, Inc. (OWNER), has established a Construction Escrow Account in the amount of Seventy Four Thousand Eight Hundred Dollars and No Cents (\$74,800.00) at First Merit Bank (BANK); and

WHEREAS, the Construction Escrow Account has been set up at the BANK for the purpose of guaranteeing construction of sanitary sewer improvements for phase 2 of the Sterling Green Subdivision (Portage County Water Resources Project No. BR-2 09-060); and

WHEREAS, the County Auditor has assigned Fund Number 1018 for the collection of fees in all cases for all motions for continuance to compensate Guardian ad Litem (GAL) services in all indigent cases, for the employment of interpreters and for all other special services required by the Court for the administration of justice for the Domestic Relations Division of the Common Pleas Court, pursuant to ORC 2303.201(E)(1); now therefore be it

RESOLVED, that Fund 1018 - GAL 2303.201(E)(1) be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Domestic Relations Division of the Common Pleas Court, the Clerk of Courts 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, Absent;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0353

RE: AMENDMENT TO THE GENERAL FUND 2009 ANNUAL APPROPRIATION RESOLUTION NO. 08-1181 ADOPTED DECEMBER 11, 2008

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

RESOLVED, that it has become necessary to amend the General Fund 2009 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u><i>Increase</i></u>	<u><i>Decrease</i></u>
Fund: 0001	General Fund		
	590 Adult Probation		
05955	Adult Prob - Com Pleas MS	0	5,000
05956	Adult Prob - Common Pleas CO	7,200	0
05965	Adult Prob - Muni Crt MS	0	2,200
	MEMO TOTAL	<u><u>\$ 7,200</u></u>	<u><u>\$ 7,200</u></u>

Note: To purchase a new copier

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 7,200</u></u>	<u><u>\$ 7,200</u></u>
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and be it further,

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

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

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

Roll call as Follows:

Charles W. Keiper, Absent;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0354 - RE: CREATE FUND 1168, DISASTER PLANNING

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

- WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions involving the Emergency Management Disaster grants, and
- WHEREAS,** the County Auditor has assigned fund number 1168 for the Emergency Management Disaster grants; now therefore be it
- RESOLVED,** that Fund 1168, Disaster Planning be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Homeland Security and Emergency Management Agency 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 was as follows:

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

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RESOLUTION No. 09-0355 - RE: CREATE FUND 7218, WC RETRO RATING PLAN 2009

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

- WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the WC Retro Rating Plan 2009; now therefore be it
- RESOLVED,** that Fund 7218, WC Retro Rating Plan 2009 be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor and the Director of Human Resources, 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

RESOLVED, that the Board of Commissioners authorizes Vice President of the Board Commissioners Maureen Frederick to sign the award documents; 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 was as follows:

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

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RESOLUTION No. 09-0357 - RE: ACCEPT THE GRANT AWARD FROM THE FY2008 NORTHEAST CENTRAL OHIO REGIONAL DISASTER PLANNING CONSORTIUM GRANT

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

WHEREAS, Portage County Office of Homeland Security and Emergency Management is eligible to apply to the Ohio Department of Health for the FY2008 Regional Disaster Planning Grant in an amount not to exceed Twelve Thousand Five Hundred Dollars (\$12,500.00); and

WHEREAS, Portage County desires to utilize these available monies to provide a study identifying the most effective ways to serve and protect the county's disabled populations during and after disasters that require evacuation and sheltering services, and also obtain specialized equipment that will enable the county to do this successfully; and

WHEREAS, **the Portage County Board of Commissioners adopted Resolution # 09-0170 on February 26, 2009 allowing the Portage County Office of Homeland Security and Emergency Management to apply to the FY 2008 Northeast Central Ohio Regional Disaster Planning Consortium Grant Program in the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00) with no local match;** now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorizes the acceptance of FY 2008 Regional Disaster Planning Grant award in an amount of Twelve Thousand Five Hundred Dollars (\$12,500.00) **with no local match obligation;** and be it further

RESOLVED, that the Board of Commissioners authorizes Jon Barber, Director of the Office of Homeland Security and Emergency Management to sign the necessary award documents; 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.

