

**Tuesday, April 15, 2008**

The Board of County Commissioners met in regular session on **Tuesday, April 15, 2008 at 8:50 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 April 10, 2008 meeting. All in favor, motion carries

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

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Audrey Tillis

Resolutions

1. Cash Advance Repayment Fund 5704, Sts Generator to Fund 5600, Sts General Administration/08-0332
2. Cash Advance Repayment Fund 5704, Sts Generator to Fund 5600 Sts General Administration/08-0333

Other

3. Journal entry approval(s):
  - a. Probate Court Retirement Payout/Journal Entry
4. Discussion Memos:
  - a. The Director presented the Auditor's Office Payroll Report, should the Board of Commissioners want that information. The Board of Commissioners agreed that the Department of Budget & Finance should prepare a report monthly.

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**WATER RESOURCES**

Present: Harold Huff, Louie Munoz

1. Resolution - Amendment to general sewer agreement authorizing trunk sewer credits to be applied toward existing water resources department project costs (Pleasant Lakes sanitary sewer projects)./08-0334
2. Resolution- Authorizing the preparation of plans, specifications and estimate of cost for Project No. FR-1 (08-140), Franklin Hills Sludge Air Improvements, in the Portage County Regional Sewer District, Franklin Township./08-0335
3. Resolution - Authorizing the preparation of plans, specifications and estimate of cost for Project No. FR-1 (08-150), Franklin Hills Tertiary Filter Replacement, in the Portage County Regional Sewer

District./08-0336

4. Resolution - Enter into an agreement between Evans Family Trust and the Board of Commissioners for the lease of land for the purpose of disposal and reuse of liquid and cake biosolids, on approved application sites./08-0337
5. Signatures - Request to repair lateral at 9908 Meldon Drive, Streetsboro, Ohio/Journal Entry.
6. Journal Entry -Streetsboro Biosolids Reduction Facility professional engineer selection/Journal Entry.

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**PROSECUTOR**

Present: Denise Smith

**Prosecutor's Correspondence**

1. April 8, 2008 confidential correspondence from Leigh Prugh to JoAnn Townend, Internal Services, regarding LabLite LLC software services agreement/Information only.
2. April 11, 2008 correspondence from Denise Smith to Jon Barber, Office of Homeland Security and Emergency Management, regarding Haz Mat Recovery/Information only.
3. April 10, 2008 e-mail from Denise Smith regarding request for legal opinion regarding shared county levied sales tax revenue/Clerk to respond to Mr. Arrowood.

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**2<sup>nd</sup> CHIP PUBLIC HEARING**

**Portage County Request for Application  
2008 Community Housing Improvement Program  
Convened at 10:30 AM**

Present: Commissioners Frederick and Smeiles; Jen King, Neighborhood Development Services; Dan Banks, Portage County Grants Coordinator; Clerk Deborah Mazanec

- I. Introduction – Commissioner Smeiles
- II. Purpose of Hearing – This advertised public hearing is held to hear public comment on the proposed application for the FY 2008 Community Housing Improvement Program.
- III. Review of Programs– Jen King, NDS  
The 2008 Community Housing Improvement Program grant application is due on May 2, 2008. Portage County will be applying for \$534,900. The proposed activities are:

**Private Owner Rehab:** This program is for existing Low to Moderate Income (LMI) Households for repair and upgrade to homes in accordance with ODOD Residential Rehab Standards. There will be 12 units assisted through this program, with a request for \$393,000 in CHIP funds with a \$60,000 match in Revolving Loan Funds. The maximum loan is \$42,000.

**Home Repair** This program is for Low to Moderate Income (LMI) Households for the repair of one or two large items in their homes. The County will request \$57,600 in CHIP funds for this activity, with a \$40,000 match in Revolving Loan Funds. The maximum loan is \$11,000.

**Habitat for Humanity New Construction:** NDS (or its affiliate), if designated, will coordinate and monitor Habitat for Humanity’s new construction on one (1) buildable lot to meet RRS and any other applicable housing codes and monitor the construction to assure compliance. There will be two units assisted in this program with \$40,000 in CHIP funds for this activity, with Habitat For Humanity using \$160,000 of in-kind funds.

