

Thursday, December 6, 2007

The Board of County Commissioners met in regular session on **Thursday, December 6, 2007 at 9:40 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

Charles W. Keiper II

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the November 29, 2007 meeting. All in favor, motion carries

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INTERNAL SERVICES

Present: JoAnn Townend

DISCUSSION

1. Woodlands: Portage Physical Therapists
Attorney Denise Smith has asked for a resolution by the Board of Commissioners to terminate this contract in 90 days. Denise Smith will follow up with this termination and JoAnn Townend will advertise for therapists. JoAnn Townend to bring the resolution back.
2. Prosecutor's project: The Board of Commissioners approved the architectural and construction administration fees of \$52,000 for Hasenstab & Associates/Journal Entry
3. Veteran's Project – Commissioner Frederick had contacted JoAnn Townend about engraving a brick ASAP for a resident. If the Board of Commissioners goes through Eric Hummel, it will be costly. The architect has recommended that the Board of Commissioners enter into a contract with the engraver to create the bricks as purchased. JoAnn Townend to contact the engraving company to determine the cost of individual bricks and a once a year or twice a year engraving process. JoAnn Townend offered to take over the management of the project. Clerk to schedule Mark Frisone for a meeting to discuss keeping the checking account open vs. bringing the funds in house.
4. JoAnn Townend met with Architect Eric Droll and Board of Elections Directors yesterday to discuss the Senior Center renovations. The Board of Elections wants to be in the space as quickly as possible. The architect advises that August 2008 would be the earliest the space would be completed, which requires that the seniors leave the space by February 2008. Clerk to schedule a meeting with the Board of Commissioners, Sally Kelly, Mark Frisone or Christie Anderson, Lynne Erickson and Eileen Stiffler, JoAnn Townend and Architect Rick Hawksley ASAP to work out the details.

JoAnn Townend suggested that the Board of Commissioners consider leasing space such as a local church for the seniors, noting that the Board of Elections refuses to use mobile space. Commissioner Frederick stated that she would like to accommodate the Board of Elections requests, if possible. Commissioner Smeiles noted that the Board of Commissioners has discussed the temporary move of the seniors with the seniors and they were not in favor of moving "twice". JoAnn Townend noted that the use of CDBG funds is a slow process and the date of the move of the seniors to their newly renovated space in the Family & Community Services facility cannot be guaranteed.

RESOLUTIONS

1. Accept and enter into an agreement with MS Consultants for development of a storm water management

program./07-Hold for additional information

- 2. Agree to continue cleaning services with York Mahoning at various County owned buildings./07-1174

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HUMAN RESOURCES

Present: Lynn Leslie

Public Session

- 1. Revised job description for the Chief Dog Warden/Journal Entry.
- 2. Draft new job specification for CSEA Lead Attorney in JFS/Journal Entry
- 3. Draft new job specification for PCSA Training Officer in JFS/Journal Entry

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11:04 AM Recessed to Solid Waste Management District

11:50 AM Reconvened

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NEIGHBORHOOD DEVELOPMENT

Present: Dave Vaughan, Mike Bogo

Dave Vaughan and Mike Bogo attending today to discuss the creation of a task force to develop the strategy of the purchase, rental, and homeownership facilitated through vacant property in Portage County. Other counties are moving forward with the creation of such a task force including various county officials. The Board of Commissioners agreed to invite the Auditor, Prosecutor and Treasurer to meet with them to discuss the creation of this task force.

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Noon Lunch Recess

1:50 PM Board of Commissioners reconvened

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KENT STATE UNIVERSITY – ASSESSMENT CENTER

Present: Human Resources Department Director Lynn Leslie, Dr. Melinda Holmes

1:55 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider the hire of a department director. **Also present:** Human Resources Department Director Lynn Leslie, Dr. Melinda Holmes. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

3:00 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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RESOLUTION No. 07-1168 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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 December 6, 2007 in the total payment amount of **\$1,084,272.99 for Funds 0001-8101** 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:

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

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RESOLUTION No. 07-1169 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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 December 6, 2007 in the total payment amount as follows:

1. \$250,753.95 for Medical Mutual Claims-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, December 7, 2007 \$ 250,753.95

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:

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

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RESOLUTION No. 07-1170 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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:

12/06/07	363	\$ 865.35
12/06/07	355	762.77
12/04/07	281	35,927.84
12/04/07	280	18.08
12/04/07	278	154.80
12/04/07	273	8,707.83
Total		\$ 46,436.67

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:

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

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RESOLUTION No. 07-1171 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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 **\$26,193.03** as set forth in Exhibit "A" dated **December 6, 2007** 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:

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

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RESOLUTION No. 07-1172 - RE: APPOINTMENT TO THE PORTAGE COUNTY PORT AUTHORITY.

