

**Tuesday, March 11, 2008**

The Board of County Commissioners met in regular session on **Tuesday, March 11, 2008 at 9:38 AM** with the following members present:

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 March 6, 2008 meeting. Commissioner Smeiles, absent.

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

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**COUNTY ENGINEER**

Present: Mickey Marozzi, Rob Schlaghauser

The County Engineer attending today to discuss the hire of a company for scanning purposes for the Tax Map Department. The older records must be scanned to preserve them at an estimated cost of \$9,930. The Department has a scanner and keep up with current records – this will “catch up” the department/Journal Entry \$12,000.

The County Engineer advised the Board of Commissioners that his road crews have been able to keep up with the road plowing. The County has a good supply of salt at this point.

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Audrey Tillis

Resolutions

1. Create Fund 1271, RLF CDBG/08-230
  - a. HUD Program Income Regulations
2. Create Fund 1272, RLF Section 17/08-231
3. Create Fund 1273, RLF Foreclosure/08-232
4. Create Fund 1274, Home Rehab/08-233
5. Create Fund 1275, CDBG Economic Development/08-234

Other

6. Journal entry approval:
  - a. General Fund annual operating support to PC Park District
  - b. General Fund annual contribution to PC Park District
  - c. General Fund annual contribution to PC Regional Planning Commission
  - d. General Fund contribution PC Soil & Water Conservation District -LCM for Storm Water Specialist Grant
  - e. General Fund annual contribution to PC Soil & Water Conservation District
  - f. General Fund annual contribution to PC Soil & Water Conservation District – Storm Water Management Agreement Phase II

7. Discussion Memos:
  - a. Audrey Tillis presented the agenda for the Board Work Session this afternoon

Updates

8. Pending/Upcoming Budget Adjustments
  - a. Common Pleas Court – Audrey Tillis to bring back
    - i. Court Sound System Equipment
    - ii. Law Library PT Librarian
  - b. Cost Allocation Billings

10:03 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 a Department of Budget & Financial Management employment issue. **Also present: Audrey Tillis.** Roll call vote: Christopher Smeiles, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Commissioner Smeiles attending at 10:09 AM

10:10 AM 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 authorized the Director to work with the Human Resources Department to move forward with the hire on an Intern. Department of Budget & Financial Management to bring back the hiring information.

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**PROSECUTOR**

Present: Denise Smith

Review of Prosecutor's Pending List

1. Denise Smith advised that the bank had allowed developer to withdrawn funds without final approval of the Portage County Engineer. These funds will allow the county to complete the road at county standard. Remove from pending list
2. Nursing Home lawsuit (Walker) William Walker, deceased (Incident date January 11, 2007/Date of Death: February 2, 2007/Remove from pending list
3. The Board of Commissioners agreed to respond to the March 6<sup>th</sup> Letter to the Editor from Portage Physical Therapists.

**Prosecutor's Correspondence**

1. March 6, 2008 correspondence from Denise Smith to Thomas Sicuro, Sicuro & Simon, regarding Cynthia Gallimore/Information only
2. March 6, 2008 correspondence from Denise Smith to Kelly Englehart, Portage County Combined General Health District and John Mason, Office of Homeland Security and Emergency Management, regarding immunity from Liability/Declaration of Emergency/Information only
3. March 6, 2008 correspondence from Tommie Jo Marsilio, regarding voice mail retention policy/The Prosecutor noted that most voice mails are not a public record.

**Delphi Bankruptcy Issue**

Denise Smith reported that the Portage County Water Resources Department claim for \$14,000 for services provided before the filing will be paid in the Delphi reorganization in some yet to be determined amount. Delphi's council would like the Portage County Proof of Claim to be withdrawn; Portage County Attorney Leigh Prugh asks for permission to do so. The Board of Commissioners agreed to withdraw the Portage County Proof of Claim with debt remaining on the undisputed list of Delphi's creditors/Journal Entry.

