

**Tuesday, April 1, 2008**

The Board of County Commissioners met in regular session on **Tuesday, April 1, 2008 at 9:50 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 March 27, 2008 meeting. All in favor, motion carries

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

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Human Resources Director Lynn Leslie and Internal Services Director JoAnn Townend attending to discuss how to proceed with the Motor Pool Director interviews. The Board of Commissioners agreed to review the top 15 applications, as determined by JoAnn Townend and Lynn Leslie.

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The Board of Commissioners noted that Neighborhood Development Services and their staff are bringing the county RLFs in house today.

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## **PROSECUTOR**

Present: Denise Smith

### **Prosecutor's Correspondence**

1. March 25, 2008 correspondence from Denise Smith to JoAnn Townend, Internal Services, regarding the agreement between the Board of Commissioners and Sudsina & Associates LLC (financial advisors)/Information only.
2. March 28, 2008 e-mail from Denise Smith to JoAnn Townend, regarding the Premier Lease for The Woodlands/Denise Smith advised the Board of Commissioners that there are several issues still to be negotiated; late fees, late payments would suspend the contract, indemnification and a non-compete clause. The Board of Commissioners noted that Ms. Smith advises that the risk is minimal, should the Board authorize these inclusions in the contract. The Board of Commissioners agreed that the contract is acceptable with these inclusions. JoAnn Townend to process the agreement; Denise Smith agreed that she could sign as to form. [Resolution 08-0159 authorized this agreement between the Board of Commissioners and Premier Therapy]
3. March 27, 2008 e-mail from Denise Smith regarding scaffolding on the roof adjacent to the Prosecutor's new building/Information only.

Commissioner Smeiles noted that some political subdivisions have agreements in place with Sheriff's Deputies for patrolling, using county cars. The Board wonders what the county liability is. Are 1099s issued? Is there an agreement in place? If so, who signed the agreement? Does the Sheriff receive payment for vehicles and deposit that in the General Fund?

The Board of Commissioners supports the notion of the Townships hiring these officers, but note that the county must break even. Commissioner Smeiles advised that he received information from JoAnn Townend that she has no record of executed contracts between the Board of Commissioners and townships for private details. Ms. Townend has provided the 2004 – 2008 totals paid by the townships to the county for such details

The Commissioners will send a request for a Legal Opinion to Denise Smith who will investigate and report back to Board of Commissioners.

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Audrey Tillis

Resolutions

- 1. Close Fund 5300, PCS Randolph Township./08-0299

Other

- 2. Journal entry approval:
  - a. Public Defender – Modification of Budget to retrofit computers – The Board of Commissioners accepted the recommendation of the Director and agreed not to fund this request, noting that Mr. Lager has funds in his budget for this purchase. The Board of Commissioners agreed that, should the Public Defender need additional funds at the end of the year, they would consider an increase at that time.
- 3. Discussion Memos:
  - a. DBFM Budget Development Calendar
  - b. Tax Budget Guidelines

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**RESOLUTION No. 08-0296 - 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 April 1, 2008 in the total payment amount of **\$544,364.28 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION No. 08-0297 - RE: AMEND RESOLUTION 07-1124 TO CORRECT APPOINTMENTS OF PORTAGE COUNTY REPRESENTATIVES TO THE NORTHEAST OHIO FOUR COUNTY REGIONAL PLANNING AND DEVELOPMENT ORGANIZATION (NEFCO).**

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

**WHEREAS,** NEFCO was formed in 1974 as a council of governments by the elected officials within Portage, Stark, Summit and Wayne Counties; and

**WHEREAS,** the organization is directed by a general Policy board which meets monthly, serves as the decision- making body, and is comprised of representatives from each of the four counties; and

**WHEREAS,** Portage County is entitled to seven representatives, one of which is appointed by the City of Kent with the Board of Commissioners appointing the remaining six representatives; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does appoint, at this time, the following:

1. Commissioner Christopher Smeiles  
(Alternate: Executive Assistant Charlene Badger)
2. Bill Steiner, Director of the Solid Waste & Recycling Ctr  
(Alternate: Gerry Bayot)
3. Harold Huff, Director of the Water Resources Department  
(Alternate: Engineering Division Manager)
4. Lynne Erickson, AICP, Director of Portage County Regional Planning Comm  
(Alternate: Claudia James)
5. DuWayne O. Porter, R.S., M.P.H., Health Commissioner
6. William Ulik, Director, Portage County Department of Economic Development;

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. 08-0298 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**



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. 08-0300 - RE: SUPPORT RESOLUTION FOR THE KENT REGIONAL BUSINESS ALLIANCE (KRBA) APPLICATION FOR OHIO DEPARTMENT OF DEVELOPMENT JOB READY SITE FUNDING.**

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

**WHEREAS,** The Kent Regional Business Alliance (KRBA), a non-profit economic development organization, has been an active participant in our community’s effort to solve problems of economic growth, employment and underemployment; and

**WHEREAS,** The KRBA is actively pursuing the development of the Atlantic & Great Western Discovery Park (A&GW Discovery Park) and business incubator and has applied to the Ohio Department of Development Job Ready Site program; and

**WHEREAS,** The A&GW Discovery Park offers Portage County possibilities for growth and accomplishment in a place where innovation and strength are found in diversity; now therefore be it

**RESOLVED,** The Portage County Board of Commissioners does hereby approve and support the Kent Regional Business Alliance (KRBA) application for funding of the A&GW Discovery Park through the Ohio Department of Development Job Ready Site program; and be it further

