

Tuesday, January 29, 2008

The Board of County Commissioners met in regular session on **Tuesday, January 29, 2008 at 9:30 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the January 24, 2008 meeting. All in favor, motion carries

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

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PROSECUTOR – Cancelled – Attorney Smith in Court

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DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Audrey Tillis

Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/08-0096
 - a. Commissioners Other – Supplements to Building Maintenance for Separation and Materials & Supplies, Senior Center for Contractual Services and Materials & Supplies, Auditor for Equipment, Clerk of Courts for Personal Services, Common Pleas Court for Separation
 - b. Building Maintenance – Supplement for Separation and Materials & Supplies
 - c. Building Regulation Inspection – Internal Transfer
 - d. Senior Center – Supplement for Contractual Services and Materials & Supplies
 - e. Auditor – Supplement for Equipment
 - f. Clerk of Courts – Supplement for Personal Services
 - g. Common Pleas Court – Supplement for Separation

2. Other Funds Amendments to the Annual Appropriation Resolution:/08-0097
 - a. Fund 1165, Homeland Security – Supplemental Appropriation
 - b. Fund 1191, Children’s Advocacy Center – Supplemental Appropriation
 - c. Fund 1253, CDBG-Laterals – Supplemental Appropriation
 - d. Fund 1261, CDBG Microenterprise Kent State – Supplemental Appropriation
 - e. Fund 1263, CHIP Home – Supplemental Appropriation
 - f. Fund 1330, Dog and Kennel – Supplemental Appropriation
 - g. Fund 1364, Child Health Grant – Internal Transfer
 - h. Fund 1460, Enforcement Protection Orders – Supplemental Appropriation
 - i. Fund 1470, Area Agency on Aging – Supplemental Decrease
 - j. Fund 1471, Senior Farmers Market Nutrition – Supplemental Appropriation
 - k. Fund 1491, Family Community Services Po Co Inc – Supplemental Appropriation
 - l. Fund 4008, Wireless 911 Upgrades - Supplemental Appropriation

- m. Fund 4208, Center Street Bridge Replacement – Supplemental Appropriation
- n. Fund 5100, Nursing Home General Administration – Internal Transfer
- o. Fund 5200, PCS General Administration – Internal Transfer
- p. Fund 5201, Portage County Sewer Notes – Supplemental Decrease
- q. Fund 5300, PCS Randolph Township – Supplemental Appropriation
- r. Fund 5301, PCS Franklin Hills Upgrade – Supplemental Appropriation
- s. Fund 5306, PCS Ravenna Rootstown Pump Upgrade - Supplemental Appropriation
- t. Fund 5308, PCS Ravenna South Pipe Replacement – Supplemental Appropriation
- u. Fund 5309, Franklin Hills Pump Station – Supplemental Appropriation
- v. Fund 5310, PCS Village Estates PS Rehab – Supplemental Appropriation
- w. Fund 5311, PCS Franklin Hills Rehab – Supplemental Appropriation
- x. Fund 5312, PCS State Route 44 Vacuum – Supplemental Appropriation
- y. Fund 5400, PCW General Administration – Internal Transfer
- z. Fund 5401, Portage County Water Notes – Supplemental Decrease
- aa. Fund 5506, PCW Brimfield Booster PS – Supplemental Appropriation
- bb. Fund 5600, StS General Administration – Internal Transfer
- cc. Fund 5703, StS Pike Parkway – Supplemental Appropriation
- dd. Fund 5704, StS Generator – Supplemental Appropriation
- ee. Fund 8200, McIntosh Flag Bequest (Will) – Supplemental Decrease

3. Other Resolutions

- a. Create Fund 1109, Law Enforcement Assistance/08-0098
- b. Transfer From Fund 0001 General Fund To Fund 1166, EMPG Homeland Security Grant/08-0101

Other

4. Journal entry approval:

- a. Processing Local Match – Violence Against Women 2008 Federal Grant/Journal Entry

5. Discussion Memos:

- a. None

Updates

6. Pending/Upcoming Budget Adjustments

- a. 2008 Contingency Tracker
- b. Work Session Agenda

10:00 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider an employment issue in the Department of Budget & Financial Management. **Also present:** Department of Budget & Financial Management Director Audrey Tillis. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:10 AM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Christopher Smeiles** 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 accepted the resignation of Jackie Petty and authorized the hire of a part-time intern for Department of Budget & Financial Management.

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WATER RESOURCES

Present: Harold Huff

1. RESOLUTION - Water improvements agreements for the Centennial Homestead Project, Portage County Water Resources Department Project No. SH-W 06-150./08-0095

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URS & WATER RESOURCES

Present: Harold Huff, James P. Scisson, Jr., Craig Mulichak and Mark Buchenic

Presentation of the biosolids (processed dried wastewater solids) report for Portage County.