10:35 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 conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present: Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:50 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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**WATER RESOURCES – Cancelled**

1. Resolution- Establishing and amending miscellaneous charges and fees of the Water Resources Department and replacing Resolution No. 02-0582 adopted June 11, 2002./08-229
2. Signature - Acceptance by Portage County of Park Place Subdivision (Tallmadge Rd. Sanitary Sewer Extension) Project No. BR-2 (05-240)./Journal Entry

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**RESOLUTION No. 08-0225 - 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 March 11, 2008 in the total payment amount of **\$ 266,916.83 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. 08-0226 - 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:

03/11/08	1104	\$ 9,143.22
03/11/08	1103	10,000.00
03/11/08	1077	690.00
03/11/08	1112	382,862.05
03/10/08	538	2,113.35
03/10/08	542	2,875.53
03/10/08	535	3,850.00
03/10/08	527	910.92
03/10/08	511	10,856.11
03/10/08	505	58.01
03/10/08	501	3,970.05
03/10/08	487	107.05
Total		427,436.29

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;

\* \* \* \* \*

**RESOLUTION No. 08-0227 - 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 **\$3,730.37** as set forth in Exhibit “A” dated **March 11, 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;

\* \* \* \* \*

**RESOLUTION No. 08-0228 - RE: ENTERING INTO AGREEMENT WITH THE OHIO HISTORIC PRESERVATION OFFICE FOR THE COORDINATION OF ENVIRONMENTAL REVIEW PROCEDURES**

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

**WHEREAS:** The Environmental Review procedures for CDBG and Home funds require coordination with the Ohio Historic Preservation Office (OHCP)

**WHEREAS:** In order to simplify this coordination OHPO has developed a three-year agreement for the administration of these environmental review requirements, NOW THEREFORE BE IT

**RESOLVED:** That the Portage County Board of Commissioners enter into an agreement with OHPO for a period of three years for the review of projects in CDBG and HOME Grants, 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. 08-0229 - RE: ESTABLISHING AND AMENDING MISCELLANEOUS CHARGES AND FEES OF THE WATER RESOURCES DEPARTMENT AND REPLACING RESOLUTION NO. 02-0582 ADOPTED JUNE 11, 2002.**

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

**WHEREAS,** the Portage County Water Resources Department provides laboratory daily testing for sanitary sewer and water samples, the department provides copies of plans, the department provides sewer and water permit inspections, the department provides plans review services, the departments provides water meters, the department provides tank truck rentals, and the department provides other miscellaneous services; and

**WHEREAS,** some testing equipment and material costs have increased since the last Miscellaneous Rate Resolution was passed in 2002; and

**WHEREAS,** fee increases are necessary to continue to provide accurate test results as required by the Ohio Environmental Protection Agency and the State Health Department and to have all those receiving the services pay their proper share of the costs; and

**WHEREAS,** the Portage County Sanitary Engineer has reviewed the schedule of fees and miscellaneous charges of his department and recommends that this Board make the adjustments herein provided for; now therefore be it

**RESOLVED,**

by the Board of County Commissioners of Portage County, Ohio, that the fees and charges shown herein are hereby adopted for persons, firms, corporations or organizations utilizing the Sanitary Sewer System, Water Distribution system, or the services of the County Water Resources Department (CWRD).

**SECTION 1. GENERAL FEES**

**1. Copies-Prints-Reproductions**

A.	Mylar Reproductions	
	24" x 36" Mylar Reproduction	\$ 10.00
B.	Plotter Pictures – Color type	
	1. Photo Quality Paper	
	D-SIZED PRINTS (24"X 36")	\$ 17.00
	E-SIZED PRINTS (36"X 48")	\$ 22.00
	2. 20 lb. paper	
	D-SIZED PRINTS (24"X 36")	\$ 6.50
	E-SIZED PRINTS (36"X 48")	\$ 12.50
	3. 32 lb. paper	
	D-SIZED PRINTS (24"X 36")	\$ 7.25
	E-SIZED PRINTS (36"X 48")	\$ 14.00
	4. 46 lb. paper	
	D-SIZED PRINTS (24"X 36")	\$ 7.50
	E-SIZED PRINTS (36"X 48")	\$ 14.50
	5. Smaller Size Photo Quality Paper	
	8 ½"x 11"	\$ 0.90
	11"x 17"	\$ 1.75
	12"x 18"	\$ 8.50
	20"x 30"	\$ 14.00
	6. Smaller Size Non-Photo Quality (32 LB Bond Paper)	
	8 ½" x 11"	\$ 0.50
	11" x 17"	\$ 1.00
	12" x 18"	\$ 3.00
	20" x 30"	\$ 5.00
C.	Standard Copies (black & white)	
	8 ½" x 11" Xerox Copy	\$ 0.05
	8 ½" x 14" Xerox Copy	\$ 0.05
	11" x 17" Xerox Copy	\$ 0.05
	12" x 18" Xerox Print	\$ 1.00

