

Tuesday, May 13, 2008

The Board of County Commissioners met in regular session on **Tuesday, May 13, 2008 at 9:26 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 May 8, 2008 meeting. All in favor, motion carries

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

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ECONOMIC DEVELOPMENT

Present: Bill Ulik, Lynn Leslie

9:27 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 consider employee compensation. **Also present: PCDED Director Bill Ulik and Human Resources Department Director Lynn Leslie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

9:43 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners approved the revised job description for the PCDED Executive Assistant and an accompanying pay increase.

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Grants Coordinator Dan Banks attending with Mr. Ulik to discuss the Ohio Department of Development JRS Grant Application for a Shalersville Project north of the Ohio Turnpike. There are local letters of support in place with all parties in support of this project/Resolution 08-0435 authorizes the application.

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PROSECUTOR - Cancelled

Present: Denise Smith

Prosecutor's Correspondence

1. May 7, 2008 correspondence from Denise Smith regarding sheriff patrol agreement with Townships/Add to the Prosecutor's discussion items.
2. May 7, 2008 correspondence from Tommie Jo Marsilio, requesting Board authorization to have the Human Resources Department to pay the April 20, 2008 Invoice No. 135651 for \$1,375.50 from

Mazanec, Raskin, Ryder & Keller Co., LPA, for professional services rendered in the case of Isis Wilson vs. Portage County, as presented by the Portage County Prosecutor's Office/Journal Entry.

3. May 9, 2008 e-mail from Tommie Jo Marsilio, regarding central 911 dispatch/information only.
4. May 7, 2008 e-mail from Tommie Jo Marsilio, regarding Office of Homeland Security and Emergency Management space agreement/Commissioner Keiper to rework the agreement.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis, Lynn Leslie

Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/08-0436
 - a. Commissioners Other, Supplemental – Senior Center Temporary Space Renovation
 - b. Senior Center, Transfer & Supplemental – To purchase laser printer, Temporary Space Renovation

2. Other Funds Amendments to the Annual Appropriation Resolution:/08-0437
 - a. 1007, Comp Legal Research Common Pls - Transfer, For a Computer
 - b. 1010, Computerization Clerk Muni Ct – Transfer and Supplemental, Scanner repair kit and Redaction agreement
 - c. 1122, Adult Probation – Transfer, Revised Grant Budget
 - d. 1164, Citizen Corps – Supplemental, Appropriate Budget for new fund
 - e. 1201, Motor Vehicle an Gas Tax – Supplemental, Required for 2008 resurfacing project
 - f. 1330, Dog and Kennel – Transfer, Projected need allocation
 - g. 1341, MRDD Early Childhood Spec Ed – Transfer, Appropriation modification
 - h. 1342, MRDD Title V – Supplemental, Appropriation modification
 - i. 1343, MRDD Part B IDEA – Supplemental, Appropriation modification
 - j. 3011, GO Bonds 1998 USDA – Supplemental, Needed for bond payment
 - k. 3014, GO Bonds 2001 USDA-Regnl Plan, Supplemental, Needed for bond payment
 - l. 4006, Veterans Memorial – Supplemental, Brick inscriptions
 - m. 4210, Middlebury Road Bridge Replace – Supplemental, Project Local Share
 - n. 5306, PCS Ravenna Rootstown Pump Upgrade – Supplemental, Return Cash Advance
 - o. 5810, FS Railroad Debt ORDC Loan 05 – Supplemental, Adjust to actual interest owed

3. Annual Transfer from Fund 5200, PCS General Administration to Funds: 5241, PCS OWDA 1993; 5242, PCS OWDA 1994; 5243, PCS OWDA 1996; 5245, PCS OWDA 2005 Ravenna; 5246, PCS OWDA 2003 Mantua./08-0438
4. Annual Transfer from Fund 5400, PCW General Administration to Fund 5440, PCW OWDA 1988./08-0439
5. Annual Transfer from Fund 5600, STS General Administration to Funds: 5640, STS OWDA 1996; 5642, STS OWDA 2000./08-0440
6. Transfer from Fund 5200, PCS General Administration to Fund 5306, PCS Ravenna Rootstown Pump UPG/08-0441