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DISCUSSION: KENT MUNI COURTHOUSE

Present: Dave Sommers, Judge Oswick, Judge Watson, Judge Plough, Prosecutor Vigluicci, Sheriff Kaley, Don Hall, John Ristity, Lori Evans, JoAnn Townend

The group meeting today to discuss the Kent Muni Court space requirements.

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1:10 PM Commissioner Smeiles not attending

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DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT WORK SESSION

Present: Audrey Tillis, Jackie Petty

2008 budget discussion

1:30 PM Commissioner Smeiles attending

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STATE AUDITOR'S 2007 ENTRANCE CONFERENCE

Present: Gary Alger, Diane Dorchock, April Rollison, Janet Esposito, Steve Shanafelt, Rebecca Ritterbeck, Carol Kurtz

Closed meeting with the State Auditor's team members, the County Auditor, County Treasurer and Board of Commissioners.

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3:00 PM Commissioner Smeiles left the meeting

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COMMUNICATIONS FACTORY

Present: Brad Turner

Mr. Turner presented three options for the design of the 2007 Annual Report

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RESOLUTION No. 08-0088 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, 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 January 29, 2008 in the total payment amount of **\$ 904,596.04 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:

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

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RESOLUTION No. 08-0089 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, 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:

01/29/08	671	\$ 106.60

Total		\$106.60
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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:

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

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RESOLUTION No. 08-0090 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Maureen T. Frederick, 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 **\$330,356.37** as set forth in Exhibit “A” dated **January 29, 2008** 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:

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

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RESOLUTION No. 08-0091 - RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE THE LOCAL PUBLIC AGENCY (LPA) AGREEMENT No. 14890 WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE 2008 SIGN COMPLIANCE STUDY ON ALL COUNTY HIGHWAYS IN PORTAGE COUNTY

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following Resolution be adopted:

WHEREAS, the Portage County Engineer has secured 90% federal funding from the County Engineer’s Association of Ohio CSTP Safety Program to the 2008 Sign Compliance Study on all County Highways in Portage County, and

WHEREAS, the Portage County Engineer has received the LPA Agreement No. 14890 from the Director of the Ohio Department of Transportation for said safety study, and

WHEREAS, the LPA Agreement provides for the reimbursement to the Portage County Engineer of the federal funds for the said intersection safety studies to a maximum of \$17,865.00, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into the LPA Agreement No. 14890 with the Director of the Ohio Department of Transportation to access federal funds to reimbursement the Portage County Engineer for the 2008 Sign Compliance Study on all County Highways in Portage County.

Voice vote as follows:

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

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RESOLUTION No. 08-0092 - RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE THE LOCAL PUBLIC AGENCY (LPA) AGREEMENT No. 14889 WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR A SAFETY STUDY AT THE INTERSECTIONS OF MOGADORE ROAD (CH 81) AND I-76 WESTBOUND RAMP TO TALLMADGE ROAD (CH 18) IN BRIMFIELD TOWNSHIP, SR 59 AND WALL STREET (CH 159) AND BRADY LAKE ROAD (CH 162) IN RAVENNA TOWNSHIP AND CONGRESS LAKE ROAD (CH 17) AND WATERLOO ROAD (CH

RESOLVED, that **Brian Neuman**, 3524 Ravenna-Warren Road, Newton Falls, Ohio 44444 is hereby appointed **Apiarist of Portage County for the year of 2008** subject to the approval of the Ohio Department of Agriculture; and be it further

RESOLVED, that the above appointed Apiarist of Portage County shall be paid an amount not to exceed \$4,500.00, plus \$0.505 per mile allowance for miles actually traveled (per Internal Revenue Service); and be it further

RESOLVED, that the Clerk of this Board be and hereby is directed to file a certified copy of the above resolution with the Ohio Department of Agriculture; 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, Yea; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0094 - RE: AGREE TO COMMIT \$34,800 AS THE LOCAL SHARE FOR THE PRE-APPLICATION TO THE GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION FOR THE PORTAGE COUNTY AIRPORT (FAA AIP Project No. 3-39-0099-2108)

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

WHEREAS, the Portage County Regional Airport intends to submit a project pre-application to the Federal Aviation Administration (FAA) for a grant of Federal Funds for a project at or associated with the Portage County Airport, and

WHEREAS, the Project Application, is in the total amount of **\$696,000 (\$661,200 in federal funding and \$34,800 in local match)** for the specific purpose of “Acquire Land (39.75 ac) for Runway 9 approach protection”; and

