

Thursday, April 3, 2008

The Board of County Commissioners met in regular session on **Thursday, April 3, 2008 at 2:05 PM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the April 1, 2008 meeting. All in favor, motion carries

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

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

1. The Board of Commissioners agreed to sign the License Agreement for the Ohio Genealogy Society without the "Approved as to Form" signature from the Prosecutor.
2. Landlord waiver for Premier Trailer Leasing, Inc./Journal Entry Christopher Smeiles to sign.
3. The Board of Commissioners agreed that the account with the U.S. Dept. Housing & Urban Development Line of Credit for the Veterans Memorial should be closed by the Executive Assistant.
4. Dominion East Ohio asked JoAnn Townend if the county should participate in a pipe replacement project. This is a residential program only at this time and does not affect county facilities at this time.

Resolutions

1. Enter into a license agreement with Home Savings Bank./08-0307
2. Enter into an amendment no. 3 with Townhall II for PRC Alcohol & Drug Screening Services./08-0308
3. Enter into an amendment with the Ohio Department of Health with for Child Health Services./08-0309

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HUMAN RESOURCES

Present: Vickie Steiner

Ms. Steiner attending to update the Board of Commissioners on Employee Appreciation activities. Assistant Prosecuting Attorney Tommie Jo Marsilio has advised the Human Resources Department that the county is not allowed to contact companies for donations for these events, in accordance with the Ohio Revised Code Sections 102.03 and 2921.43.

The Indians Game is on July 25 this year and the Bicentennial Ball Game is scheduled for August 16th in either Aurora or Streetsboro.

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RESOLUTION No. 08-0301

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RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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 3, 2008 in the total payment amount of **\$301,678.12 for Funds 0001-8101** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 08-0302 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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 3, 2008 in the total payment amount as follows:

- 1. \$114,908.92 for Medical Mutual Claims-Fund 7101; and
- 2. \$5,355.34 MHM Resources, Inc for processing claims for Medical Mutual; and
- 3. \$69,348.02 for MHM Resources, Inc for processing administrative fees for Medical Mutual; and
- 4. \$2,000.00 for MHM Resources, Inc. for processing FLEX claims; and

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

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

Wire Transfer on Friday, April 4, 2008	\$ 114,908.92
Wire Transfer on Friday, April 4, 2008	\$ 5,355.34
Wire Transfer on Friday, April 4, 2008	\$ 69,348.02
Wire Transfer on Friday, April 4, 2008	\$ 2,000.00

and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 08-0303 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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:

04/03/08	163	\$ 35,101.56
04/03/08	168	5,000.00
04/03/08	169	3,454.00
04/03/08	171	35,927.84
04/03/08	172	958.51
04/03/08	174	953.88
Total		\$ 81,395.79

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. 08-0304 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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 **\$12,516.97** as set forth in Exhibit “A” dated **April 3, 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. 08-0305 - RE: ACCEPT THE BID OF ENNIS PAINT, INC. FOR FURNISHING ACRYLIC WATER BASE TRAFFIC SAFETY PAINT FOR USE BY THE PORTAGE COUNTY ENGINEER.

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

WHEREAS, notice of receiving bids for furnishing **Acrylic Water Base Traffic Safety Paint** for use by the Portage County Engineer was published in the Record Courier on **March 7, 2008,** and **March 14, 2008,** and

WHEREAS, three (3) sealed bids for furnishing **Acrylic Water Base Traffic Safety Paint** for use by the Portage County Engineer were received, tabulated and recorded on March 26, 2008, and

**Community Improvement Corporation of Summit, Medina, And Portage Counties
(CIC)**

Portage County Commissioners
Christopher Smeiles
Maureen T. Frederick
Charles W. Keiper II

Alternate: William Ulik
Portage County Director of the Department of Economic Development

NEOTEC Board of Trustees

William Ulik
Portage County Director of the Department of Economic Development

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 T. Frederick, Yea;

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RESOLUTION No. 08-0307 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND HOME SAVINGS BANK.

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

WHEREAS, the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse; and

WHEREAS, Home Savings Bank wishes to use the Courthouse lawn and surrounding Courthouse grounds on Thursday, May 22 and July 24, 2008 from 7:00 p.m. to 10:00 p.m. for Home Heritage Concerts; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Home Savings Bank, 229 S. Chestnut St., Ravenna OH 44266 for use of the Courthouse lawn and surrounding Courthouse grounds on Thursday, May 22 and July 24, 2008 from 7:00 p.m. to 10:00 p.m. for the Home Heritage Concerts; 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. 08-0308 - RE: ENTER INTO AMENDMENT NO. 3 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND TOWNHALL II TO PROVIDE PRC ALCOHOL AND DRUG SCREENING SERVICES

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20060278 (the “Original Contract”) on July 27, 2006 by Resolution No. 06-0563 to provide Alcohol and Drug Screening Services; and

WHEREAS, an Amendment No. 1 was entered into on March 22, 2007 through Resolution No. 07-0255; and