**Administration:** Perform the services as per this RFA.

IV. Questions and Comments – None

V. Adjournment at 10:36 AM

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Commissioner Keiper left the meeting at 10:36 AM

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After the Public Hearing, the Board of Commissioners approved the following actions:

1. Resolution 08-0338 Approved the FY 08 CHIP Application
2. Resolution 08-0339 Authorized the match funding for the City of Aurora application for the FY 08 CHIP Grant, as agreed up earlier this year by the Board of Commissioners
3. Journal Entry Board of Commissioners signatures on the Letter of Support for the Housing Preservation Program

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**RESOLUTION No. 08-0329 - 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 15, 2008 in the total payment amount of **\$ 312,815.71 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;



**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 **\$6,547.61** as set forth in Exhibit "A" dated **April 15, 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. 08-0332 - RE: CASH ADVANCE REPAYMENT - FROM FUND 5704, StS GENERATOR TO FUND 5600 StS GENERAL ADMINISTRATION**

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

**WHEREAS,** according to Resolution No. 07-1233, adopted December 27, 2007, a cash advance was approved in the amount of \$ 38,350.00 from Fund 5600, StS General Administration to Fund 5704, StS Generator, until grant funds were received from the Ohio Public Works Commission, and

**WHEREAS,** grant 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 \$ 38,350.00:

**FROM:**  
FUND 5704, StS GENERATOR  
ORGCODE – 57040609  
Debit Expense Account  
Object: 921000 Advance Out Returns

Project: 04190 \$ 38,350.00

**TO:**  
FUND 5600, StS GENERAL ADMINISTRATION,  
ORGCODE - 560040J2  
Credit Revenue Account  
Revenue Source: 291000 – Advance In Repayment  
Project: 04190 \$ 38,350.00

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 and Financial Management and the Water Resource 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 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 was as follows:

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

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**RESOLUTION No. 08-0333 - RE: CASH ADVANCE REPAYMENT - FROM FUND 5704, StS GENERATOR TO FUND 5600 StS GENERAL ADMINISTRATION**

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

**WHEREAS,** according to Resolution No. 07-1221, adopted December 20, 2007 a cash advance was approved in the amount of \$ 88,163.00 from Fund 5600, StS General Administration to Fund 5704, StS Generator, until grant funds were received from the Ohio Public Works Commission, and

**WHEREAS,** grant 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 \$88,163.00:

**FROM:**  
FUND 5704, StS GENERATOR  
ORGCODE – 57040609  
Debit Expense Account  
Object: 921000 Advance Out Returns  
Project: 04190 \$ 88,163.00

**TO:**  
FUND 5600, StS GENERAL ADMINISTRATION,

ORGCODE – 560040J2  
Credit Revenue Account  
Revenue Source: 291000 – Advance In Repayment  
Project: 04190 \$ 88,163.00

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 and Financial Management and the Water Resource 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 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 was as follows:

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

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**RESOLUTION No. 08-0334 - RE: AMENDMENT TO GENERAL SEWER AGREEMENT AUTHORIZING TRUNK CREDITS TO BE APPLIED TOWARD EXISTING WATER RESOURCES DEPARTMENT PROJECT COSTS (PLEASANT LAKES SANITARY SEWER PROJECTS).**

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

**WHEREAS,** DaCath Development, (DEVELOPER) has installed sanitary sewer and water lines for projects in the Pleasant Lakes area of Brimfield Township over the last several years; and

**WHEREAS,** these projects consist of Pleasant Lakes at Brimfield – BR-2 02-320, Pleasant Lakes FM & Pump Station – BR-2 02-321, Pleasant Lakes Condominiums Phase 1 – BR-2 04-030, Pleasant Lakes PH 3 – BR-2 06-220, Pleasant Lakes Block D – BR-2 06-360, Pleasant Lakes at Brimfield Block I – BR-2 07-090, and Creekside Condominiums Phase 2 – BR-2 07-250; and

**WHEREAS,** to date the DEVELOPER has accrued costs for inspection and technical services as provided by the Portage County Water Resources Department (PCWR) for the following inactive projects in the amounts (projects completed):

Project BR-2 02-320	\$2,828.38
Project BR-2 02-321	\$19,282.53
Project BR-2 04-030	\$5,993.88
Project BR-2 06-220	\$2,900.55