Voice Vote as Follows:

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

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RESOLUTION No. 09-0358 - RE: ENTER INTO SETTLEMENT AGREEMENT AND RELEASE BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS (ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES) AND SYLVIA STRASSHOFER (PORTAGE COUNTY CASE NO. 2008 CV 01760).

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

RESOLVED, that the Portage County Board of Commissioners agrees to enter into a settlement agreement and mutual release for Portage County Case No. 2008 CV 01760 (Portage County Board Of Commissioners (on behalf of the Portage County Department of Job and Family Services and Sylvia Strasshofer) for full settlement of Two Hundred Ninety Seven Thousand and 00/100 Dollars (\$297,000); and be it further

RESOLVED, that the Portage County Board of Commissioners agreed to sign the settlement 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 formal actions were an meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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RESOLUTION No. 09-0359 - RE: ACCEPTANCE OF DONATIONS TO THE PORTAGE COUNTY SENIOR CENTER.

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

WHEREAS, the Portage County Senior Center received a donation from Ravenna United Fund in the amount of \$2,400 to be used for the exercise program and tai-chi instructor; now therefore be it

2. Invitation from National Alliance on Mental Illness (NAMI) Portage County for the open house on Monday, April 27, 2009, 10:00 AM-1:00 PM, Coleman Professional Services Center.
3. Invitation from Clemans-Nelson for the Hot Buttons 2009 How to Survive seminar on Thursday, May 14, 2009, Pontifical College Josephinum, Columbus.
4. Invitation from the Streetsboro Area Chamber of Commerce for the Industrial Round Table Discussion hosted by The Step Two Company LLC on Wednesday, April 29, 2009, 8:00 AM-10:00 AM, The Step Two Company, Streetsboro.
5. Invitation from the Labor Arbitration Institute for the Labor Law & Labor Arbitration program on Thursday, August 13, 2009, Hyatt Regency Dearborn.
6. Invitation from The Funds for Our Economic Future for the "Finding the Leverage for Change: The Five Strategies for Reinvesting Government" on Friday, May 1, 2009, City Club of Cleveland, 7:30-9:00 AM.
7. Invitation from Aurora Parks and Recreation for The City of Aurora's 2009 Independence Day Parade, 10:00 AM in the Barrington Town Square shopping plaza.
8. Invitation from Ravenna Chiropractic & Rehabilitation for the Business After Hours on Tuesday, April 21, 2009, 5:00-7:00 PM , 6693 N. Chestnut St., Suite 128.

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**INCOMING CORRESPONDENCE
DISCUSSION**

April 21, 2009

1. April 14, 2009 e-mail from Jon Barber, Office of Homeland Security & Emergency Management, regarding an update on FireCom/Information only.
2. April 15, 2009 correspondence from Carol Ray, Ohio Department of Health, requesting an insurance waiver for use of the 7th Floor Conference Room on Thursday, May 28, 2009/Journal Entry.
3. April 13, 2009 correspondence from Michael Hiler, Ohio Department of Development, regarding the Portage County Revolving Loan Fund Board/Forward to the Neighborhood Development Services, Inc., Internal Auditor and Prosecutor for comment.
4. April 16, 2009 memo from Karen U'Halie, Human Resources Department, in response to the Board's request for information for Judge Carnes regarding the County's sick leave payout policy/Forward to Judge Carnes
5. April 17, 2009 e-mail from Commissioner Frederick to Dan Banks, Grants Administrator, regarding a grant opportunity/Information only.
6. The Board of Commissioners signed the Letter of Support for the Kent Regional Business Alliance Rural Business Development Project application.

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JOURNAL ENTRIES
April 21, 2009

1. The Board of Commissioners received the Portage County Investment Reconciliation for the month of March 2009 as presented by the County Auditor and County Treasurer.
2. Board of Commissioners' authorization requested to pay Neighborhood Development Services Inc. for administrative fees for the HOME Revolving Loan Fund for the period October-December 2008 \$1,479.00 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.
3. Board of Commissioners' authorization requested to pay Neighborhood Development Services Inc. for administrative fees for the CDBG Housing Revolving Loan Fund for the period October-December 2008 for \$146.00 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.
4. Board of Commissioners' authorization requested to pay Neighborhood Development Services Inc. for administrative fees for the CDBG Economic Development Revolving Loan Fund for the period October-December 2008 for \$8,680.00 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned/HOLD.
5. Board of Commissioners' authorization requested to pay Neighborhood Development Services Inc. for administrative fees for the CDBG Housing Revolving Loan Fund for the period October-December 2008 for \$2,891.00 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.
6. Board authorization requested to allow the electronic filing of the Quarterly Subgrant Report to the Ohio Office of Criminal Justice Services for the Children's Advocacy Center Grant No. 2006-JG-D01-6467A0 for the grant period of January 1, 2009- March 31, 2009 as requested by Lucy Wagener, Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