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

Voice Vote as Follows:

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

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**RESOLUTIONS**  
April 1, 2008

1. Approval of Meeting Minutes from the March 27, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0296
3. Approve the Journal Vouchers as presented by the County Auditor./08-None
4. Approve the Then & Now as presented by the Portage County Auditor./08-0298
5. Amend Resolution No. 07-1124 to correct appointments of Portage County representatives to the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)/08-0297
6. Portage County Commissioners' board appointments for the Director of the Portage County Department of Economic Development for the year 2008./08-Hold

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**INVITATIONS/MEETING NOTICES**

April 1, 2008

1. Invitation from the Ravenna Area Chamber of Commerce for the Business After Hours at Neighborhood Development Services Inc. on Wednesday, April 9, 2008, 5:00-7:00 PM.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

April 1, 2008

1. Does the Board wish to attend the Garrettsville Summerfest Parade on Sunday, June 29, 2008 at 12:00 Noon/Each Commissioner to respond
2. March 21, 2008 correspondence from Marianne Freed, Ohio Department of Transportation, regarding ODOT Small Urban & Rural CY 2008 Job Access and Reverse Commute and New Freedom Criteria and Project Proposal/Forward to the Grants Coordinator for review and comment to Board of Commissioners.
3. Does the Board wish to attend the Suffield Memorial Day parade on Monday, May 26, 2008 at 2:00 PM/Each Commissioner to respond
4. DRAFT RESOLUTION: March 26, 2008 correspondence from Jack Crews, Kent Regional Business Alliance, including a draft support resolution for the Kent Regional Business Alliance application for Ohio Department of Development job ready site funding/08-0300

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**JOURNAL ENTRIES**

April 1, 2008

1. The Commissioners received the Amended Certificate of Estimated Resources for the year beginning January 1, 2008 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
2. 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 Tallmadge Road Bridge Replacement as requested by the County Engineer.

3. Board of Commissioners' authorization requested to pay Quotation No. 421894167 dated March 27, 2008 for four (4) large nylon carrying cases for the Commissioners' and Clerk's computer notebook \$ 120.00 as presented by Dell.

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**REFERRED**

April 1, 2008

1. March 24, 2008 correspondence from Coleman Connors, Ohio Department of Rehabilitation and Correction, regarding the jail inspection on Thursday, April 17, 2008 at 10:00 AM. /Forward to Tim Miller, Maintenance Department.
2. March 20, 2008 memo from the Ohio Department of Youth Services to Juvenile Court Judges, Court Administrators, Subsidy Grant Contacts and County Commissioners, regarding proposed administrative rule changes – Department of Youth Services Subsidy Grant. /Forward to Prosecutor's Office and Internal Auditor for comment.
3. March 31, 2008 correspondence from Dennis Lager, Public Defender, requesting a modification to the FY 2008 budget for \$990.47 to allow for DVD retrofitting for seven computers./Forward to Department of Budget and Financial Management.
4. March 20, 2008 correspondence from Helen Jones-Kelley, Ohio Job and Family Services, regarding SFY 2009 Subgrant Agreement with Ohio Department of Job and Family Services./Forward to Job and Family Services/Board of Commissioners adopted Resolution on March 27, 2008.
5. March 22, 2008 correspondence from the US Department of Housing and Urban Development, regarding recertification for voice response system./Forward to Internal Services and Executive Assistant for update.

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**INFORMATION ONLY**

April 1, 2008

1. The Board of Commissioners received the March 28, 2008 County Information and Data Service (CIDS) No. 12, as presented by the County Commissioners' Association of Ohio.
2. March 25, 2008 memo from Kathy Dillon, County Commissioners' Association of Ohio, including the meeting minutes from February 15, 2008.
3. The Board of Commissioners received the Garrettsville Area Chamber of Commerce news for April 2008.
4. The Board of Commissioners received the I Am Coleman newsletter for 2008, Volume 1 as presented by Coleman Professional Services.

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**Journal Entry**

April 1, 2008

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

1. The Board of Commissioners acknowledged the receipt of the Amended Certificate of Estimated Resources for the year beginning January 1, 2008, as presented by the Portage County Budget Commission.

2. 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 Tallmadge Road Bridge Replacement, as presented by the County Engineer.
3. The Board of Commissioners authorized payment of Quotation No. 421894167 dated March 27, 2008 for four (4) large nylon carrying cases from Dell for the Commissioners' and Clerk's computer notebook for \$120.00, as presented by IT Director Brian Kelley.
4. The Board of Commissioners signed the Personnel Action Form acknowledging the resignation of Donna Swigart as an Income Maintenance Worker 3 for the Portage County Department of Job and Family Services effective April 11, 2008 as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
5. The Board of Commissioners approved the following Personnel Requisition, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 (Replacing Donna Swigart)	JFS H	Post Internally and Externally

6. The Board of Commissioners authorized the Water Resources Department to pay the March 31, 2008 invoice from Godwin Pumps for \$2,713 for the rental of by-pass pumping equipment, delivered to the Brady Lake Spillway to alleviate flooding issues.

The Board of Commissioners further authorized the Portage County Office of Homeland Security & Emergency Management to pay Invoice No. 202251 from the Ravenna Oil Company for \$571.96 for fuel for the pumping equipment and to invoice Franklin Township in that amount, as approved by the Franklin Township Trustees. The Commissioners noted that Brady Lake Village manned the pumping equipment.

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 **April 1, 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 11:05 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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