; and

**WHEREAS,** the total accrued costs to date due to PCWR for the above projects is \$31,005.34; and

**WHEREAS,** to date the DEVELOPER has accrued additional costs for inspection and technical services as provided by the Portage County Water Resources Department (PCWR) for the following active projects in the following amounts (projects under construction):

Project BR-2 06-360  
Project BR-2 07-090  
Project BR-2 07-250

; and

**WHEREAS,** the DEVELOPER was authorized available trunk credit in the amount of Two Hundred Forty Thousand Three Hundred Ninety One Dollars and Fifty Cents (\$240, 391.50) as approved by Resolutions 04-0765 and 06-0045; and

**WHEREAS,** of the total \$240, 391.50 authorized trunk credits, Fifty Six Thousand Two Hundred Five Dollars and Fifty Cents (\$56,205.50) are unused to date by the DEVELOPER and are available; and

**WHEREAS,** the DEVELOPER has requested that fees owed for inspection and technical services provided by the PCWR be deducted from the DEVELOPER's remaining trunk credits, now therefore be it

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

Section 1. That the COMMISSIONERS agree to enter into an Agreement with the DEVELOPER to allow available trunk credits to be applied to the DEVELOPER's current debt with the PCWR.

Section 2. That any trunk credits still remaining after the PCWR costs have been deducted will remain available to the DEVELOPER.

Section 3. That in the event all trunk credits have been used, the DEVELOPER shall make full payment due to PCWR for any project listed above.

Section 4. That the COMMISSIONERS find and determine that all formal actions at this meeting concerning and relating to the adoption of this resolution were taken in an open meeting by the COMMISSIONERS and that all deliberations of the COMMISSIONERS that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 08-0335 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. FR-1 (08-140), FRANKLIN HILLS SLUDGE AIR IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, FRANKLIN TOWNSHIP.**

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

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,** it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. FR-1 (08-140), Franklin Hills Sludge Air Improvements, hereinafter referred to as the "PROJECT"; and

**WHEREAS,** the sludge air system does not provide an adequate amount of oxygen to the process, is less effective and maintenance issues are prevalent; and

**WHEREAS,** the PROJECT is necessary to rehabilitate the digester compartment with a new air diffuser system to increase the amount of oxygen transfer efficiency to the sludge and improve operational and sludge quality conditions; now therefore be it

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

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation 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 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. 08-0336 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. FR-1 (08-150), FRANKLIN HILLS TERTIARY FILTER REPLACEMENT, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, FRANKLIN TOWNSHIP.**

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

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,** it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. FR-1 (08-150), Franklin Hills Tertiary Filter Replacement, hereinafter referred to as the "PROJECT"; and

**WHEREAS,** the tertiary filter has passed its useful design expectancy, is less effective and maintenance issues are prevalent; and

**WHEREAS,** the PROJECT is necessary to provide a new tertiary filter and provide a reliable and constant means for wastewater treatment; now therefore be it

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

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation 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 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. 08-0337 - RE: ENTER INTO AN AGREEMENT BETWEEN EVANS FAMILY TRUST AND THE BOARD OF COMMISSIONERS FOR THE LEASE OF LAND FOR THE PURPOSE OF DISPOSAL AND REUSE OF LIQUID AND CAKE BIOSOLIDS, ON APPROVED APPLICATION SITES.**

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

**WHEREAS,** the County operates various wastewater treatment plants within Portage County which, after processing, produce a byproduct known as digested liquid biosolids; and further mechanical processing of the byproduct can reduce the water content forming a semi-solid product referred to as biosolids cake; and



**RESOLVED,** that the Portage County Board of Commissioners authorizes the filing of the 2008 Community Housing Improvement Program Grant application in an amount not to exceed \$534,900 and commits \$4,000 of the 2008 Formula Allocation funds and \$100,000 of the Portage County CDBG RLF to this application. Such grant is to be administered and implemented by the Neighborhood Development Services Inc. (NDS, Inc.); and be it further

**RESOLVED,** that the Board of Commissioners authorizes the President of the Board to sign the necessary application documents, as presented by Neighborhood Development Services Inc.; and be it further

**RESOLVED,** that the Board of Commissioners agrees to sign the correspondence and enter into an administrative agreement with Neighborhood Development Services Inc. designating the Neighborhood Development Services Inc. as the Grant Administrator for the Portage County 2008 CHIP Grant, should the grant be awarded, 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, Absent; Maureen T. Frederick, Yea;