It was moved by Christopher Smeiles, and seconded by Charles W. Keiper II that the following resolution be adopted:

WHEREAS, the Board of Commissioners created the Portage County Port Authority within the County of Portage, in the State of Ohio, pursuant to Sections 4582.21 *through* Section 4582.59 of the Ohio Revised Code by adopting Resolution 02-0372 on April 9, 2002; now therefore be it

RESOLVED, that the Board of Commissioners appoints the following members to the Portage County Port Authority for the term effective January 1, 2008 and ending December 31, 2010, as follows:

Name	Position	Term Expiration Date
T.N. Bhargava	International Trade	December 31, 2010
Steven P. McDonald	Banker	December 31, 2010

RESOLVED, that it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles; Yea

Charles W Keiper II; Yea

Maureen T. Frederick; Yea

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RESOLUTION No. 07-1173

This number assignment is for numbering purposes only.

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RESOLUTION No. 07-1174

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RE: AGREE TO CONTINUE CLEANING SERVICES WITH YORK BUILDING MAINTENANCE FOR YEARS 2008, 2009 AND 2010 AT VARIOUS PORTAGE COUNTY BUILDINGS.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following resolution be adopted:

WHEREAS, Portage County has the need for cleaning services at the following County owned buildings: Kent Municipal Court, Justice Center, Juvenile Court, Courthouse, Juvenile Detention Center and the Water Resources Lab; and

WHEREAS, York Building Maintenance has provided the service at each location and has agreed to continue the same pricing for the years 2008, 2009 and 2010; and

WHEREAS, Portage County does desires to continue such services at the same pricing; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to continue cleaning services at the same monthly pricing for the years 2008, 2009 and 2010 as follows:

- Kent Municipal Court \$ 975.00
- Justice Center \$2,599.95
- Juvenile Court \$1,750.00
- Courthouse \$5,720.00
- Juvenile Detention Ctr.\$ 730.00
- Water Resources Lab \$ 350.00, 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:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper II Yea;

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RESOLUTION No. 07-1175

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RE: ACCEPT FY 07 CITIZEN CORPS PROGRAM GRANT FOR THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY (GRANT NO. 2007-GE-T7-0030).

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following resolution be adopted:

- WHEREAS,** by Resolution No. 07-0748 dated July 26, 2007, the Portage County Board of Commissioners authorized the Office of Homeland Security and Emergency Management to submit an electronic grant application to the Ohio Department of Public Safety for the FY07 Citizen Corps Program (Grant Agreement No. 2007-GE-T7-0030); and
- WHEREAS,** the Board received the September 21, 2007 award letter from the Ohio Department of Public Safety for \$ 6,500.00 (State Grant No. E104); now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby accepts the grant for the FY 07 Citizen Corps Program for the Portage County Office of Homeland Security & Emergency Management Agency (Grant No. 2007 GE-T7-0030) in the total project amount of \$ 6,500.00 with no local Cash Match for the grant award period from July 1, 2007 through December 31, 2008; and be it further
- RESOLVED,** that the Board of Commissioners authorizes Director Jon Barber of the Portage County Office of Homeland Security and Emergency Management to sign the Grant Award Agreement, Assurances, Disclosures and Lobbying form as requested by the Ohio Department of Public Safety; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Department of Budget and Financial Management, Auditor's Office, and the Office of Homeland Security and Emergency 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:

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

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RESOLUTION No. 07-1176 - RE: APPROVAL OF ROBINSON MEMORIAL HOSPITAL BOARD OF TRUSTEES BIDDING PROCEDURE AND PURCHASING POLICIES FOR CALENDAR YEAR 2008.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following resolution be adopted:

- WHEREAS,** pursuant to Section 339.05 of the Ohio Revised Code a Board of County Hospital Trustees may adopt bidding procedures and purchasing policies, which upon said adoption and the approval of the Board of County Commissioners, may be followed by the Board of County Hospital Trustees in lieu of following the competitive bidding procedures of Sections 307.86 to 307.92 of the Ohio Revised Code; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby approve the Robinson Memorial Hospital Board of Trustees establishing bidding procedures and purchasing policies for the year 2008, as incorporated in their resolution adopted November 28, 2007; and be it further

3. Board of Commissioners' authorization requested to allow Director Jon Barber, Office of Homeland Security and Emergency Management to sign the SHSP FY06 Equipment Funds Cash Request Report, Agreement No. S06-SHSP6-67-0313 for \$14,273.33 as requested by Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate as to the amount requested./Journal Entry
4. Board of Commissioners' authorization requested to have Commissioner Frederick sign the reimbursement request for Recreational Trail Program (RTP) Grant State/Local Project Agreement for the Portage RT05 (141) as presented by Tom Clapper, Kent State University. Documents reviewed by Carol Kurtz, Internal Auditor noting the contractor has been paid and the reimbursement request is appropriate./Journal Entry
5. The Board of Commissioners received the November 28, 2007 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for November 2007 in accordance with Ohio Revised Code Section 13.2.4./Journal Entry
6. November 30, 2007 e-mail from Kerry Macomber, Executive Assistant, regarding Portage County Online survey responses/The surveys will go to the Clerk for Board of Commissioners' consideration.
7. November 27, 2007 memo from Carol Kurtz, Internal Auditor, regarding DRETAC Funds/Information only that Portage County is not now entitled to these funds
8. The Commissioners received the November 30, 2007 Official Certificate of County Auditor that the total appropriations from each fund do not exceed the official estimate of resources for the year beginning January 1, 2007 for the Portage-Geauga County Juvenile Detention Center as submitted by the Portage County Budget Commission./Hold for next Joint Board meeting.
9. The Commissioners received the November 30, 2007 Official Certificate of County Auditor that the total appropriations from each fund do not exceed the official estimate of resources for the year beginning January 1, 2007 as submitted by the Portage County Budget Commission./Journal Entry
10. November 26, 2007 correspondence from Vincent Urbin, Western Reserve RC&D Council, regarding membership on the Executive Council for 2008/Maureen T. Frederick to consider serving
11. November 30, 2007 correspondence from Merrill Groom, regarding his comment on the proposed FEMA flood insurance rate map for Portage County/Clerk to forward to MS Consultants and bring back.
12. November 29, 2007 correspondence from Carl Ebner, Robinson Memorial Hospital, including a copy of the Bidding Procedures and Purchasing Policies for Calendar Year 2008/07-1176
13. November 27, 2007 correspondence from Geauga County Board of Commissioners, appointing Chief Probation Officer Craig Berry to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board (FGB)/Information only
14. November 29, 2007 correspondence from Diane Stresing, to the Governor's Office, regarding the liquor license for Brimfield Pizza Hut/Information only – Commissioner Frederick to contact Ms. Stresing.
15. **Confidential** November 29, 2007 correspondence from John Flynn, Flynn and DeRhodes, regarding a lease at the corner of Main Street and Chestnut Street, Ravenna/Commissioner Smeiles to contact Mr. Flynn.
16. The Board of Commissioners received a pandemic flu video. Does the Board want to view this with Jon Barber and then discuss? (12 minute video)/Clerk to schedule

17. November 30, 2007 e-mail from Harold Huff, Water Resources Department, regarding suggested wording for inclusion the in county water/sewer bills/The Board of Commissioners approved the proposed verbiage as follows:

"For your convenience, should you desire to reduce your future quarterly (every 3 months) sewer/water bill you can pay in advance any amount, at any time. Your account will then be automatically updated and credited and your future bills reduced by your prepaid amount. Advance payments need to be mailed to the Portage County Water Resources at the address shown above with the account number noted on your check. To avoid a 10% penalty and possible inclusion of such penalty on your property tax, it is your responsibility to make full payment by the final due date indicated on the bill. If you have any questions, call 330-297-3672."
18. Board of Commissioners' authorization requested to allow Director Jon Barber, Office of Homeland Security and Emergency Management to request an extension of time to use funds available in the SHSP FY06 Planning, Training, and Exercise Grant until March 31, 2008. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate to assure that this is ample opportunity to expend all grant funds awarded./Journal Entry
19. The Commissioners received the November 29, 2007 Official Certificate of County Auditor that the total appropriations from each fund do not exceed the official estimate of resources for the year beginning January 1, 2008 for the Portage-Geauga County Juvenile Detention Center as submitted by the Portage County Budget Commission./Hold for next meeting.
20. Board of Commissioners' signature requested on the payment authorization form for \$ 11,139.00 payable to Werab Excavating & Trenching to tie in homeowners Christopher P. Roliff, Marie E. Kehner and Carol L. Roush to the newly constructed Randolph Township sewer as requested by the Regional Planning Commission. The 2003 Water and Sewer program activity #05 water and sewer facilities is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
21. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Portage County Commissioners RLF Check No. 1098 dated December 3, 2007 to Advanced Contracting for \$ 2,835.00 for rehab at the residence of Denise Ferrari, 2067 Gates Rd., Streetsboro as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
22. December 3, 2007 e-mail from Bob Wrentmore, Building Department, regarding an employee compensation issue./
23. Board of Commissioners' authorization requested to pay Invoice No. 15102 dated November 28, 2007 for 2008 Membership dues to the County Commissioners' Association of Ohio./Journal Entry
24. November 28, 2007 correspondence from Chris Korleski, Ohio EPA, regarding Water pollution control loan fund (WPCLF) Draft 2008 program management plan. This document is available at www.ea.state.oh.us/defa. Written comments must be received by Friday, January 4, 2008./
25. Does the Board wish to renew its subscription to Communications Solutions which is due to expire March 2008 \$ 139.00?/Hold for Leadership discussion regarding content and usefulness of this publication
26. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Portage County Commissioners RLF Check No. 1097 dated December 3, 2007 to P&K Enterprises for \$ 9,450.00 for rehab at the residence of Penny S. Gardner, 6588 Henderson (owner occupied RLF) as presented by

Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry

27. December 3, 2007 correspondence from Kimberly Steele, regarding the Solid Waste District Management position./
28. December 4, 2007 memo from Carol Kurtz, Internal Auditor, including correspondence to Lucy Wagener, Children's Advocacy Center regarding recent review of accounting records, controls and procedures./Information Only.
29. December 4, 2007 memo from Carol Kurtz, Internal Auditor, requesting Board authorization to pay for charges for tuberculosis medication and lab work through January 2008 for a 31 year old Portage County female resident with a latent Tuberculosis (TB) infection, as presented by the Portage County Combined General Health Department./Journal Entry
30. November 23, 2007 correspondence from the Settlement Administrator at the US District Court, regarding a refund of fees./
31. Undated correspondence (received December 4, 2007) from an unknown citizen, regarding NBD International, Inc./
32. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Portage County Commissioners RLF Check No. 1100 dated December 4, 2007 to Neighborhood Development Services Inc. for \$ 500.00 for foreclosure counseling and Check No. 1099 dated December 4, 2007 to America's Servicing Company (ASC) for \$ 3,000.00 for mortgage catch up for Client Couple 2007-008C and 2007-008P as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be agree and be properly prepared for the purposes of this activity./Journal Entry
33. Board of Commissioners' signature requested on the December 3, 2007 correspondence to Anthony Britford, Ohio Department of Development, requesting an extension of the grant period for the Microenterprise Grant No. B-M-05-062-1 from December 31, 2007 to June 30, 2008 in order to utilize all funding entirely for its defined purpose as requested by Kent Regional Business Alliance. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry
34. Undated memo (received December 5, 2007) from James Greener, Water Resources Department, in response to the Board's request for review and comment on FEMA's Flood Insurance Study and Rate Maps./
35. Board of Commissioners' authorization requested to approve the December 6, 2007 request to re-hire Harold Ullman as temporary project superintendent to assist the wastewater division of the Water Resources Department commencing December 10, 2007 and continuing until completion in December 2008. Funds for this position are available in the 2007 and 2008 Water Resources Department budget Funds 5200 and 5600 as requested by Director Harold Huff, Water Resources Department./Journal Entry

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INFORMATION ONLY

December 6, 2007

36. December 3, 2007 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding an EMA update of the last 24 hours.
37. The Board of Commissioners received notice that C&S Companies donated \$ 10,000 to food banks nationwide in the spirit of Thanksgiving.