WHEREAS, the Regional Airport Authority Board of Trustees voted in a January 9, 2008 meeting to submit this pre-application for FAA funding; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does commit the local share for this project in the amount of \$34,800 for FAA AIP Project No. 3-39-0099-2108 **in the amount of \$696,000 (\$661,200 in federal funding and \$34,800 in local match)** for the specific purpose of “Acquire Land (39.75 ac) for Runway 9 approach protection”; and be it further

RESOLVED, that the required local match of \$34,800 will be provided by the Portage County Board of Commissioners' General Fund; and be it further

RESOLVED, that the Portage County Regional Airport Board will bring forward the grant application for Board of Commissioners consideration, approval, and signatures; 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 follows:

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

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RESOLUTION No. 08-0095 - RE: WATER IMPROVEMENTS AGREEMENT FOR THE CENTENNIAL HOMESTEAD PROJECT, PORTAGE COUNTY WATER RESOURCES DEPARTMENT PROJECT NO. SH-W 06-150.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

WHEREAS, Landgard Development, (OWNER) has constructed an 8 inch water line with all necessary appurtenances (WATER LINE) for the proposed Centennial Homes Subdivision to be located in Shalersville Township Lot 77, Portage County, Ohio (Portage County Water Resources Project Number SH-W 06-150); and

WHEREAS, Dennis Miller Enterprises has acknowledged being paid in full for the construction of the WATER LINE; and

WHEREAS, the OWNER now wishes to convey the WATER LINE as a gift to Portage County to own, maintain, and operate, now therefore be it

RESOLVED, by the Board of County Commissioners, Portage County, Ohio (COMMISSIONERS):

Section 1. That the COMMISSIONERS agree to enter into an Agreement with the OWNER who has constructed the WATER LINE that provides water service to the proposed Centennial Homes Subdivision to be located in Shalersville Township Lots 21, 22, 33, 34, Portage County, Ohio.

Section 2. That after the COMMISSIONERS sign the letter of acceptance (as prepared by the Director of the Portage County Water Resources Department) the COMMISSIONERS will accept the WATER LINE to own, maintain, and operate.

Section 3. That the COMMISSIONERS find and determine that all formal actions at this meeting concerning and relating to the adoption of this resolution were taken in an open meeting by the COMMISSIONERS and that all deliberations of the COMMISSIONERS that resulted in those formal actions were in a 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. 08-0096

RE: AMENDMENT TO THE GENERAL FUND 2008 ANNUAL APPROPRIATION RESOLUTION NO. 07-1208 ADOPTED DECEMBER 18, 2007

It was moved by Maureen T. Frederick, second by Charles W. Keiper II that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund			
010 Commissioners Other			
00107	Commissioner Other OE	0	35,167
MEMO TOTAL		<u>\$ -</u>	<u>\$ 35,167</u>
Note: Supplements to Maintenance for Separation and Materials & Supplies, Senior Center for Contractual Services and Materials & Supplies, Auditor for Equipment, Clerk of Courts for Personal Services, Common Pleas Court for Separation			
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016 Building Maintenance			
00165	Justice Center Maint MS	7,350	0
0016O	Building Maintenance Pay-off/R	6,592	0
MEMO TOTAL		<u>\$ 13,942</u>	<u>\$ -</u>
Note: BOC Approved J/E #11, 1-22-08			
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020 Building Regulation Inspection			
00204	Building Regulation Insp CS	0	40,000
0020E	Building Regulation Part Time	40,000	0
MEMO TOTAL		<u>\$ 40,000</u>	<u>\$ 40,000</u>
Note: Place into Part Time			
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055 Senior Center			
00554	Senior Center CS	9,625	0
00555	Senior Center MS	1,000	0
MEMO TOTAL		<u>\$ 10,625</u>	<u>\$ -</u>

Note: BOC Approved J/E #1, 1/24/08

Increase *Decrease*

100 Auditor

01106	Auditor Financial Managmt CO	1,500	0
	MEMO TOTAL	<u><u>\$ 1,500</u></u>	<u><u>\$ -</u></u>

Note: BOC Approved J/E #12, 1/22/08

500 Clerk of Courts

05023	Clerk-Civil/Criminal Fringes	104	0
0502C	Clerk of Court Salaries	666	0
	MEMO TOTAL	<u><u>\$ 770</u></u>	<u><u>\$ -</u></u>

Note: Clerk Muni Court Salary

530 Common Pleas Court

0530O	Common Pleas Retirement	8,330	0
	MEMO TOTAL	<u><u>\$ 8,330</u></u>	<u><u>\$ -</u></u>

Note: BOC Approved J/E #13, 1/22/08

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 75,167</u></u>	<u><u>\$ 75,167</u></u>
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and be it further,