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**RESOLUTION No. 08-0339 - RE: AUTHORIZE THE MATCH FUNDING OF AN APPLICATION FOR THE 2008 COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP) HOME GRANT FUNDS FOR THE CITY OF AURORA.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the City of Aurora is eligible to apply for the Ohio Department of Development 2008 Community Housing Improvement Program (CHIP) HOME Funds in an amount not to exceed \$310,000; and

**WHEREAS,** the City of Aurora desires to utilize these available monies to provide private owner rehabilitation, home repair, down payment assistance rehabilitation, home ownership counseling, fair housing, and administration services as eligible under the grant guidelines; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners authorizes the use of \$60,000 of the Portage County CDBG RLF to be used as local match of the \$310,000 2008 City of Aurora CHIP grant application. Such grant is to be administered and implemented by the Neighborhood Development Services Inc. (NDS, Inc.); and be it further

**RESOLVED,** Neighborhood Development Services Inc. is the designated administrator of the revolving loan funds for Portage County. 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, Absent; Maureen T. Frederick, Yea;

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**RESOLUTIONS**

April 15, 2008

1. Approval of Meeting Minutes from the April 10, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0329
3. Approve the Journal Vouchers as presented by the County Auditor./08-0330
4. Approve the Then & Now as presented by the Portage County Auditor./08-0331

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**INVITATIONS/MEETING NOTICES**

April 15, 2008

1. Invitation from the County Farm Bureau for the Legislative Rally on Friday, April 25, 2008, Maplewood Career Center Conference Room A, 8:00 AM.
2. Invitation from the Greater Cleveland Drug Court to join prominent community leaders in celebrating the Greater Cleveland Drug Court's 10<sup>th</sup> Anniversary Gala, Making A Difference on Saturday, May 10, 2008, 6:00-10:00 PM, Landerhaven, Mayfield Hts., Ohio.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

April 15, 2008

1. April 7, 2008 memo from George Sarkis, Roetzel & Andress, regarding the Memorandum of Understanding for sales tax sharing agreement/Clerk to respond the Mr. Arrowood.
2. The Board of Commissioners received the April 10, 2008 correspondence from Chief Probation Officer Robert Fankhauser, regarding accumulated vacation and sick time for County employee David McIntyre as he leaves the Portage County Adult Probation Department to accept the position of Director of the Portage County Dog Warden's Office. Does the Board wish to transfer the remaining balances/Journal Entry

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**JOURNAL ENTRIES**

April 15, 2008

1. Board of Commissioners' authorization requested to pay Invoice No. 000000003 dated March 21, 2008 for Professional Services rendered through March 15, 2008 for the expanded storm water management program for \$ 2,674.14, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).
2. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Commission Request To Proceed with the KEN 193 Middlebury Bridge Replacement, OPWC Project No. CGS07, as requested by the County Engineer.
3. Board of Commissioners authorization requested to pay the March 31, 2008 Christley, Herington, Pierce Invoice #28382, for professional services rendered during February-March 2008 for General Negotiations, in the amount of \$162.50.
4. April 11, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008, as presented by the Portage County Auditor's Office.

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**REFERRED**  
April 15, 2008

1. April 8, 2008 correspondence from Denise Tharp, Probate Court, regarding the condition of Juvenile Court's vehicle license plates./Referred to JoAnn Townend, Internal Services.
2. March 25, 2008 e-mail from Bill McDowell, United American Insurance Company, regarding employee insurance./Referred to Human Resources Department, Prosecutor's Office and Internal Services/Commissioner Smeiles noted that Willis of Ohio is preparing a response to Mr. McDowell.
3. April 10, 2008 e-mail from Anita Herington, Job and Family Services, regarding the One Stop heat issue/The Board of Commissioners asked that Maintenance, General Services and JFS investigate the purchase of box fans and the installation of ceiling fans to move the air until a permanent solution can be found.