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REFERRED

April 21, 2009

1. April 15, 2009 e-mail from Anita Herington, Job & Family Services, regarding the resignation of Gary Locke from the GAPP WIB. Journal Entry and referred to Executive Assistant.
2. April 15, 2009 correspondence from Judge Thomas Carnes, Probate Court, requesting a copy of the County policy regarding sick leave pay out. Referred to the Human Resources Department/4-20-09 Comments received from Human Resources Department and forwarded to Judge Carnes.
3. April 16, 2009 correspondence from Sally Kelly, Senior Center, regarding donations. Referred to Internal Auditor.

4. April 12, 2009 correspondence from Mark Bergman, regarding the Eagle Scout Court of Honor for Isaac Smith on Sunday, June 7, 2009, 1:00 PM Lunch, 2:30 PM Court of Honor, Faith United Methodist Church, Brimfield. Referred to Executive Assistant.

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PLEASE ADD TO THE AGENDA

April 21, 2009

1. DRAFT RESOLUTION: Accept the grant award from the Ohio Department of National Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff's Department/09-0356.
2. DRAFT RESOLUTION: Accept the grant award from the Ohio Department of Health for the FY2008 Northeast Central Ohio Regional Disaster Planning Consortium Grant as presented by Jon Barber, Department of Homeland Security & Emergency Management/09-0357.

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INFORMATION ONLY

April 21, 2009

1. April 15, 2009 correspondence from Joseph Hadley Jr., NEFCO, including a full packet from today's General Policy Board meeting. NOTE: Next meeting is Wednesday, May 20, 2009, 8:30 AM at the Summa Health Center, Green.
2. April 13, 2009 correspondence from M. Melinda Holmes, introducing her Assessment Center consultant company to government and non profit organizations for promotions and/or hiring for managerial positions/Forward to the Human Resources Department Director.
3. April 14, 2009 correspondence from Gary Locke, City of Kent, resigning from the GAPP Workforce Investment Board and GAPP Workforce Investment Board Executive Committee/Forward to the Executive Assistant.
4. The Board of Commissioners received the April 17, 2008 Weekly Traffic Advisory as presented by Ohio Department of Transportation.

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Journal Entry

April 21, 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 Portage County Investment Reconciliation for the month of March 2009, as presented by the County Auditor and County Treasurer.
2. The Board of Commissioners authorized payment to Neighborhood Development Services Inc. for administrative fees for the HOME Revolving Loan Fund for the period October-December 2008 in the amount of \$1,479.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.

3. The Board of Commissioners authorized payment to Neighborhood Development Services Inc. for administrative fees for the CDBG Housing Revolving Loan Fund for the period October-December 2008 for \$146.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.
4. The Board of Commissioners authorized payment to Neighborhood Development Services Inc. for administrative fees for the CDBG Housing Revolving Loan Fund for the period October-December 2008 for \$2,891.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be a reasonable representation of time spent and administration fees earned.
5. The Board of Commissioners authorized the electronic filing of the Quarterly Subgrant Report to the Ohio Office of Criminal Justice Services for the Children's Advocacy Center Grant No. 2006-JG-D01-6467A0 for the grant period of January 1, 2009- March 31, 2009, as presented by Lucy Wagener, Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
6. The Board of Commissioners accepted the April 16, 2009 recommendation of Water Resources Department Director Harold Huff and authorized Commissioner Fredericks to sign three United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Portage County Water Resources Department for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Eric S. Durham and Jennifer M. Durham	2870 Polly Road Ravenna, OH 44266	\$ 234.23	216-01320-00
William P. Mamounis Jr.	4602 Creekside Drive Kent, OH 44240	\$ 206.65	299-40900-01
Michael A. Patterson and Michelle D. Patterson	8041 Freedom Road Windham, OH 44288	\$ 330.24	305-13220-01