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

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

Roll call as Follows:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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RESOLUTION No. 08-0097 -

RE: AMENDMENT TO THE NON GENERAL
FUND 2008 ANNUAL APPROPRIATION
RESOLUTION NO 07-1209 ADOPTED
DECEMBER 18, 2007

It was moved by Maureen T. Frederick, second by Charles W. Keiper II that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<i>Increase</i>	<i>Decrease</i>
Fund:	1165 Homeland Security B (SHSP)		
	930 Emergency Management Agency		
	11654 Homeland Security B (SHSP) CS	56,931	0
	11655 Homeland Security B (SHSP) MS	107,053	0
	11659 Homeland Security B (SHSP) ME	83,867	0
	MEMO TOTAL	<u><u>\$ 247,851</u></u>	<u><u>\$ -</u></u>

Note: Original Budget for Grant

Fund:	1191 Childrens Advocacy Center		
	001 Commissioners		
	11914 Local Law Enforce CS	33,202	0
	MEMO TOTAL	<u><u>\$ 33,202</u></u>	<u><u>\$ -</u></u>

Note: Grant Expenses

Fund:	1253 CDBG - Laterals		
	081 Community Development		
	12534 CDBG Laterals CS	161	0
	MEMO TOTAL	<u><u>\$ 161</u></u>	<u><u>\$ -</u></u>

Note: Return to Grantee Cash Balance

		<i>Increase</i>	<i>Decrease</i>
Fund:	1261 CDBG Microenterprise Kent Stat		
	<i>010 Commissioners Other</i>		
	12614 CDBG Microenterprise Kent CS	18,000	0
	MEMO TOTAL	<u><u>\$ 18,000</u></u>	<u><u>\$ -</u></u>

Note: Grant Expenses

Fund:	1263 CHIP Home		
	<i>010 Commissioners Other</i>		
	12634 CHIP Home CS	130,000	0
	MEMO TOTAL	<u><u>\$ 130,000</u></u>	<u><u>\$ -</u></u>

Note: Grant Expenses

Fund:	1330 Dog And Kennel		
	<i>045 Dog And Kennel</i>		
	1330O Dog Kennel-Warden Retire/Term	4,390	0
	MEMO TOTAL	<u><u>\$ 4,390</u></u>	<u><u>\$ -</u></u>

Note: Director Retirement Payoff

Fund:	1364 Child Health Grant		
	<i>051 Job And Family Services</i>		
	1364D Child Health Grant Full-Time	0	500
	1364M Child Health Grant Overtime	500	0
	MEMO TOTAL	<u><u>\$ 500</u></u>	<u><u>\$ 500</u></u>

Note: Projected Need

Fund:	1460 Enforcement Protection Orders		
	<i>010 Commissioners Other</i>		
	14604 Enforcemt Protection CS	51,165	0
	14609 Enforcemt Protection ME	14,067	0
	MEMO TOTAL	<u><u>\$ 65,232</u></u>	<u><u>\$ -</u></u>

Note: OVW Grant 08 CA RTN 07-1231

Increase *Decrease*

300 Prosecutor

14603	Enforcemt Protection Fringes	18,874	0
14605	Enforcemt Protection MS	1,368	0
1460D	Enforcemt Protection Full-Time	42,483	0
	MEMO TOTAL	<u><u>\$ 62,725</u></u>	<u><u>\$ -</u></u>

Note: OVW Grant 08 Orignal Budget

590 Adult Probation

14603	Enforcemt Protection Fringes	18,709	0
14605	Enforcemt Protection MS	684	0
1460D	Enforcemt Protection Full-Time	36,690	0
	MEMO TOTAL	<u><u>\$ 56,083</u></u>	<u><u>\$ -</u></u>

Note: OVW Grant 08 Orignal Budget

Fund: 1470 Area Agency On Aging

055 Senior Center

14707	Area Agency On Aging OE	0	250
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 250</u></u>

Note: Adjust to Grant

Fund: 1471 Senior Farmers Market Nutritio

055 Senior Center

14714	Senior Farmers Market Nutri CS	1,761	0
14719	Senior Farmers Market Nutri ME	12,936	0
	MEMO TOTAL	<u><u>\$ 14,697</u></u>	<u><u>\$ -</u></u>

Note: Return Cash Advance

Increase *Decrease*

Fund:	1491	Family Community SVS Po Co Inc		
	001	Commissioners		
	14914	Family Community SVS Po Co CS	88,588	0
		MEMO TOTAL	<u><u>\$ 88,588</u></u>	<u><u>\$ -</u></u>