WHEREAS, an Amendment No. 2 was entered into on July 26, 2007 through Resolution No. 07-0692; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners, the Department of Job & Family Services and Townhall II for the period July 1, 2008 to August 31, 2008, at no additional cost; 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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RESOLUTION No. 08-0309 - RE: AMEND THE PERSONAL SERVICE CONTRACT BY AND BETWEEN THE PORTAGE COUNTY

RESOLVED, that these agreements shall become effective January 1, 2006 and shall continue in full force and effect until December 31, 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 as follows:

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

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RESOLUTIONS

April 3, 2008

1. Approval of Meeting Minutes from the April 1, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0301
3. Approve the wire transfer as presented by the County Auditor./08-0302
4. Approve the Journal Vouchers as presented by the County Auditor./08-0303
5. Approve the Then & Now as presented by the Portage County Auditor./08-0304
6. Accept the bid of Ennis Paint, inc. for furnishing acrylic water base traffic safety paint for use by the Portage County Engineer./08-0305
7. Portage County Commissioners' Board appointments for the Director of the Portage County Department of Economic Development for the year 2008./08-0306

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INVITATIONS/MEETING NOTICES

April 3, 2008

1. Invitation for a Public Forum on the draft AMATS Coordinated Public Transit – Human Services Transportation Plan for Summit and Portage Counties and the Doylestown/Chippewa Township Area of Wayne County on Tuesday, April 15, 2008, 2:00-3:00 PM, Akron Summit County Public Library Downtown Branch, Akron.
2. Invitation from the Ravenna Area Chamber of Commerce for a Raven Award which includes a new construction award for the Veterans Memorial on Wednesday, April 23, 2008, 5:30-8:00 PM, New Ravenna Elks, N. Freedom St., Ravenna.

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INCOMING CORRESPONDENCE

DISCUSSION

April 3, 2008

1. Undated correspondence (received March 31, 2008) from Dave Wiles, CT Consultants, requesting completion of a survey by Tuesday, April 15, 2008/Information only.

2. March 31, 2008 memo from Charlene Badger, Executive Assistant, regarding the US Department of Housing and Urban Development Line of Credit Control System (LOCCS). Does the Board wish to have the Executive Assistant contact the US Department of Housing and Urban Development indicating access privileges are no longer needed/Forward to JoAnn Townend for her files.
3. The Board of Commissioners has been invited to participate in the Portage County Bicentennial Parade on Monday, June 9, 2008/The Board of Commissioners agreed to participate in the parade – Clerk to complete.
4. March 31, 2008 correspondence from Norm Sandvoss, Board of Elections, regarding the Portage County Administration Building handicapped parking spaces/The Board of Commissioners agreed that the bumpers, which have been removed by Maintenance, will not be replaced. The Board also asked that Tim Miller bring quotes for the installation of four lights (two on the Maintenance Garage and two on the Prosecutor's Building) to light the area.

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JOURNAL ENTRIES

April 3, 2008

1. The Board of Commissioners received the Portage County Dog Warden Weekly Report for the week ending January 27, February 3, February 10, February 17, March 23, and March 30, 2008 as presented by the Acting County Dog Warden, Jon Barber.
2. On March 12, 2008, the Board of Commissioners received the 2007 Annual Report for Shelter for Victims of Domestic Violence as presented by Carole Beaty, Family & Community Services. (ORC Section No. 3113.39 is attached).
3. Board of Commissioners' signature requested on three (3) re-subordination request on loan to Tiffany Olson's residence at 10714 Second Street, Mantua as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request will reduce her monthly mortgage payment from 49.26% to 39.94% of her monthly income and her interest rate (0.075%).
4. The Board of Commissioners received the March 27, 2008 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for February 2008, in accordance with Ohio Revised Code Section 325.07.
5. Board of Commissioners' authorization requested to allow use of the Portage County Courthouse on Saturday, June 14, 2008 from 9:00 AM-6:00 PM for a Summer Flag Festival as requested by Ravenna Merchants. Additional request: Audio/sound system for courthouse ceremony.
6. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the request for reimbursement for SHSP FY06 Planning, Training, Exercise and Admin Cash request report during October 2007 for \$ 8,379.51 as requested by Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request is accepted as properly authorized and correct.

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REFERRED

April 3, 2008

1. Undated correspondence (received March 31, 2008) from Steven Harasyn, regarding the Motor Pool Director's position./Forwarded to the Human Resources Department.
2. March 28, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding FY 2008 Ohio Small Cities Community Development Block Grant (CDBG) Formula Allocation Grant amount for Grant No. B-F-08-062-1./Forward to Regional Planning Commission and Neighborhood Development Services Inc.
3. March 31, 2008 e-mail from Letitia Wilson, Ohio Department of Health, regarding the Portage/Columbiana County Management Evaluation./Forwarded to General Services and WIC for comment.
4. March 24, 2008 correspondence from Steve Shanafelt, County Treasurer, regarding Parcel No. 28-076-00-00-007-0990./Forwarded to the Executive Assistant and Water Resources Department.
5. March 27, 2008 correspondence from Matthew Thys, US Department of Transportation Federal Aviation Administration to Dr. Michael Price, Portage County Regional Airport Authority, regarding the AIP Project No. 3-39-0099-1806, Letter of Agreement Amendment No. 1./Forwarded to Grants Coordinator, Department of Budget and Financial Management, and Internal Auditor for review and comment.
6. April 1, 2008 correspondence from April Rollison, Auditor of State, including a Standard Form to Confirm Account Balance Information with Financial Institutions./Forward to Internal Auditor to complete and return for Board signature.