Other

7. Discussion

- a. Portage County Protective League (APL) – Amend Journal Entry #15, 5/6/08/The Board of Commissioners agreed that Director Tillis should check with the Prosecutor’s Office to determine how to make this payment to the APL in support of the Humane Officer functions.
- b. On May 8th, Directors Tillis and Leslie met with the Board of Commissioners and the Board of Commissioners agreed that the SWMD should pay an additional \$54,118 in charges in 2008 for the Workers Compensation adjustment. Human Resources Department Director Lynn Leslie attending to discuss the Workers Compensation Chargeback. There are concerns in regards to using a Merit Rated system for charging Workers Compensation. The General Fund would have to loan the SWMD the \$200,000 to fund the expense in the current year. Director Leslie recommended a percentage across the board chargeback as in previous years to allow a better investigation into how to proceed/Journal Entry
- c. The Board of Commissioners agreed that the Department of Budget & Finance should find funds for the Pay to Stay Program in the amount of \$12,500. Director Tillis to work with Ron Rost on how the program will work.
- d. Commissioner Smeiles noted that the Stormwater Committee met and agreed that now that Stormwater Phase I is over, Phase II is ready to proceed. The Board of Commissioners must decide who will be the Stormwater Engineer, with the County Engineer having the first right of refusal. Board of Commissioners to discuss with the County Engineer.

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DBFM WORK SESSION

Discussion Items

1. Fiscal Year 2009 Projects – Portage County Board of Commissioners
 - a. Board of Commissioners Operating Budget – 001
 - b. Commissioner Other – 010
 - i. Mandated Share – J&FS
 - ii. External Agencies
 - iii. Contingency/ Reserves
 - iv. Operating Transfers
 - c. County – Capital Projects/ Department Re-organizations
2. Follow-up on Pending Requests
 - a. Regional Planning Commission
 - b. Portage County Agricultural Society

Future Discussions

3. Follow-up on Debt Policy & Performance Measures
4. Fiscal Year 2009 Tax Budget Resources – Revenues/ Estimated Carryover

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RESOLUTION No. 08-0432 - 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 May 13, 2008 in the total payment amount of **\$ 313,812.76 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. 08-0433 - 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:

05/12/08	433	\$ 979.98
05/12/08	432	1,738.00
05/12/08	431	53,761.65
05/12/08	430	300,000.00
Total		\$ 356,479.63

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. 08-0434 - 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 **\$17,141.00** as set forth in Exhibit "A" dated **May 13, 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. 08-0435 - RE: AUTHORIZING THE PORTAGE COUNTY BOARD OF COMMISSIONERS TO FILE AN APPLICATION TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT, TO SUPPORT AN APPLICATION FOR ASSISTANCE UNDER THE OHIO JOB READY SITES PROGRAM, AND AUTHORIZE CHARLES W. KEIPER II AS THE SITE IMPROVEMENT PROJECT MANAGER.

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

WHEREAS, the State of Ohio, Department of Development, provides financial assistance to local governments for the purpose of developing speculative sites for future economic development opportunities; and

WHEREAS, the Board of Commissioners desires to participate by receiving financial assistance for Shalersville Business Park under the Ohio Job Ready Sites (JRS) Program; and

WHEREAS, the Board of Commissioners has the authority to apply for financial assistance and to administer the amounts received from the State of Ohio, Department of Development, through the Ohio Job Ready Sites Program; and

WHEREAS, the Board of Commissioners must direct and authorize the Site Improvement Project Manager to act in connection with the application and to provide such additional information as may be required; now therefore be it

RESOLVED, that the Board of Commissioners authorizes Portage County Commissioner Charles W. Keiper II, as the official representative (the "Site Improvement Project Manager") of the Shalersville Business Park Project, to file an application to participate in the State of Ohio, Department of Development's Ohio Job Ready Sites Program, and provide all information and documentation required in the application for submission; and be it further

RESOLVED, that the Board of Commissioners hereby approves the filing an application for financial assistance under the Ohio Job Ready Sites Program; and be it further

RESOLVED, that the Board of Commissioners hereby understands and agrees that participation in the program will require compliance with program guidelines and assurances; and be it further

RESOLVED, that the Board of Commissioners hereby commits itself to use all reasonable efforts and all options available under law to provide the portions of the required local match investment, as indicated in the application; now therefore be it

