

Tuesday, February 19, 2008

The Board of County Commissioners met in regular session on **Tuesday, February 19, 2008 at 9:35 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 February 14, 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

Present: Denise Smith

PROSECUTOR'S CORRESPONDENCE

1. February 12, 2008 correspondence from Denise Smith to Attorney William Simon, regarding Portage Physical Therapists, Inc/Information only.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Resolutions

1. Operating Transfer Fund 0001 to Fund 1122/08-165
2. Cash Advance Repayment Fund 1471 to Fund 0001/08-166
3. Cash Advance Repayment Fund 5308 to Fund 5200/08-167

Other

4. Discussion Memos/ Items:
 - a. Reserve Requirements/ Implementation –
 - i. Budget Stabilization
 - ii. Technology
 - b. Akron University Information Fair – Request for Attendance
 - c. Planning Session –
 - i. Debt Policy Committee
 - ii. Performance Budgeting

Updates

5. Pending/Upcoming Budget Adjustments
 - a. E-mail sent to Elected Officials and Department Directors on allocation of FY 2008 Carryover
 - b. Update on FY 2008 Approved Vehicle Purchases

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OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Jon Barber, John Mason

10:15 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 discuss specialized details of security arrangements. **Also present: Office of Homeland Security & Emergency Management Agency Director Jon Barber.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:38 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, 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.

The Board of Commissioners agreed to pursue the hire of an independent contractor for the review and update of the Portage County Emergency Operations Plan (EOP)/Journal Entry. Jon Barber to bring back.

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WATER RESOURCES

Present: Harold Huff

1. RESOLUTION - Accept bids and award contracts for the construction of Project No. PC (08-010), County Wide Line Maintenance Program, Cleaning and Jet Flushing, Zone 2 – Ravenna and Rootstown, in the Portage County Regional Sewer District; Ravenna and Rootstown Township./08-164
2. SIGNATURES - Approval to execute a purchase order in the amount of \$5740.00 to So Deep Us., P.C., to cover work on Ethan Ave. Pump Station Elimination./Journal Entry
3. SIGNATURES - Approval to execute a purchase order in the amount of \$5160.00 to H. Luli Construction Company to demo the Pines Water Treatment Building./Journal Entry
4. Remove late fees – Ultimate Wash Ltd. & Holiday Inn Express./Journal Entry.

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RESOLUTION No. 08-0161 - 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 February 19, 2008 in the total payment amount of **\$ 408,530.48 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

WHEREAS, this Board by Resolution No. 08-0035, adopted January 15, 2008, set the date and time for bidding of Project No. PC (08-010), County Wide Line Maintenance Program, Cleaning And Jet Flushing, Zone 2 – Ravenna and Rootstown; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on January 21 and January 28, 2008; and

WHEREAS, 7 potential bidders received plans and specifications for the PROJECT; and

WHEREAS, this Board received four sealed bids for the PROJECT on February 6, 2008, as named below; and

Lake County Sewer Company, Inc.	\$ 83,520.00
AKE Laboratory, Inc.	\$ 89,280.00
Insight Pipe Contracting LP	\$ 115,200.00
Robinson Pipe Services	\$ 187,200.00

WHEREAS, based upon his analysis of the bid received (bid tabulation attached), the Portage County Water Resources has made a recommendation for award; now therefore be it

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

Section 1. That this Board hereby awards the PROJECT to the responsive bid of Lake County Sewer Company, Inc., 32900 Lakeland Boulevard, Willowick OH 44095, in the bid amount of \$83,520.00.

Section 2. That the Water Resources is hereby authorized and directed to issue the Notice Of Award to the contractor named in Section 1.

Section 3. That the funds to cover the cost of the PROJECT are budgeted in the “County Wide Line Maintenance Program, Cleaning And Jet Flushing, Zone 2 – Ravenna and Rootstown”, Fund – 520040P4 object 427400 08010.

Section 4. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor and the Department Of Budget and Financial Management within 15 days after its passage.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating 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 on or after November 28, 1975, 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. 08-0165 - RE: TRANSFER FROM FUND 0001 GENERAL FUND TO FUND 1122, ADULT PROBATION

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

WHEREAS, the Portage County Board of Commissioners received a letter from the Adult Probation Department requesting an operating transfer of \$ 3,332.04 to Fund 1122, in order to address a shortage which occurred during the transition from the old accounting system to MUNIS during Fiscal Year 2004, and

WHEREAS, the Portage County Board of Commissioners approved the operating transfer from the General Fund to Fund 1122, Adult Probation, on February 12, 2008- Journal Entry #6; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$ 3,332.04:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object 910000- Transfers Out \$ 3,332.04

TO:

FUND 1122, ADULT PROBATION

ORGCODE - 11225902

Revenue Account

Object 280000 – Transfer In \$ 3,332.04

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Adult Probation 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.