24" x 36" Xerox Print

\$ 2.00

## **2. Laboratory Services**

That the schedule of fees for laboratory services is as follows:

<u>Test</u>	<u>Charge Per Sample (Without Transportation)</u>
A. Total Coliform	\$ 13.00
B. Fecal Coliform	\$ 13.00
C. Alkalinity	\$ 13.00
D. Hardness	\$ 13.00
E. pH	\$ 11.00
F. AA-Iron	\$ 10.00
G. AA-Manganese	\$ 10.00
H. Phosphate	\$ 15.00
I. Chloride	\$ 13.00
J. Fluoride	\$ 12.00
K. CBOD5/Dissolved Oxygen	\$ 13.00
L. Total Suspended Solids	\$ 14.00
M. Oil and Grease	\$ 48.00
N. Ammonia	\$ 13.00
O. Nitrites	\$ 20.00
P. Nitrates	\$ 20.00
Q. Calibrate Chlorine Test Kit	\$ 40.00
R. Total Solids	\$ 14.00
S. Percent Volatile	\$ 14.00
T. AA - Heavy Metals	\$ 25.00
U. Digestion	\$ 14.00
V. TKN	\$ 34.00
W. COD	\$ 34.00
X. Activated Sludge Examination	\$ 15.00
Y. NPDES Reports	\$ 50.00
Z. Total Dissolved Solids	\$ 12.00
AA. Vector Reduction	\$ 18.00
AB. Turbidity	\$ 9.00
CC. Water Line Test – Sample	\$ 13.00

Water for disinfection and filling of new water mains CWRD will provide, without charge, water for the initial disinfection and the subsequent filling of new water mains; if repeat disinfection and filling of the water main is required due to a failed bacteriological test, the contractor shall pay for all water used after the initial disinfection and filling at the bulk water user rate currently in effect for the actual volume used by the contractor

Disinfection and bacteriological testing of new water mains it is the contractor's responsibility to provide all materials, labor and equipment to perform disinfection of

any newly installed watermain; further it is the contractor's responsibility to dispose of the chlorinated water. CWRD will provide, without charge, the sample collection and bacteriological testing of new water mains; if repeat testing is required due to a disinfection failure, the contractor shall be required to pay for all subsequent sampling and testing at \$30.00 hr & \$13.00 for each additional bacteriological sample.

Overtime cost for laboratory services clients or contractors will be billed at a minimum of three hours at the overtime rate plus the cost of analysis for samples that are analyzed on off hours.

### **3. Permits**

<u>Permit Class</u>	<u>On Site Inspection Time</u>	<u>Permit Fee</u>
Sewer Permit	1 Scheduled Inspection during normal working hours.	\$ 100.00
Sewer Permit	2 Scheduled Inspections during normal working hours.	\$ 140.00
Water Permit	1 Scheduled Inspection during normal working hours.	\$ 100.00
Water Permit	2 Scheduled Inspections during normal working hours.	\$ 140.00
Sewer/Water Disconnect/Repair	1 Scheduled Inspection during normal working hours.	\$ 50.00

### **4. Project Approval Fees**

Water Only Plans: Project Set-up Fee, Includes Project Approval for Improvement Plans up to 6,000LF	\$ 400.00
Supplementary Approval Charge for improvement plans over 6,000 linear feet in total length	\$ 0.05 per linear feet
Sewer Only Plans: Project Set-up Fee, Includes Project Approval for Improvement Plans up to 3,000LF	\$ 400.00
Supplementary Approval Charge for improvement plans over	\$ 0.10 per linear feet

3,000 linear feet in total length

Water and Sewer Plans:

Project Set-up Fee, \$ 400.00  
Includes Project Approval  
for Improvement Plans up to 4,000LF

Supplementary Approval Charge \$ 0.075 per linear feet  
for improvement plans over  
4,000 linear feet in total length

**5. Tank Truck Rental**

4000 gallon tanker - \$ 140.00 per hour plus labor

Labor calculated on current equipment operator rates plus 100%. Labor after 4:00 pm, on weekends or holidays calculated at one and one-half (1.5) times the regular rate of pay plus 100%.