Note: Grant Expenses

Fund:	4008	Wireless 911 Upgrades		
	700	Sheriff's Department		
	40084	Wireless 911 Upgrades CS	7,576	0
		MEMO TOTAL	<u><u>\$ 7,576</u></u>	<u><u>\$ -</u></u>

Note: Increase Appropriation for Projected Expenses

Fund:	4208	Center Street Bridge Replaceme		
	800	Engineer's Department		
	42089	Center St Bridge Replacemt ME	84,015	0
		MEMO TOTAL	<u><u>\$ 84,015</u></u>	<u><u>\$ -</u></u>

Note: To Implement Accounting Procedures on Project

Fund:	5100	Nursing Home General Administr		
	054	Nursing Home		
	51004	Nursing Home General CS	0	5,000
	51009	Nursing Home General ME	5,000	0
		MEMO TOTAL	<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>

Note: Need Money to Pay Fees

		<i>Increase</i>	<i>Decrease</i>
Fund:	5200 PCS General Administration		
	060 Water Resources		
	52004 Portage County Sewer CS	99,910	0
	52005 Portage County Sewer MS	4,450	0
	52006 Portage County Sewer CO	111,800	0
	52009 Portage County Sewer ME	0	220,160
	5200E Portage County Sewer Part Time	4,000	0
	MEMO TOTAL	<u><u>\$ 220,160</u></u>	<u><u>\$ 220,160</u></u>

Note: Projected Need

Fund:	5201 Portage County Sewer Notes		
	060 Water Resources		
	52018 PCS Notes DE	0	4,630,023
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 4,630,023</u></u>

Note: Adjust to Actual

Fund:	5300 PCS Randolph Township		
	060 Water Resources		
	53006 PCS Randolph Township CO	5,202	0
	53009 PCS Randolph Towhship ME	272,824	0
	MEMO TOTAL	<u><u>\$ 278,026</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5301 PCS Franklin Hills Upgrade		
	060 Water Resources		
	53016 PCS Franklin Hills Upgrade CO	1,714	0
	53019 PCS Franklin Hills Upgrade ME	63,161	0
	MEMO TOTAL	<u><u>\$ 64,875</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

		<i>Increase</i>	<i>Decrease</i>
Fund:	5306 PCS Ravenna Rootstown Pump Upg		
	<i>060 Water Resources</i>		
	53066 PCS Ravenna Rootstown Pump CO	9,096	0
	MEMO TOTAL	<u><u>\$ 9,096</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5308 PCS Ravenna South Pipe Replcmt		
	<i>060 Water Resources</i>		
	53086 PCS Ravenna S Pipe Replcmt CO	35,000	0
	53089 PCS Ravenna S Pipe Replcmt ME	276,617	0
	MEMO TOTAL	<u><u>\$ 311,617</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5309 Franklin Hills Pump Station		
	<i>060 Water Resources</i>		
	53096 Franklin Hills Pump Station CO	98,171	0
	MEMO TOTAL	<u><u>\$ 98,171</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5310 PCS Village Estates PS Rehab		
	<i>060 Water Resources</i>		
	53106 PCS Village Estate PS Rehab CO	91,089	0
	MEMO TOTAL	<u><u>\$ 91,089</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5311 PCS Franklin Hills Rehab		
	<i>060 Water Resources</i>		
	53116 PCS Franklin Hills Rehab CO	26,214	0
	MEMO TOTAL	<u><u>\$ 26,214</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Increase *Decrease*

Fund:	5312	PCS State Route 44 Vacuum		
	060	Water Resources		
	53126	PCS State Route 44 Vacuum CO	461,406	0
	53128	PCS State Route 44 Vacuum DE	2,390,968	0
		MEMO TOTAL	<u><u>\$ 2,852,374</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Fund:	5400	PCW General Administration		
	060	Water Resources		
	54003	Portage County Water Fringes	7,815	0
	54004	Portage County Water CS	174,340	0
	54005	Portage County Water MS	5,500	0
	54006	Portage County Water CO	3,200	0
	54009	Portage County Water ME	0	190,855
		MEMO TOTAL	<u><u>\$ 190,855</u></u>	<u><u>\$ 190,855</u></u>

Note: Projected Need

Fund:	5401	Portage County Water Notes		
	060	Water Resources		
	54018	Portage County Water Notes DE	0	64,166
		MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 64,166</u></u>

Note: Adjust to Actual

Fund:	5506	PCW Brimfield Booster PS		
	060	Water Resources		
	55066	PCW Brimfield Booster CO	40,780	0
		MEMO TOTAL	<u><u>\$ 40,780</u></u>	<u><u>\$ -</u></u>