Roll call vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0166

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RE: CASH ADVANCE REPAYMENT - FROM FUND 1471, SENIOR FARMERS MARKET NUTR PRG TO FUND 0001, GENERAL FUND

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

WHEREAS, according to Resolution No. 07-1232, adopted on December 27, 2007, a cash advance was made from the General Fund, Fund 0001 to Fund 1471, Senior Farmers Market Nutrition Program until grant funds were received, and

WHEREAS, grant funds have been received in Fund 1471, now therefore be it;

RESOLVED, that the following cash advance repayment be made in the amount of \$ 12,936.00:

FROM:

FUND 1471, SENIOR FARMERS MARKET NUTR PRG

ORGCODE - 14710559

Debit Expense Account

Object 921000 – Advance Out Returns \$ 12,936.00

TO:

FUND 0001, GENERAL FUND

ORGCODE- 00100002

Credit Revenue Account

Object 291000 – Advance In Repayment \$ 12,936.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Senior Center and the Department of Budget & Financial Management; and be it further

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

Roll call vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0167 - RE: CASH ADVANCE REPAYMENT - FROM FUND 5308, PCS RAVENNA SOUTH PIP RPLCMNT, TO FUND 5200 PCS GENERAL ADMINISTRATION

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

WHEREAS, Resolution No. 05-1193 adopted by the Board of County Commissioners on November 29, 2005, approved a cash advance from Fund 5200 to Fund 5308 in the amount of \$ 276,617.00, until grant and loan funds were received from the Ohio Public Works Commission, with a repayment date of December 31, 2006, and

WHEREAS, Resolution No. 05-1193 was amended by Resolution No. 05-1205 on December 1, 2005 to include the organizational and project codes, and

WHEREAS, Resolution No. 06-1133, adopted on December 21, 2006 extended the repayment due date until the 4th quarter of 2007, and Resolution No. 07-1236, adopted on December 27, 2007 extended the repayment date until the end of the 1st quarter of 2008, and

WHEREAS, grant and loan funds have been received from the Ohio Public Works Commission; now therefore be it

RESOLVED, that the following cash advance repayment be made in the amount of \$ 276,617.00:

FROM:

FUND 5308, PCS RAVENNA SOUTH PIP RPLCMNT

ORG CODE – 53080609

Debit Expense Account

Object Code – 921000 Advance-out Returns

Project - 01280

\$ 276,617.00

TO:

5200, PCS GENERAL ADMINISTRATION

ORG CODE –520040L2

Credit Revenue Account

Object 291000 – Advance In Repayment

Project – 01280

\$ 276,617.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget & Financial Management and the Water Resources Department, 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

1. Board of Commissioners' signature requested on the purchase requisition for Stanley Mechanical Consulting Inc. for engineering fees for improvements to the HVAC system at Townhall II for \$ 13.80 as requested by the Regional Planning Commission. This will close out the amount allotted for the project. This is being funded by the 2006 Formula Grant Activity #2 Public Rehabilitation. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners' signature requested on the purchase requisition for Ronald Cornell Faniro Architects for architect services for the Catholic Charities building rehabilitation for \$ 1,463.00 as requested by the Regional Planning Commission. This is being funded by the 2006 Formula Grant Activity #5 Public Rehabilitation. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification – Disbursement Request No. 3 for the ROO 10 CH18E Tallmadge Road Bridge Replacement, CGS08 as presented by the County Engineer's Office.
4. The Board of Commissioners received the year-end reports of the Portage County Health Departmental Activity as presented by Health Commissioner DuWayne Porter, Portage County Health Department.

REFERRED

February 19, 2008

1. February 5, 2008 correspondence from Thomas Rehnert, Portage Geauga County Juvenile Detention Center, including the monthly per diem figures for 4th quarter 2007./Forwarded to Geauga County and held for the JDC next meeting.
2. The Board of Commissioners received the February 12, 2008 on-line survey comments from an unknown citizen, requesting emergency situation banner listed on the top of the County website./Forwarded to Information Technology Service (ITS) to determine if this can be accomplished.
3. The Board of Commissioners received the February 12, 2008 on-line survey comments from an unknown citizen, requesting weather-related closing of courts and county offices posted on the County website./Forwarded to Information Technology Service (ITS) to determine if this can be accomplished.