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. 08-0436

RE: AMENDMENT TO THE GENERAL FUND 2008 ANNUAL APPROPRIATION RESOLUTION NO. 07-1208 ADOPTED DECEMBER 18, 2007

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

RESOLVED, that it has become necessary to amend the General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
	<i>010 Commissioners Other</i>		
00107	Commissioner Other OE	0	18,790
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 18,790</u>

Note: Senior Center-Temp Space Renov

	<i>055 Senior Center</i>		
00554	Senior Center CS	18,790	300
00555	Senior Center MS	300	0
	MEMO TOTAL	<u>\$ 19,090</u>	<u>\$ 300</u>

Note: To purchase laser printer, Senior Center – Temp Space Renovation

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 19,090</u>	<u>\$ 19,090</u>
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and be it further,

RESOLVED, that a certified copy of this resolution be filed with the 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 as Follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0437

RE: AMENDMENT TO THE NON GENERAL FUND
2008 ANNUAL APPROPRIATION RESOLUTION
NO 07-1209 ADOPTED DECEMBER 18, 2007

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

RESOLVED, that it has become necessary to amend the Non General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<i>Increase</i>	<i>Decrease</i>
Fund: 1007	Comp Legal Research Common Pls		
	<i>530 Common Pleas Court</i>		
10074	Comp Lgl Res Probate CS	0	2,000
10075	Comp Lgl Res Probate MS	2,000	0
	MEMO TOTAL	<u><u>\$ 2,000</u></u>	<u><u>\$ 2,000</u></u>

Note: For computer

Fund: 1010	Computerization Clerk Muni Ct		
	<i>500 Clerk of Courts</i>		
10104	Comp-Clerk of Courts CS	4,206	0
10105	Comp-Clerk of Courts MS	0	4,206
10106	Comp-Clerk of Courts CO	52,000	0
	MEMO TOTAL	<u><u>\$ 56,206</u></u>	<u><u>\$ 4,206</u></u>

Note: Redaction Agreement, Scanner Repair Kit

Fund: 1122	Adult Probation		
	<i>590 Adult Probation</i>		
11223	Adult Probation Fringes	500	2,166
11224	Adult Probation CS	0	250
11225	Adult Probation MS	1,600	1,196
1122D	Adult Probation Full Time	3,112	0
	MEMO TOTAL	<u><u>\$ 5,212</u></u>	<u><u>\$ 3,612</u></u>

Note: Revised Grant Budget

		<i>Increase</i>	<i>Decrease</i>
Fund: 1164	Citizen Corps		
	<i>930 Emergency Management Agency</i>		
11644	Citizen Corps CS	800	0
11645	Citizen Corps MS	5,700	0
	MEMO TOTAL	<u><u>\$ 6,500</u></u>	<u><u>\$ -</u></u>

Note: App. budget for new fund

Fund: 1201	Motor Vehicle And Gas Tax		
	<i>800 Engineer's Department</i>		
12016	Motor Vehicle/Gas Tax CO	307,665	0
	MEMO TOTAL	<u><u>\$ 307,665</u></u>	<u><u>\$ -</u></u>

Note: 2008 Resurfacing Project

Fund: 1330	Dog And Kennel		
	<i>045 Dog And Kennel</i>		
13304	Dog Kennel - Warden CS	12,000	0
13305	Dog Kennel - Warden MS	0	12,000
	MEMO TOTAL	<u><u>\$ 12,000</u></u>	<u><u>\$ 12,000</u></u>

Note: Projected need allocation

Fund: 1341	MRDD Early Childhood Spec Ed		
	<i>905 Mental Ret & Dev Disability Bd</i>		
13415	MRDD Early Child Spec Ed MS	1,179	1,179
1341D	MRDD Early Ch Spec Ed Full-Tim	458	458
	MEMO TOTAL	<u><u>\$ 1,637</u></u>	<u><u>\$ 1,637</u></u>

Note: APPROPRIATION MODIFICATION

Fund: 1342	MRDD Title V		
	<i>905 Mental Ret & Dev Disability Bd</i>		
13425	MRDD Title V Direct Serv MS	184	126
	MEMO TOTAL	<u><u>\$ 184</u></u>	<u><u>\$ 126</u></u>