7. The Board of Commissioners approved the April 15, 2009 request from Carol Ray, Ohio Department of Health, for use of the Portage County Administration Building Room 703 on Thursday, May 28, 2009 and waived the insurance and payment requirements.
8. As a result of a 2007 Audit Finding, the Board of Commissioners met today with representatives from Neighborhood Development Services, Regional Planning Commission and Habitat for Humanity to resolve the question of whether or not the Commissioners intended to loan or grant the \$50,000 of 2005 CDBG Formula money provided for two Habitat for Humanity houses.

The Board of Commissioners adopted a November 6, 2008 Journal Entry as follows:

In 2005, the Board of Commissioners dedicated \$100,000 for Habitat for Humanity's new home project in Atwater Township; \$50,000 came from the County's Housing RLF and the other \$50,000 came from formula funds. The mortgages were written to recapture only \$85,000 of the funds to the RLF and not the full \$100,000, creating a shortfall. After meeting today with Grants Administrator Dan Banks and Neighborhood Development Services Financial Officer Justin Meiser to discuss an October 16, 2008 correspondence from Habitat for Humanity of Portage County asking if the two houses built in Atwater in 2006 (1471 and 1479 Hillcrest) were built using funds from the county that were granted and not loaned, the Board of Commissioners agreed that the Neighborhood Development Services should rewrite the two

mortgages to correct the total amount due from \$85,200 to \$100,000. The Board of Commissioners noted that Habitat for Humanity would need to reduce their mortgage by \$14,800 on the two homes.

To reconcile the question of grant versus loan, the Board of Commissioners agreed that the existing mortgages of record are correct and should not be altered. In addition, the county agrees to grant \$14,800 to the project (two houses located at 1471 and 1479 Hillcrest Road in Atwater), said grant not to be repaid.

Charles W. Keiper II, absent, motion carries

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COUNTY AUDITOR

Present: Janet Esposito, Carol Kurtz, Audrey Tillis, Rebecca Ritterbeck, Maureen Bennett, Bill Reble

This meeting was convened to discuss fixed assets. The County Auditor advised that the assets entered into Munis include governmental county vehicles, governmental machinery and equipment over \$5,000, vehicles and equipment at the Juvenile Detention Center, county bridges, roads and non-Water Resources Department CIP infrastructure projects, county owned land parcels (with several exceptions) and land improvements such as parking lots, fencing, etc. Staff is working on the inventory and tagging for Solid Waste’s vehicles, machinery and equipment over \$5,000, county owned buildings and improvements excluding Water Resources Department, etc. There are several outstanding issues such as the inventory of the Water Resources Department, which the County Auditor does not intend to accomplish, an update to the Capital Assets Policy Guide, the creation of forms and procedures for disposal, transfer and trade-in of equipment and a comparison of records for vehicles from the Internal Services Department.

The Board of Commissioners was informed for the first time that the Auditor’s staff had not established procedures to reconcile the capital asset list to the annual inventory list. Based upon this discussion and noting the Auditor’s request for assistance, the Commissioners agreed that this task must be completed immediately. The Board of Commissioners will consider how to proceed in the near future.

During the Auditor’s staff stated their need for direction and assistance relative to depreciating capital assets. Again, the Board of Commissioners agrees that this task must be accomplished immediately and will appropriate the funding necessary to do so either in house or by contract.

The group discussed how to proceed with the inventory of capital fixed assets. The Board of Commissioners agreed that Internal Auditor Carol Kurtz should be a part of the team to review the current 2005 policy and procedure (adopted by Resolution 05-0168). Carol Kurtz to make a recommendation to the Board of Commissioners as to how to amend the policy.

The group agreed that the current policy clearly identifies Capitalized Assets as those worth \$5,000 and above, Required to be Monitored Assets as those worth between \$500 and \$4,999, and Discretionary Monitored Assets as those worth \$499.99 and below. In accordance with the ORC, departments shall send an inventory yearly in January to both the County Auditor and the Board of Commissioners, held by the Internal Services Director.

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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 **April 21, 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 4:45 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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