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**INFORMATION ONLY**  
April 15, 2008

1. On April 11, 2008, the Board of Commissioners received correspondence from Gayle Poots, Portage County Regional Airport Authority, regarding a donated sign for the entrance to the Airport.
2. Carol Kurtz, Internal Auditor presents the completed request from Neighborhood Development Services Inc. regarding regular audit of financial statements for the year ended December 31, 2007 as requested by James G. Zupka, CPA Inc.
3. April 4, 2008 correspondence from Steve Murdock, US Department of Commerce, to Lynne Erickson, Regional Planning Commission, regarding the 2010 Decennial Census.

4. April 9, 2008 correspondence from Dave Vaughan, Neighborhood Development Services Inc. to JoAnn Poignard Stikes, regarding a water issue.
5. March 31, 2008 correspondence from Lynne Erickson, Regional Planning Commission, regarding remaining Technical Assistance hours unused/unobligated hours as of January 1, 2008: 146.
6. April 11, 2008 e-mail from Bryan Ford, County Engineer, regarding New Milford Road.

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**Journal Entry**

April 15, 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. 000000003 dated March 21, 2008 for Professional Services rendered through March 15, 2008 for the expanded storm water management program for \$2,674.14, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).
2. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Commission Request To Proceed for the KEN 193 Middlebury Bridge Replacement, OPWC Project No. CGS07, as presented by the Portage County Engineer.
3. The Board of Commissioners authorized payment of the March 31, 2008 Christley, Herington, Pierce Invoice #28382, for professional services rendered during February-March 2008 for General Negotiations, in the amount of \$162.50.
4. The Board of Commissioners acknowledged the receipt of the April 11, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008, as presented by the Portage County Auditor.
5. The Board of Commissioners agreed to accept the accumulated vacation (72.652 hours) and sick (563.552 hours) time for Dog Warden Dave McIntyre, as detailed in an April 10, 2008 correspondence from Chief Probation Officer Robert Fankhauser, Portage County Adult Probation Department.
6. The Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and agreed that the Water Resources Department should work with the Prosecutor's Office to prepare a Settlement Agreement with for Mr. & Mrs. Michael Ashley, 316 Garner Street in Suffield Township for a \$125.00 payment for charges incurred after a May 24, 2007 sewer blockage in the Portage County system.
7. The Board of Commissioners authorized the execution of a purchase order for \$5,465.00 with H. Luli Construction of Hartville, Ohio for the rerouting of the lateral located at 9908 Meldon Drive, Streetsboro Regional Sewer District, Portage County, as recommended by the Water Resources Department. The Board of Commissioners agreed that the Water Resources Department should work with the Prosecutor's Office to prepare a Settlement Agreement with the homeowner related to several sewer backups.
8. The Board of Commissioners accepted the recommendation of Director Harold Huff, Portage County Water Resources Department, and authorized him to begin negotiations with URS of Akron, Ohio to design a cost effective, environmentally sound, operational facility for the Streetsboro Biosolids Reduction Facility, Project No. ST-4 (08-100).

9. Summit County owns and maintains a trunk sewer on Howe Road in Munroe Falls that receives the majority of its flow from the Portage County sewer system. That flow is conveyed to the Summit County Fishcreek Wastewater Treatment Plant Facility. Summit County is reporting severe deterioration of the pipe due to the presence of hydrogen sulfide in the waste.

Today, the Board of Commissioners accepted the recommendation of Portage County Water Resources Department Director Harold Huff and agreed to participate in either the installing of lining or the replacement of the sewer line starting at the Portage County border on and going west on Howe Road for approximately 3,000 feet. Recognizing that the damage to the sewer was caused by corrosive sewage from the Portage County system, the Board of Commissioners authorized the Portage County Water Resources Department to contribute 40% towards the project, which is presently estimated at \$280,000.

10. The Board of Commissioners accepted the recommendation of Department of Budget & Finance Director Audrey Tillis and approved the supplemental budget request for the retirement pay-out for Maryellen Moore in the amount of \$5,292.75 from the General Fund contingency, as requested by Portage County Probate Court.
11. The Board of Commissioners signed the April 15, 2008 correspondence to Dave Vaughan, Neighborhood Development Services, expressing their support for the Housing Preservation Grant Application to the USDA for very low income private ownership rehabilitation.
12. 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	Income Maintenance Worker 3 Replacement for Debbie Cain	JFS H	Post Internally and Externally
Job & Family Services	Income Maintenance Worker 3 Replacement for Sheila Grega	JFS H	Post Internally and Externally

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 15, 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 10:40 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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