Note: APPROPRIATION MODIFICATION

Increase *Decrease*

Fund: 1343 MRDD Part B IDEA

905 Mental Ret & Dev Disability Bd

13435	MRDD Part B IDEA MS	97	0
1343D	MRDD Part B IDEA Full-Time	28,607	28,607
	MEMO TOTAL	<u><u>\$ 28,704</u></u>	<u><u>\$ 28,607</u></u>

Note: APPROPRIATION MODIFICATION

Fund: 3011 GO Bonds 1998 USDA

001 Commissioners

30118	GO Bonds 1998 USDA DS	1	0
	MEMO TOTAL	<u><u>\$ 1</u></u>	<u><u>\$ -</u></u>

Note: NEEDED FOR BOND PAYMENT

Fund: 3014 GO Bonds 2001 USDA-Regnl Plan

001 Commissioners

30148	GO Bonds 2001 USDA DS	1	0
	MEMO TOTAL	<u><u>\$ 1</u></u>	<u><u>\$ -</u></u>

Note: NEEDED FOR BOND PAYMENT

Fund: 4006 Veterans Memorial

001 Commissioners

40064	Veterans Memorial CS	40,000	0
	MEMO TOTAL	<u><u>\$ 40,000</u></u>	<u><u>\$ -</u></u>

Note: Brick inscriptions

		<i>Increase</i>	<i>Decrease</i>
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Fund: 4210	Middlebury Road Bridge Replace		
	<i>800 Engineer's Department</i>		
42106	Middlebury Road Bridge Repl CO	10,691	0
	MEMO TOTAL	<u>\$ 10,691</u>	<u>\$ -</u>

Note: PROJECT LOCAL SHARE

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Fund: 5306	PCS Ravenna Rootstown Pump Upg		
	<i>060 Water Resources</i>		
53066	PCS Ravenna Rootstown Pump CO	108,443	3,086
53069	PCS Ravenna Rootstown Pump ME	491,272	0
	MEMO TOTAL	<u>\$ 599,715</u>	<u>\$ 3,086</u>

Note: RETURN CASH ADVANCE

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Fund: 5810	FS Railroad Debt ORDC Loan 05		
	<i>010 Commissioners Other</i>		
58108	FS Railroad Debt ORDC Ln 05 DE	8,062	183
	MEMO TOTAL	<u>\$ 8,062</u>	<u>\$ 183</u>

Note: TO PAY LOAN OFF

	<u>\$ 1,078,578</u>	<u>\$ 55,457</u>
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and be it further,

RESOLVED, that a certified copy of this resolution be filed with the 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 as Follows:

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

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Revenue Source 280000 - TRANSFER IN \$ 23,216.92

TOTAL TRANSFERS IN \$ 674,294.84

and be it further

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those 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. 08-0439 - RE: ANNUAL TRANSFER - FROM FUND 5400, PCW GENERAL ADMINISTRATION TO FUND 5440 PCW OWDA 1988

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

WHEREAS, in order to meet the Ohio Water Development Authority (OWDA) Loan obligations due in July and December, 2008, it is necessary to transfer funds in the amount of \$ 9,767.89; now therefore be it

RESOLVED, that the following transfer of funds in the amount of \$ 9,767.89 be made:

FROM:
FUND 5400, PCW GENERAL ADMINISTRATION
ORGCODE - 54004009
Debit Expense Account
Object 910000 - TRANSFER OUT \$ 9,767.89

TO:
5440, PCW OWDA 1988
ORGCODE - 54400602
Credit Revenue Account
Revenue Source 280000 - TRANSFER IN \$ 9,767.89

TOTAL TRANSFERS IN \$ 9,767.89

and be it further

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those 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. 08-0440 - RE: ANNUAL TRANSFER - FROM FUND 5600, STS GENERAL ADMINISTRATION TO FUND 5640, STS OWDA 1996 AND FUND 5642, STS OWDA 2000

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

WHEREAS, in order to meet the Ohio Water Development Authority (OWDA) loan obligations due in July and December 2008, it is necessary to transfer funds in the amount of \$ 544,394.90; now therefore be it