Note: One (1) hour minimum during normal working hours (7:30 AM through 4:00 PM, Monday through Friday). Three (3) hour minimum all other times.

**6. Water Meters – Master Meter 3G DS, Cubic Foot read with radio read Register & Couplings fee (each meter includes one set of couplings)**

5/8 inch x 3/4 inch standard meter \$ 190.00  
5/8 inch x 3/4 inch flex meter \$ 195.00  
3/4 inch meter \$ 245.00  
1 inch meter \$ 270.00

Water Meter Couplings

5/8" to 3/4" Meter Couplings \$ 12.00  
1" Meter Couplings \$ 18.00

Note: Meters larger than 1 inch must be special ordered.

**7. Miscellaneous Charges**

Service or Item	<u>Charge</u>
Contractor Registration (annual fee)	\$ 35.00
Disk – with drawings (each disk)	\$ 5.00
Fax - incoming (each)	\$ 0.25
Fax - outgoing (each)	\$ 0.50



**RESOLVED,** that Fund 1271, RLF CDBG receive interest earnings in accordance with HUD regulations related to program income, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the County Treasurer, the Neighborhood Development Services and the Department of Budget and Financial Management, and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 08-0231 - RE: CREATE FUND 1272, RLF SECTION 17**

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 in order to properly control the processing of financial transactions related to the RLF SECTION 17 program, and

**WHEREAS,** the County Auditor has assigned fund number 1272 to the RLF SECTION 17 program, and

**WHEREAS,** according to HUD regulations, interest earned on a Revolving Loan Fund is considered program income and is to be used for activities related to the program; now therefore be it

**RESOLVED,** that Fund 1272, RLF SECTION 17 be created, and be it further

**RESOLVED,** that Fund 1272, RLF SECTION 17 receive interest earnings in accordance with HUD regulations related to program income, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the County Treasurer, the Neighborhood Development Services and the Department of Budget and Financial Management, and be it further

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

Voice vote as follows:

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

**RESOLUTION No. 08-0232 - RE: CREATE FUND 1273, RLF FORECLOSURE**

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 in order to properly control the processing of financial transactions related to the RLF FORECLOSURE program, and

**WHEREAS,** the County Auditor has assigned fund number 1273 to the RLF FORECLOSURE Program, and

**WHEREAS,** according to HUD regulations, interest earned on a Revolving Loan Fund is considered program income and is to be used for activities related to the program; now therefore be it

**RESOLVED,** that Fund 1273, RLF FORECLOSURE be created, and be it further

**RESOLVED,** that Fund 1273, RLF FORECLOSURE receive interest earnings in accordance with HUD regulations related to program income, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the County Treasurer, the Neighborhood Development Services and the Department of Budget and Financial Management, and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 08-0233 - RE: CREATE FUND 1274, HOME REHAB**

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 in order to properly control the processing of financial transactions related to the RLF HOME REHAB program, and

**WHEREAS,** the County Auditor has assigned fund number 1274 to the RLF HOME REHAB Program, and

**WHEREAS,** according to HUD regulations, interest earned on a Revolving Loan Fund is considered program income and is to be used for activities related to the program; now therefore be it

**RESOLVED,** that Fund 1274, RLF HOME REHAB be created, and be it further

**RESOLVED,** that Fund 1274, RLF HOME REHAB receive interest earnings in accordance with HUD regulations related to program income, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the County Treasurer, the Neighborhood Development Services and the Department of Budget and Financial Management, and be it further

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

Voice vote as follows:

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

\* \* \* \* \*  
**RESOLUTION No. 08-0234 - RE: CREATE FUND 1275, CDBG ECONOMIC DEVELOPMENT**

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 in order to properly control the processing of financial transactions related to the RLF CDBG ECONOMIC DEVELOPMENT Program, and