Note: 2008 BUDGET

Increase *Decrease*

Fund: 5600 StS General Administration

060 Water Resources

56003	Streetsboro Sewer Fringes	15,000	0
56004	Streetsboro Sewer CS	49,190	0
56005	Streetsboro Sewer MS	21,000	0
56006	Streetsboro Sewer CO	27,500	0
56009	Streetsboro Sewer ME	0	112,690
	MEMO TOTAL	<u>\$ 112,690</u>	<u>\$ 112,690</u>

Note: Projected Need

Fund: 5703 StS Pike Parkway

060 Water Resources

57036	StS Pike Parkway CO	23,000	0
57039	StS Pike Parkway ME	93,800	0
	MEMO TOTAL	<u>\$ 116,800</u>	<u>\$ -</u>

Note: 2008 Budget

Fund: 5704 StS Generator

060 Water Resources

57046	StS Generator CO	140,150	0
57049	StS Generator ME	126,513	0
	MEMO TOTAL	<u>\$ 266,663</u>	<u>\$ -</u>

Note: 2008 Budget

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Fund:	8200 McIntosh Flag Bequest (Will)	<i>Increase</i>	<i>Decrease</i>
	<i>100 Auditor</i>		
	82005 McIntosh MS	0	6
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 6</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u><u>\$ 5,497,430</u></u>	<u><u>\$ 5,223,650</u></u>
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and be it further,

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

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

Roll call as Follows:

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

* * * * *
RESOLUTION No. 08-0098 - RE: CREATE FUND 1109, LAW ENFORCEMENT ASSISTANCE

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

- WHEREAS,** it has become necessary to create a new fund as required by ORC 109.802, in order to properly control the processing of financial related transactions involving the Law Enforcement Assistance Fund, and
- WHEREAS,** the County Auditor has assigned fund number 1109 to the Law Enforcement Assistance Fund; now therefore be it
- RESOLVED,** that Fund 1109, Law Enforcement Assistance be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Portage County Sheriff's Department 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:

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

* * * * *
RESOLUTION No. 08-0099 - RE: SIGN AND ACCEPT A LETTER OF ARRANGEMENT BETWEEN PORTAGE COUNTY AND THE AUDITOR OF STATE FOR AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS OF PORTAGE COUNTY FOR THE YEAR ENDED DECEMBER 31, 2007.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to sign and accept a Letter of Arrangement, dated January 29, 2008, by and between the Auditor of State and the Board of Commissioners which sets forth the nature and scope of services, related fee arrangements and other terms and conditions of the County Audit as of and for the period ended December 31, 2007, in accordance with generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, in a total audit amount estimated to be

\$130,000.00 (One hundred thirty thousand dollars and no cents) The \$130,000.00 is to be funded and encumbered in fiscal year 2008; 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:

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

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RESOLUTION No. 08-0100 - RE: BOARD OF COMMISSIONERS' APPOINTMENT TO THE TAX INCENTIVE REVIEW COUNCIL FOR THE CITY OF STREETSBORO.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following Resolution be adopted:

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

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

WHEREAS, there are several opening on the Tax Incentive Review Council for the City of Streetsboro; and

WHEREAS, Streetsboro Mayor Thomas Wagner has recommended Stan Jankowski to serve on this Board; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby appoint the following as a representatives for the City of Streetsboro:

Stan Jankowski
9953 Meldon Drive
Streetsboro, OH 44241; and be it further

RESOLVED, that Mr. Jankowski will serve an unexpiring term commencing January 29, 2008; 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:

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

* * * * *

RESOLUTIONS

January 29, 2008

1. Approval of Meeting Minutes from the January 24, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0088
3. Approve the Journal Vouchers as presented by the County Auditor./08-0089
4. Approve the Then & Now as presented by the Portage County Auditor./08-0090
5. Authorize the Portage County Engineer to execute the Local Public Agency (LPA) Agreement No. 14890 with the Director of the Ohio Department of Transportation for the 2008 Sign Compliance Study on all County Highways in Portage County. (County Engineer)./08-0091
6. Authorize the Portage County Engineer to execute the Local Public Agency (LPA) Agreement No. 14889 with the Director of the Ohio Department of Transportation for a Safety Study at the Intersections of Mogadore Road (CH 81) and I-76 Westbound ramp to Tallmadge Road (CH 18) in Brimfield Township, SR 59 and Wall Street (CH 159) and Brady Lake Road (CH 162) in Ravenna Township and Congress Lake Road (CH 17) and Waterloo Road (CH 87) in Suffield Township Portage County./08-0092
7. Appointment of Brian Neuman as Apiarist of Portage County for the year 2008./08-0093
8. Agree to commit \$34,800 as the local share for the pre-application to the grant agreement with the Federal Aviation Administration for the Portage County Airport (FAA AIP Project No. 3-39-0099-2108)./08-0094

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INVITATIONS/MEETING NOTICES

January 29, 2008

1. NEOTEC: Free Trade Agreement Seminar, Tuesday, February 5, 2008, 8:30-11:30 AM, Cleveland State University Fenn Tower Conference Room, Cleveland.
2. Senior Center: Farewell Bake Sale on Thursday, January 24, 2008.
3. Porter Wright Morris & Arthur: Open House on Wednesday, February 13, 2008, 5:00-7:00 PM at Porter Wright Morris & Arthur, Washington, DC.
4. Maplewood Career Center: The Maplewood Breakfast Series 2007-2008, 7:30 AM in the Maple Leaf Restaurant.