RESOLVED, that the following transfer of funds in the amount of \$ 544,394.90 be made as follows:

FROM:

5600, STS GENERAL ADMINISTRATION
ORGCODE - 56004009
Debit Expense Account
Object 910000 - TRANSFER OUT \$ 544,394.90

TO:

5640, STS OWDA 1996
ORGCODE - 56400602
Credit Revenue Account
Revenue Source 280000 - TRANSFER IN \$ 33,935.42

5642, STS OWDA 2000
ORGCODE - 56420602
Credit Revenue Account
Revenue Source 280000 - TRANSFER IN \$ 510,459.48

and be it further

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those 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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RESOLUTIONS

May 13, 2008

1. Approval of Meeting Minutes from the May 8, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0432
3. Approve the Journal Vouchers as presented by the County Auditor./08-0433
4. Approve the Then & Now as presented by the Portage County Auditor./08-0434
5. Authorize the Portage County Board of Commissioners to file an application to the State of Ohio, Department of Development, to support an application for assistance under the Ohio Job Ready Sites program./08-0435

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INVITATIONS/MEETING NOTICES

May 13, 2008

1. Meeting notice for the Mental Health & Recovery Board meeting on Monday, May 12, 2008, 6:30 PM at the Mental Health & Recovery facility, 155 E. Main St., Kent.
2. Invitation from the Portage County Park District for the Bird Hike on Saturday, May 24, 2008, 7:45 AM.
3. Invitation from MKC Associates Inc. for a public tour of the new Richland County Jail on Saturday & Sunday, May 17-18, 2008, 9:00 AM-4:00 PM, Mansfield.
4. Invitation from the Kent Environmental Council for the 18th Annual Cuyahoga RiverDay on Saturday, May 17, 2008, 10:00 AM, at the Family & Community Services parking lot, 143 Gougler Ave., Kent.

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**INCOMING CORRESPONDENCE
DISCUSSION**

May 13, 2008

1. May 8, 2008 e-mail from Charlene Badger, Executive Assistant, in response to the Board's request for review and comment on the Bicentennial Memorial Recognition/Information only.
2. May 7, 2008 Memorandum from NACO, regarding voting credentials for the 73rd Annual Conference in July 2008/Bring back
3. Undated correspondence (received May 9, 2008) from the Ohio Department of Health to the Treasurer's Office, regarding the 2007 Annual Filing Fee Certification/Journal Entry.
4. May 2, 2008 memo from Nancy Kelly, Ohio Department of Administrative Services, regarding proposed revisions to administrative rules/Forward to the Human Resources Department for review and comment to the Board of Commissioners.

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JOURNAL ENTRIES

May 13, 2008

1. Board of Commissioners' signature requested on the payment authorization form for \$ 87,978.64 payable to All Excavating for removal of trash/garbage, asbestos removal and demolition of 6 buildings in Windham Village as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #09 Clearance is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners' authorization requested to pay Invoice No. 000000004 dated April 18, 2008 for Professional Services rendered through April 12, 2008 for the expanded storm water management program for \$470.53, 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).
3. The Board of Commissioners received the monthly Portfolio Report for April 2008 as presented by the Portage County Treasurer.
4. Board of Commissioners' authorization requested to begin negotiations with Osborn Engineering for professional engineering services for the Shalersville Water Treatment Plant Generator Improvements as presented by the Water Resources Department.
5. Board of Commissioners' authorization requested to pay the April 30, 2008 Christley, Herington & Pierce Statement No. 28525, for professional services rendered for April 2008 for General Negotiations \$ 639.00.
6. The Board of Commissioners received the Tax Revenue estimates at they will appear on the 2009 Official certificate of Estimated Resources as presented by the County Auditor's Office.

7. Board of Commissioners' authorization requested to allow use of the 1st floor lobby on June 17, July 7 and August 4, 2008 for the distribution of literature for proper food purchaser diet as presented by the Department of Job and Family Services.
8. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Appendix E Disbursement Request for and Certification Disbursement Request No. 4 for the Tallmadge Road Bridge Replacement Project as presented by the County Engineer.