**WHEREAS,** the County Auditor has assigned fund number 1275 to the RLF CDBG ECONOMIC DEVELOPMENT Program, and

**WHEREAS,** according to HUD regulations, interest earned on a Revolving Loan Fund is considered program income and is to be used for activities related to the program; now therefore be it

**RESOLVED,** that Fund 1275, RLF CDBG ECONOMIC DEVELOPMENT be created, and be it further

**RESOLVED,** that Fund 1275, RLF CDBG ECONOMIC DEVELOPMENT receive interest earnings in accordance with HUD regulations related to program income, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the County Treasurer, the Neighborhood Development Services and the Department of Budget and Financial Management, and be it further

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

Voice vote as follows:

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

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**RESOLUTIONS**

March 11, 2008

1. Approval of Meeting Minutes from the March 6, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-225
3. Approve the Journal Vouchers as presented by the County Auditor./08-226
4. Approve the Then & Now as presented by the Portage County Auditor./08-227
5. Draft resolution to enter into an agreement with the Ohio Historical Preservation Office for the coordination of environmental review procedures (Regional Planning Commission). Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./08-228

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**PENDING**

March 11, 2008

1. Discussion: Transfer Tax Review. Need one (1) month to advertise and hold two (2) public hearings/Clerk to schedule

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**INVITATIONS/MEETING NOTICES**

March 11, 2008

1. Meeting notice for the Mental Health & Recovery Board meeting on Monday, March 10, 2008, 6:30 PM at the Mental Health & Recovery Board office.
2. Invitation from the Kent State College Democrats for the Friends of the College Democrats Dinner on Friday, March 28, 2008, 6:30 PM, The Schwebel Garden Room, Kent State University Student Center.
3. Invitation from the Portage County Municipal Court to a Retirement Party for Carolynne Sendry on Friday, March 28, 2008, Judge Oswick's Courtroom A, 11:00 AM-1:00 PM.

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**INCOMING CORRESPONDENCE  
DISCUSSION**

March 11, 2008

1. March 6, 2008 e-mail from Charlene Badger, Executive Assistant, requesting a second subscription to the Record Courier/Executive Assistant to contact the Record-Courier and ask for a complimentary subscription.
2. Discussion: The County Engineer has an appointment with the Board on Tuesday, March 11, 2008 regarding outside scanning for the Tax Map Department.
3. February 29, 2008 correspondence from Robert Varley, Dominion East Ohio, regarding a major pipeline replacement program.
4. March 4, 2008 correspondence from Chris Korleski, Ohio EPA, indicating approval of the General Plans for Aurora Meadows Subdivision, Mantua Township, Portage County. (cc: Water Resources Department and Health Department by Ohio EPA).

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**JOURNAL ENTRIES**

March 11, 2008

1. Board of Commissioners' authorization requested to pay Invoice No. 29731 dated Mach 5, 2008 for professional services rendered in General Labor Matters on behalf of the Portage County Building Department for \$ 1,800.33 as presented by Johnson, Miller & Schmitz, LLP.
2. Board of Commissioners' authorization requested to electronically submit the US Department of Justice Office on Violence Against Women Semi-Annual Progress Report for the period of July 2007-December 2007 for the Place of Peace Supervised Visitation & Safe Exchange Program Grant No. 2007-WE-AX-0048 as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners received the Monthly Portfolio Report for February 2008 as presented by the Portage County Treasurer.
4. Board of Commissioners' authorization requested to pay Newspaper Reference No. 2411070 dated February 29, 2008 for front page Weekend advertisement for the Bicentennial Calendar of Events \$225.00, as presented by the Record Courier/Forward to the Executive Assistant to process through the Bicentennial Committee.
5. Board of Commissioners' authorization requested to have Commissioner Frederick sign the US Department of Housing and Urban Development grant Closeout Agreement for Grant No. 2005-EDI-Special Project Grant No. B-05-SP-OH-0922 in order to avoid a redo of signature cards as requested by JoAnn Townend, Internal Services.
6. Board of Commissioners' authorization requested to pay Invoice No. 0814 dated March 3, 2008 from NEOTEC for annual dues for Portage County per the Cooperative Agreement of the Northeast Ohio Joint Office of Economic Development (JOED) for calendar year 2008 \$ 25,000.00.

7. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Portage County Commissioners RLF Check No. 1119 dated March 6, 2008 to McLean Home Improvements for home repair at the residence of Carol Reddick at 4865 Streeter Road, Shalersville as requested by Neighborhood Development Service's Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
8. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Commission Disbursement Request No. 2 for \$ 198,661.90 for the Wastewater Improvements RD-19, Project No. CG20I/CG21I as presented by Karen Garman, Department of Budget and Financial Management.

\* \* \* \* \*

**REFERRED**

March 11, 2008

1. February 29, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding a request for return of unexpended funds for Grant No. B-W-03-062-1./Forwarded to Regional Planning Commission.
2. March 4, 2008 correspondence from Laura Pavey, CRF Solutions, requesting a copy of the recorded Notice of Commencement for the St Rte 44 Project No. RA3 (05-020), Randolph, Ohio./Forwarded to Internal Services and Water Resources Department and Journal Entry.
3. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for February 2008 as presented by the City of Ravenna./Forwarded to Internal Services.
4. The Board of Commissioners received the February 29, 2008 Public Notice of Receipt of Application and Public Hearing Antidegradation regarding a NPDES permit for groundwater recovery system as presented by the Ohio EPA. Buckeye Pipeline Company is proposing to install a groundwater system on property owned by the Village of Mantua, 4880 East High Street, Mantua./Forward to Water Resources Department for review and comment.

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**INFORMATION ONLY**

March 11, 2008

1. February 29, 2008 correspondence from James Bierlair, Portage Soil & Water Conservation District, thanking the Board for its continued support.
2. March 5, 2008 e-mail from Jim Manion, General Services to Carrie Quotson, Building Department, regarding the Portage County Administration Building employee parking problem.
3. March 6, 2008 e-mail from Carol Kurtz, Internal Auditor, regarding the Office of Housing and Community Partnership reducing Portage County's Notice of Available Funds for Grant No. B-W-03-062-1.
4. March 3, 2008 correspondence from Joseph Gross, thanking Commissioner Keiper for the opportunity to present qualifications for a position within the Department of Portage County Economic Development.
5. March 1, 2008 correspondence from Sandra Holt, Ohio Job and Family Services to Anita Herington, Job and Family Services, regarding protective child care compliance review. The review of the county's cases revealed no findings against the County.

6. The Board of Commissioners received the latest news brief entitled CT Consultants appoints new Vice President – Clyde C. Hadden.
7. March 4, 2008 correspondence from Timothy Sobolewski, The Brewer Garrett Company, thanking Commissioner Keiper for the meeting to discuss preventive maintenance and repair services on heating and air conditioning equipment.
8. March 5, 2008 correspondence from Patricia Cooper, GAPP Area 19 to Sue McKitrick, Ohio Department of Job and Family Services, regarding Area 19 Amendment to 2005 Business Plan – request for extension to June 11, 2008.

**Journal Entry**

March 11, 2008

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

1. The Board of Commissioners' authorized payment of Invoice No. 29731 for \$1,800.33 dated March 5, 2008 for professional services rendered in General Labor Matters on behalf of the Portage County Building Department, as presented by Johnson, Miller & Schmitz, LLP.
2. The Board of Commissioners authorized the electronic submission to the U.S. Department of Justice Office on Violence Against Women, of the Semi-Annual Progress Report for the period of July 2007-December 2007 for the Place of Peace Supervised Visitation & Safe Exchange Program Grant No. 2007-WE-AX-0048, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners acknowledged the receipt of the Monthly Portfolio Report for February 2008, as presented by the Portage County Treasurer.
4. The Board of Commissioners signed the March 11, 2008 correspondence to Liamette LLC of Munroe Falls, Ohio advising that the Portage County Water Resources Department records indicate that Project No. BR-2 (05-240), Park Place Subdivision (Tallmadge Road Sanitary Sewer Extension), has been completed, including construction of all sewers, testing, and adjustment of manholes to final grade and restoration. All conditions of the Construction Escrow Account Agreement and the General Sewer Agreement have been met and the sewer project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.
5. The Board of Commissioners authorized Commissioner Frederick to sign the U.S. Department of Housing and Urban Development Grant Closeout Agreement for Grant No. 2005-EDI-Special Project Grant No. B-05-SP-OH-0922, as presented by JoAnn Townend, Internal Services.
6. The Board of Commissioners authorized payment of Invoice No. 0814 for \$25,000 dated March 3, 2008 from NEOTEC for annual dues for Portage County in accordance with the Cooperative Agreement of the Northeast Ohio Joint Office of Economic Development (JOED) for calendar year 2008.
7. The Board of Commissioners authorized Commissioner Smeiles to sign Portage County Commissioners RLF Check No. 1119 for \$8,373.70, dated March 6, 2008 to McLean Home Improvements of Ravenna, for a home repair at the residence of Carol Reddick, 4865 Streeter Road, Shalersville Township, as presented by Neighborhood Development Service's Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
8. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Commission Disbursement Request No. 2 for \$198,661.90 for the Wastewater Improvements RD-19,