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INCOMING CORRESPONDENCE

DISCUSSION:

January 29, 2008

1. January 23, 2008 e-mail from Diana Fierle, Economic Development, regarding the front door to the building/Regional Planning Commission Executive Assistant Lynne Erickson to find a solution to the locking of the front door.
2. In response to the Board’s request for protocols and Standard Operating Procedure for the Microfilm Department, Director Frank Whitney presents the requested information/Board of Commissioners to review – bring back January 31, 2008.
3. January 25, 2008 correspondence from Mayor Wagner, City of Streetsboro, resigning from the TIRC/Journal Entry.
4. January 17, 2008 correspondence from Mayor Wagner, City of Streetsboro, recommending Stan Jankowski for the Tax Incentive Review Council/08-0100.
5. January 20, 2008 correspondence from Kimberly Gray, regarding the Sue Hetrick clinic/Forwarded last week to Coleman Professional Services.
6. January 25, 2008 e-mail from Carol Kurtz, Internal Auditor, regarding MUNIS access for Neighborhood Development Services Inc/Information only.
7. The Board of Commissioners received a Press Release from the Portage County Combined General Health District inviting nominations for the annual “Friend of Public Health” Award. Nominations must be received by Friday, February 8, 2008/Each Commissioner to consider.
8. January 24, 2008 correspondence from Tommie Jo Marsilio, Prosecutor’s Office, requesting commendation for a Portage County citizen/Board of Commissioners agreed to create a Certificate for Attorney Marsilio.
9. Undated correspondence (received January 25, 2008) from Theodore Ziegler, Community Health Center, including the Center’s annual campaign brochure and return envelope/Information only.

JOURNAL ENTRIES:

January 29, 2008

1. The Board of Commissioners received real estate taxes for county owned property for the first and second half billings for 2007 as follows:

<u>Parcel No.</u>	<u>Location</u>	<u>Amount</u>
04-020-00-00-023-009	Pump Station	\$272.44

2. Board of Commissioners’ authorization requested to have Commissioner Smeiles and Commissioner Keiper sign the Authorized Signature Card for Request for Payment and Status of Funds Report;

Commissioner Smeiles to sign the Signature Certification and the Ohio Department of Development Office of Housing and Community Partnerships grant Distribution Information as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

3. January 25, 2008 correspondence from Jaclyn Petty, Department of Budget and Financial Management, regarding her letter of resignation effective Friday, February 8, 2008.
4. Board of Commissioners' authorization requested to allow use of the Portage County Workforce Connection from 4:30-6:30 PM for resume and interviewing workshops in preparation for the March 6, 2008 Hiring Fair as requested by Director Anita Herington, Job and Family Services.
5. January 23, 2008 memo from Jim Manion, General Services, including the completed Internal Control Questionnaire from the Ohio Department of Health.
6. The Board of Commissioners received a resolution from Hiram Township Trustees regarding the establishment of Agricultural Security Area #1 in Hiram Township.
7. Board of Commissioners' authorization requested to use the One Stop Facility on Saturday, February 9, 2008 from 8:00 AM-4:00 PM for the Ohio Benefit Bank Tax Clinic as requested by Maryjo Mace Woodburn, Ohio Association of Second Harvest Foodbanks/The Ohio Benefit Bank.

REFERRED:

January 29, 2008

1. January 4, 2008 correspondence from Todd Puster, Streetsboro City Schools to Caroline Kremer, Streetsboro City Council, regarding appointment of Brian Violi to the Streetsboro TIRC./Forwarded to Economic Development
2. January 15, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding the availability of funding for Grant No. B-C-04-062-2/Forwarded to Neighborhood Development Services Inc. and Internal Auditor.
3. January 21, 2008 Notice from Ronald Dear Nicholas, regarding violation of the "Minutest Law"./Forwarded to Denise Smith, Prosecutor's Office for comment.
4. January 17, 2008 correspondence from the Greater Akron Chamber, requesting completion of a survey before Monday, February 11, 2008./Forwarded to Human Resources Department to complete.
5. January 15, 2008 correspondence from Earnest Sayre, Randolph Fair, regarding Merchant Building Space for the 2008 Randolph Fair August 19-24, 2008./Forwarded to Jon Barber.
6. January 26, 2008 e-mail from Frank McLaughlin, regarding real estate tax bills./Forwarded to Treasurer's Office.