38. The Board of Commissioners received a holiday card and donation form from The Buckeye Ranch.
39. November 29, 2007 correspondence from the Greater Akron Chamber, thanking the Board for its nomination and introduction of the Brimfield Township Trustees.
40. November 28, 2007 correspondence from Susan Long, Governor Ted Strickland's office, regarding IM Control fund deficit.
41. The Board of Commissioners received the Portage County Historical Society Newsletter for December 2007.
42. December 4, 2007 e-mail from Anita Herington, Job and Family Services, regarding a harassing telephone call to an employee.
43. December 4, 2007 e-mail from Anita Herington, Job and Family Services, regarding Ravenna Aluminum Inc.

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PROSECUTOR'S CORRESPONDENCE

December 6, 2007

1. November 26, 2007 correspondence from Tommie Jo Marsilio, to Janet Esposito, County Auditor, including a draft resolution to authorize the Board of Commissioners' current practice of OPERS employee contribution pick up/Forward to the Human Resources Department Director for review and comment.
2. November 27, 2007 confidential correspondence from Denise Smith to Ben Sutton, Edward H. Sutton Insurance Agency, Inc., regarding Daniel E. Toth vs. Portage County Sheriff's Dept. Deputy M. Zwick/Information only.

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Journal Entry

December 6, 2007

Motion by Christopher Smeiles, seconded by Charles W. Keiper II to approve the following actions:

1. The Board of Commissioners approved the revised Chief Dog Warden job description, as presented by Human Resources Department Director Lynn Leslie. The Board of Commissioners also authorized the Human Resources Department to post this vacancy.
2. The Board of Commissioners approved the new job specification for CSEA Lead Attorney in the Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie.
3. The Board of Commissioners approved the new job specification for PCSA Training Officer in the Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie.
4. The Board of Commissioners signed the Personnel Action Form authorizing the part time permanent hire of Laura L. Ridgley as a Pediatric Nurse Practitioner (replacing Jill Smith) for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.

5. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Janet Kovick from Income Maintenance Aide 2 to Administrative Assistant (replacing Tari Addison), effective December 31, 2007 for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington.
6. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Dawn Mooney as a Social Services Worker 3 (replacing Kelly Baird) for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
7. The Board of Commissioners signed the Payroll Change Authorization Form for Kerry Macomber, Commissioners' Executive Assistant, authorizing a vacation balance payout for a total of 133.70 hours at a cost of \$2,712.78, as presented by Human Resources Department.
8. The Board of Commissioners acknowledged the receipt of the November 28, 2007 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2007, as presented by the Portage County Auditor's Office.
9. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign the SHSP FY06 Equipment Funds Cash Request Report, Agreement No. S06-SHSP6-67-0313 for \$14,273.33, as presented by the Director of the Portage County Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate as to the amount requested.
10. The Board of Commissioners authorized Commissioner Frederick to sign the reimbursement request for Recreational Trail Program (RTP) Grant State/Local Project Agreement for the Portage RT05 (141), as presented by Tom Clapper, Kent State University. Documents reviewed by Carol Kurtz, Internal Auditor noting the contractor has been paid and the reimbursement request is appropriate.
11. The Board of Commissioners acknowledged the receipt of the November 28, 2007 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for November 2007 in accordance with Ohio Revised Code Section 13.2.4.
12. The Board of Commissioners acknowledged the receipt of the November 30, 2007 Official Certificate of County Auditor that the total appropriations from each fund do not exceed the official estimate of resources for the year beginning January 1, 2007, as submitted by the Portage County Budget Commission.
13. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to submit a request for an extension of time to use funds available in the SHSP FY06 Planning, Training, Exercise Grant until March 31, 2008, as detailed in a November 26, 2007 memo from the Ohio Department of Public Safety. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate to assure that this is ample opportunity to expend all grant funds awarded.
14. The Board of Commissioners signed the payment authorization form for \$11,139.00 payable to Werab Excavating & Trenching of Alliance, Ohio, to tie in homeowners Christopher P. Roliff, 3680 Waterloo Road, Marie E. Kehner 3708 Waterloo Road and Carol L. Roush 3726 Waterloo Road to the newly constructed Randolph Township sewer, as presented by the Regional Planning Commission. The 2003 Water and Sewer program activity #05 water and sewer facilities is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