Project No. CG20I/CG21I, as presented by Karen Garman, Department of Budget and Financial Management.

9. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for annual operating support and credit Fund 8600 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$28,500.00	Annual Contribution
<u>Credit</u>	86009091	188500	\$28,500.00	Annual contribution

10. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for annual contribution and credit Fund 8600 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$60,000.00	Annual Contribution
<u>Credit</u>	86009091	188500	\$60,000.00	Annual Contribution

11. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for annual contribution and credit Fund 8500 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$60,000.00	Annual Contribution
<u>Credit</u>	85009061	188500	\$60,000.00	Annual contribution

12. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for local government contribution and credit Fund 8700 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$9,500.00	GF – Soil & Water Contribution
<u>Credit</u>	87009071	194000	\$9,500.00	GF – Soil & Water Contribution

13. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for local government contribution and credit Fund 8700 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$88,420.00	GF – Soil & Water Contribution
<u>Credit</u>	87009071	194000	\$88,420.00	GF – Soil & Water Contribution

14. The Board of Commissioners signed the March 11, 2008 correspondence to the Portage County Auditor requesting that her staff debit the General Fund account for local government contribution and credit Fund 8700 as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	00100004	492300	\$3,677.00	GF – Soil & Water Contribution
<u>Credit</u>	87009071	194000	\$3,677.00	GF – Soil & Water Contribution

15. After meeting today with County Engineer Mickey Marozzi, the Board of Commissioners authorized the hire of Coleman Data Solutions of Akron, Ohio to scan old records, in order to preserve the records, for the Portage County Tax Map Department at a cost not to exceed \$12,000. Forward to the Department of Budget & Financial Management to identify the source of funds.
16. After meeting today with Attorney Denise Smith to discuss the Delphi Bankruptcy, the Board of Commissioners agreed to withdraw the Portage County Proof of Claim with the stipulation that the debt will remain on the undisputed list of Delphi's creditors, as recommended by the Prosecutor's Office.
17. The Board of Commissioners acknowledged the receipt of the March 4, 2008 correspondence from Chris Korleski, Ohio EPA, advising of the EPA approval of the General Plans for Aurora Meadows Subdivision, Mantua Township, Portage County.
18. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Charlene Badger as the Communications Officer for the Portage County Department of Job and Family Services, effective February 22, 2008, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
19. The Board of Commissioners authorized the payoff of accumulated vacation for Gerald Beggs, Motor Pool Director.
20. The Board of Commissioners acknowledged the receipt of the February 21, 2008 correspondence from the Ohio Department of Development advising of the reduction of Grant Number B-W-03-062-1 by \$84,200 due to undrawn funds. The Commissioners noted that the funds were not used for this project (Randolph Sewer) because, despite the efforts of the Regional Planning Commission and the Portage County Water Resources Department personnel fewer than anticipated households opted to tie into the new system. Internal Auditor Carol Kurtz reviewed the documents with no concerns noted.
21. The Board of Commissioners signed the offer letter to Daniel Banks for his employment as the Commissioners' Grant Administrator, effective March 31, 2008, contingent upon a successful completion of a pre-employment physical and drug screen.

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 **March 11, 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 **10:55 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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