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PLEASE ADD TO THE AGENDA

April 3, 2008

1. April 2, 2008 e-mail from Bill Ulik, Economic Development, regarding the invitee list for the Kent State University reception/The Board of Commissioners agreed that it would be suitable for the Portage County Port Authority to host a meet and greet for the new Director.
2. April 2, 2008 e-mail from Lynn Leslie, Human Resources Department, regarding Bill McDowell/Info.
3. March 31, 2008 correspondence from Mary Henefeld, Northeast Ohio University College of Medicine (NEOUCOM), regarding the Bicentennial Gala.
4. On April 2, 2008 Jim Manion, General Services presents information regarding the handicapped parking bumpers in the Portage County Administration Building's parking lot.
5. Dan Banks, Grants Administrator/following grants:
 - a. WIC
 - b. Job & Family Services
 - c. Ohio Department of Development

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INFORMATION ONLY

April 3, 2008

1. March 27, 2008 correspondence from Archie Mackintosh, Boys & Girls Clubs of the Western Reserve, regarding sponsorship opportunities for the May 17, 2008 Night at the Races.

2. March 27, 2008 memo from Lynne Erickson, Regional Planning Commission to Janet Esposito, County Auditor, regarding the multi-purpose building loan, USDA.
3. The Board of Commissioners received the Member Community Update for March 31, 2008 as presented by NOPEC.
4. March 31, 2008 correspondence to JoAnn Townend, Internal Services, from Albert Tharp, York Building Maintenance, regarding insurance coverage provided to employees.
5. Undated correspondence (received April 1, 2008) from Debbie Darlas, Brimfield Area Chamber of Commerce, thanking the Board for its membership with the Chamber. NOTE: Board of Commissioners also received the Brimfield Area Chamber of Commerce seal.
6. The Board of Commissioners received an advertisement from Chapel Hill Mall regarding CBL Select Gift cards/Forwarded to the Human Resources Department.
7. March 7, 2008 correspondence from Congressman Tim Ryan, 17th District, congratulating Portage County Common Pleas Court for securing \$188,000 in federal funding for 2008/Forwarded to the Grants Coordinator, Department of Budget & Finance and Internal Auditor.

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PROSECUTOR’S CORRESPONDENCE

April 3, 2008

1. March 27, 2008 correspondence from David Brode, regarding the license agreement with Ohio Genealogy Society. (Original to Internal Services)/Information only and Journal Entry today.

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Journal Entry

April 3, 2008

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

1. The Board of Commissioners acknowledged the receipt of the Portage County Dog Warden Weekly Reports for the weeks ending January 27, February 3, February 10, February 17, March 23, and March 30, 2008, as presented by the Acting County Dog Warden, Jon Barber.
2. The Board of Commissioners acknowledged the receipt of the 2007 Annual Report for Shelter for Victims of Domestic Violence dated March 12, 2008 and received by the Board of Commissioners on April 1, 2008, as presented by Carole Beaty, Family & Community Services of Portage County.
3. The Board of Commissioners signed three (3) re-subordination requests for loans to Tiffany Olson, 10714 Second Street, Mantua, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request will reduce the monthly mortgage payment from 49.26% to 39.94% of the monthly income and the interest rate by 0.075%.
4. The Board of Commissioners acknowledged the receipt of the Monthly Record of Proceedings and Transactions for February 2008, in accordance with Ohio Revised Code Section 325.07, as presented by the Sheriff.
5. The Board of Commissioners authorized use of the Portage County Courthouse on Saturday, June 14, 2008 from 9:00 AM-6:00 PM for a Summer Flag Festival, as requested by Ravenna Merchants. Additional

request: Audio/sound system for courthouse ceremony. The Board of Commissioners noted that electricity is available on the front lamp post closest to the Courthouse, not on the building. Forward to the Internal Services for preparation of the required agreement.

6. The Board of Commissioners authorized Commissioner Smeiles to sign the request for reimbursement for the SHSP FY06 Planning, Training, Exercise and Admin Cash grant for expenses during October 2007 in the amount of \$8,379.51, as presented by Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request is accepted as properly authorized and correct.
7. The Board of Commissioners signed the Personnel Action form acknowledging the termination of Danny Whited as a Vehicle Operator for the Portage County Department of Job and Family Services effective April 1, 2008, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
8. The Board of Commissioners approved the following Personnel Requisitions, 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	Vehicle Operator	JFS B	Post Internally and Externally

9. The Board of Commissioners authorized Commissioner Smeiles to sign the landlord waiver for Premier Trailer Leasing, Inc. of Suffield Village, Ohio, as presented by the Internal Services Director. The Board of Commissioners entered into a lease agreement with the company on March 13, 2008, authorized by Resolution 08-0240.

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 3, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to adjourn the official meeting at 3:10 PM. 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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