PLEASE ADD TO THE AGENDA

February 19, 2008

1. February 14, 2008 e-mail from Commissioner Frederick regarding (1) Gayle Diehl requests an appointment with the Board regarding funding for the Regional Planning Commission/Clerk to schedule Mr. Diehl.
2. February 15, 2008 e-mail from Carrie Quotson, Building Department, regarding the Portage County Administration Building parking lot/Information only.
3. Discussion: Port Authority/Attorney George Sarkis to review these documents for the Kelso/Schroer Project.

INFORMATION ONLY

February 19, 2008

1. The Board of Commissioners received the Mental Health & Recovery Board meeting minutes from January 14, 2008.
2. The Board of Commissioners received the completed Greater Akron Chamber's Northeast Ohio Starting Wage and Benefit Survey as presented by Director Lynn Leslie, Human Resources Department.
3. Undated Correspondence (received February 13, 2008) from James Hardy, Office of the Ohio Secretary of State Jennifer Brunner, regarding services offered through the Ohio Secretary of State.
4. February 12, 2008 correspondence from the County Engineer's office to the Ohio Public Works Commission, regarding OPWC Project #CGS08 ROO 10 CH18E Bridge Replacement.

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PROSECUTOR'S CORRESPONDENCE

February 19, 2008

1. February 12, 2008 correspondence from Denise Smith to William Silon, regarding Portage Physical Therapists, Inc.

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Journal Entry

February 19, 2008

Motion by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the following actions:

1. The Board of Commissioners signed the purchase requisition for Staley Mechanical Consulting Inc. of Louisville, Ohio for engineering fees for improvements to the HVAC system at Townhall II for \$13.80, as presented by the Regional Planning Commission. This will close out the amount allotted for the project. This is being funded by the 2006 Formula Grant Activity #2 Public Rehabilitation. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners signed the purchase requisition for Ronald Cornell Faniro Architects of Youngstown, Ohio for architectural services for the Catholic Charities building rehabilitation for \$1,463.00, as presented by the Regional Planning Commission. This is being funded by the 2006 Formula Grant Activity #5 Public Rehabilitation. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification – Disbursement Request No. 3 for the ROO 10 CH18E Tallmadge Road Bridge Replacement to contractor F.J. Schirack, Inc in the amount of \$8,053.29, OPWC Project No. CGS08, as presented by the Portage County Engineer.
4. In accordance with House Bill #355, the Board of Commissioners acknowledged the receipt of the year-end reports of the Portage County Health Departmental Activity in 2007, as presented by Health Commissioner DuWayne Porter, Portage County Health Department.

5. The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to pursue the hire of an independent contractor for the review and update of the Portage County Emergency Operations Plan (EOP), as recommended in the U.S. Department of Homeland Security's After Action Report/Improvement Plan following the September 22, 2007 FEMA exercise in Portage County. Director Jon Barber to work with the Department of Budget & Financial Management staff and Internal Services Director to get the funding in place and bring back a contract for Board of Commissioners' consideration. The Board of Commissioners noted that the state will reimburse Portage County 50% of the cost for this review and update with the Emergency Management Performance Grant (EMPG) program.
6. The Board of Commissioners authorized the execution of a purchase order in an amount not to exceed \$5,750.00 to cover the required work plus any unforeseen conditions with So Deep US, P.C. of Tallmadge, Ohio to proceed with the Streetsboro Regional Sewer District Ethan Avenue Pump Station Elimination, Project No. ST-4 (02-110), as recommended by Director Harold Huff, Portage County Water Resources Department. Funding for this expenditure has been budgeted in the current 2008 budget, Fund 5600 Org 56004054 Object 420000 02110.
7. The Board of Commissioners authorized the execution of a purchase order in an amount of \$5,160.00 for the H. Luli Construction Company of Hartville, Ohio to provide demolition services for the Pines Condos Water Treatment Plant, as recommended by Director Harold Huff, Portage County Water Resources Department. Funding for this expenditure has been budgeted in the approved 2008 budget.
8. The Board of Commissioners accepted the recommendation of Portage County Water Resources Department Director Harold Huff and authorized the removal of late charges for the December 2007 invoice for two customers as follows, noting that payments were received one day after the due date:

Name	Address	Account Number	Late Charges Removed
Ultimate Wash LTD	2250 State Route 59, Kent	299-17250-00	\$97.77
Holiday Inn Express	1215 Sanctuary View Drive, Kent	299-01090-00	\$477.06

9. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Theresa Besaw as an Income Maintenance Aide 2 (replacing Janet Kovick) 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.
10. The Board of Commissioners accepted the recommendation of Audrey Tillis, Director of the Department of Budget & Financial Management, and authorized the transfer of \$7,000 from the General Fund contingency to the Human Resources Department to allow payment of the invoices from the Kent State University Assessment Center.

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 **February 19, 2008**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to adjourn the official meeting at 10:50 AM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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