INFORMATION ONLY:

January 29, 2008

1. January 22, 2008 memo from the Budget Commission regarding Alternative Formula for Local Government Fund Distributions for 2009-2018.
2. The Board of Commissioners received the January 2008 monthly walk-thru handout as presented by The Woodlands At Robinson.
3. January 25, 2008 e-mail from Bill Lillich, City of Kent, to JoAnn Townend, Internal Services, regarding the Safety Building meeting.
4. January 24, 2008 e-mail from Anita Herington, Job and Family Services, regarding PRC applications.
5. January 22, 2008 memo from Commissioner Pat Geissman, Medina County, regarding the Medina County Commissioners' appointments.
6. The Board of Commissioners received the At The Library newsletter for January 2008 as presented by the Kent Free Library.
7. December 28, 2008 correspondence from John Maynard, Ohio Job and Family Services to Anita Herington, including the final audit report the Portage County Department of Job and Family Services for the fiscal period April 1, 2005-March 31, 2006.
8. January 21, 2008 correspondence from Elmer and Shirley Riemenschneider, Rootstown Historical Society, regarding the Portage County Bicentennial Opening Gala.
9. January 22, 2008 correspondence from Dr. Edie Benner, Downtown Mantua Revitalization, including a newsletter explaining objectives regarding the downtown Mantua revitalization efforts.
10. The Board of Commissioners received meeting minutes from the January 24, 2008 meeting with the Internal Auditor and Neighborhood Development Services Inc regarding transition from Bank and Investment Company to the Auditor's Office.
11. January 23, 2008 e-mail from Anita Herington, Job and Family Services regarding the closing of Trans World Entertainment, Inc, North Canton.
12. The Board of Commissioners received the Portage County Regional Airport Authority meeting minutes from December 12, 2007.

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PROSECUTOR'S CORRESPONDENCE

January 29, 2008

1. January 22, 2008 correspondence from Leigh Prugh, regarding Home Savings Bank/Information only regarding insurance requirements/Information only
2. January 18, 2008 correspondence from Tommie Jo Marsilio, including Invoice No. 134093 dated November 20, 2007 for professional services rendered in the case of Isis Wilson vs. Portage County \$1,613.09./Journal Entry

The Board of Commissioners called Prosecutor Vic Vigluicci to discuss the fact that the lawsuit should be against the Solid Waste Management District and not the County Board of Commissioners. Mr. Vigluicci agreed to discuss the matter with Denise Smith and Tommie Jo Marsilio and get back to the Board of Commissioners.

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Journal Entry
 January 29, 2008

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

1. The Board of Commissioners authorized payment to Mazanec, Raskin, Ryder & Keller for Invoice No. 134093 dated November 20, 2007 for professional services rendered in the case of Isis Wilson vs. Portage County for \$1,613.09. The Board of Commissioners noted that the Human Resources Department will pay this invoice.
2. The Board of Commissioners signed the January 29, 2008 correspondence to Janet Esposito, County Auditor requesting that the Auditor debit the General Fund and credit Fund 1480 as follows:

<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Amount</u>	<u>Description</u>
Debit: 00100004	492100		\$15,600.00	Local Share
Credit: 14803001	194000	8A588	\$15,600.00	Local Match/Share

3. The Board of Commissioners authorized payment of real estate taxes for county owned property for the first and second half of 2007 as follows:

<u>Parcel No.</u>	<u>Location</u>	<u>Amount</u>
04-020-00-00-023-009	Pump Station	\$ 272.44

4. The Board of Commissioners authorized Commissioner Smeiles and Commissioner Keiper to sign the Authorized Signature Card for Request for Payment and Status of Funds Report, and further authorized Commissioner Smeiles to sign the Signature Certification and the Ohio Department of Development Office of Housing and Community Partnerships grant Distribution Information, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
5. The Board of Commissioners acknowledged the receipt of the January 25, 2008 letter of resignation from Jaclyn Petty, Department of Budget and Financial Management Budget/Financial Analyst, with her last day of employment being Friday, February 8, 2008.
6. After meeting today in an Executive Session with Department of Budget & Financial Management Director Audrey Tillis, the Board of Commissioners authorized Ms. Tillis to work with Human Resources Department Director Lynn Leslie to establish a part-time Clerk position and advertise/recruit for a part-time Intern position. The current Budget/Financial Analyst vacancy will not be filled at this time.