15. The Board of Commissioners authorized Commissioner Frederick to sign the Portage County Commissioners RLF Check No. 1098 dated December 3, 2007 to Advanced Contracting of Atwater, Ohio for \$2,835.00 for rehab at the residence of Denise Ferrari, 2067 Gates Road, Streetsboro, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
16. The Board of Commissioners authorized payment of Invoice No. 15102 dated November 28, 2007 for 2008 Membership dues to the County Commissioners' Association of Ohio.
17. The Board of Commissioners authorized Commissioner Frederick to sign the Portage County Commissioners RLF Check No. 1097 dated December 3, 2007 to P&K Enterprises of Ravenna for \$9,450.00 for the rehab at the residence of Penny S. Gardner, 6588 Henderson Street in Ravenna (owner occupied RLF), as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
18. The Board of Commissioners approved the payment of charges for tuberculosis medication and lab work through January 2008 for a 31 year old Portage County female resident with a latent Tuberculosis (TB) infection, as presented by the Portage County Combined General Health Department.
19. The Board of Commissioners authorized Commissioner Frederick to sign the Portage County Commissioners RLF Check No. 1100 dated December 4, 2007 to Neighborhood Development Services Inc. for \$500.00 for foreclosure counseling and Check No. 1099 dated December 4, 2007 to America's Servicing Company (ASC) for \$3,000.00 for mortgage catch up for Client Couple 2007-008C and 2007-008P, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be agree and be properly prepared for the purposes of this activity.
20. The Board of Commissioners signed the December 3, 2007 correspondence to Anthony Britford, Ohio Department of Development, requesting an extension of the grant period for the Microenterprise Grant No. B-M-05-062-1 from December 31, 2007 to June 30, 2008 in order to utilize all funding entirely for its defined purpose, as presented by Ronda Gooden, Director for the Kent Regional Business Alliance. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
21. The Board of Commissioners approved the December 6, 2007 request from the Portage County Water Resources Department and authorized the re-hire of Harold Ullman as a temporary project superintendent to assist the Wastewater Division commencing December 10, 2007 and continuing until completion in December 2008, as recommended by Water Resources Department Director Harold Huff . Funds for this position are available in the 2007 and 2008 Water Resources Department budget, Funds 5200 and 5600.
22. The Board of Commissioners accepted the proposal from Hasenstab Architects, Inc. of Akron for \$40,000 in architectural fees and \$12,000 for construction administration for the Prosecutor's renovation project at 241 South Chestnut Street in Ravenna, as presented by Internal Services Director JoAnn Townend.
23. The Board of Commissioners authorized Commissioner Frederick to sign the State of Ohio Department of Development Office of Housing and Community Partnerships Request for Release of Funds and Certification for Federally Funded State Projects and the Environmental Certificate for the Habitat for Humanity of Portage County for the CHIP-HOME grant B-C-06-062-2 for the construction of a single family home, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

24. In response to the Summit County Port Authority report of a balance of \$57,000 in interest earnings left in the infrastructure account for The Cascades of Brimfield Project, which must be spent or used to accelerate the payment of bonds to close out the project, the Board of Commissioners agreed that the \$57,000 should be used to accelerate the payment of the bonds, which is good for the schools and good stewardship of the funds. The Clerk will prepare a correspondence to the developer 3D and to the Summit County Port Authority advising of the Commissioners' decision, noting that two of the three parties involved must agree as to how to proceed.
25. The Board of Commissioners accepted the recommendation of Chief Building Official Bob Wrentmore and authorized a pay increase for Carrie Quotson, Office Manager in the Portage County Building Department, (MGT 3) from \$17.26/hour to \$18.12/hour, effective December 3, 2007.
26. The Board of Commissioners authorized Commissioner Frederick to sign the 2008-2009 County Risk Sharing Authority (CORSA) Renewal Application, as presented by Human Resources Department Director Lynn Leslie.
27. The Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and authorized the waiver of a late fee of \$10.71 for John Stefaniak, 3162 Highland Circle, Mogadore, Ohio 44260, Portage County Water Resources Department Sewer Account No. 203-13100-00, noting that the First Merit Bank has sent a correspondence advising that the payment was made automatically by the bank on time but not received in a timely manner.

All in favor, 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 **December 6, 2007**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Charles W. Keiper II to adjourn the official meeting at 3:25 PM. All in favor, motion carries.

Maureen T. Frederick, President

Christopher Smeiles, Vice President

Charles W. Keiper II, Board Member

Deborah Mazanec, Clerk

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