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REFERRED

May 13, 2008

1. May 6, 2008 correspondence from Patrick Macke, requesting a resolution certifying to the Board of Elections the necessity of placing a renewal levy on the General Election ballot of November 4, 2008 for two mills to be assessed against the valuation of the current tax list and duplicate for tax years 2009-2013./Referred to the Prosecutor's Office for preparation of the resolution.
2. May 5, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding Notice of Available Funds for Grant No. B-W-03-062-1./Referred to Regional Planning Commission/Journal Entry.

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PLEASE ADD TO YOUR AGENDA

May 13, 2008

1. May 12, 2008 e-mail from Office of the Governor Ted Strickland, requesting all flags on public buildings and grounds be lowered to half staff from sunrise to sunset on Thursday, May 15, 2008 in honor of Peace Officers' Memorial Day/Clerk to send an email.
2. Board of Commissioners' authorization requested to approved a Nelson Sewer Tap Fee reduction for \$ 3,045 for Jayne Nelson, 1200 Howe Rd., Brimfield Township as requested by the Water Resources Department/Journal Entry.
3. Board of Commissioners' authorization requested to have the Water Resources Department begin negotiations with RE Warner & Associates for the design operational improvements for the Operations and Maintenance Facility Emergency Power, Project No. Portage County (08-080) as requested by the Water Resources Department/Journal Entry.

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INFORMATION ONLY

May 13, 2008

1. May 2, 2008 correspondence from Nan McClenaghan, Goodwill Industries, including the 2007 Annual Report and Workforce newsletter.
2. The Board of Commissioners received the Ohio Christian News for May 2007 as presented by the Ohio Council of Churches.

3. Commissioner Smeiles received a May 7, 2008 note from Yank Heisler, including a copy of the Economic Development Group meeting agenda from May 7, 2008.
4. May 9, 2008 e-mail from Peitro DiFranco, Richard L. Bowen & Associates, regarding the City of Aurora and Cleveland progress meeting.
5. The Board of Commissioners received the Real Estate Acquisition Services as presented by URS.

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Journal Entry
May 13, 2008

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

1. The Board of Commissioners signed the payment authorization form for \$87,978.64 payable to All Excavating of Youngstown for the removal of trash/garbage, asbestos removal and demolition of six (6) buildings in Windham Village, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #09 Clearance is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners authorized payment of Invoice No. 000000004 dated April 18, 2008 for Professional Services rendered through April 12, 2008 for the expanded Storm Water Management Program for \$470.53, 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).
3. The Board of Commissioners acknowledged the receipt of the monthly Portfolio Report for April 2008, as presented by the Portage County Treasurer.
4. The Board of Commissioners authorized the Water Resources Department to begin negotiations with Osborn Engineering of Akron for professional engineering services for the Shalersville Water Treatment Plant Generator Improvements, as recommended by Water Resources Department Director Harold Huff.
5. The Board of Commissioners authorized payment of the April 30, 2008 Christley, Herington & Pierce Statement No. 28525, for professional services rendered for April 2008 for General Negotiations in the amount of \$639.00.
6. The Board of Commissioners acknowledged the receipt of the Tax Revenue Estimates at they will appear on the 2009 Official Certificate of Estimated Resources, as presented by the County Auditor. Forwarded to the Department of Budget & Finance.
7. The Board of Commissioners authorized the use of the 1st floor Administration Building lobby on June 17, July 7 and August 4, 2008 for the distribution of literature for proper food purchaser diet, as presented by the Department of Job and Family Services.
8. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Appendix E Disbursement Request for and Certification Disbursement Request No. 4 for the Tallmadge Road Bridge Replacement Project, as presented by the County Engineer.

9. The Board of Commissioners authorized the Human Resources Department to pay the April 20, 2008 Invoice No. 135651 for \$1,870.50 from Mazanec, Raskin, Ryder & Keller Co., LPA, for professional services rendered in the case of Isis Wilson vs. Portage County, as presented by the Portage County Prosecutor's Office.
10. The Board of Commissioners accepted the recommendation of Portage County Water Resources Director Harold Huff and authorized a sewer tap fee reduction of \$3,045 for Jayne Nelson, 1200 Howe Road, Brimfield Township, noting that Ms. Nelson did pay an assessment of \$6,612.54 in 2001 for a different line.
11. The Board of Commissioners accepted the recommendation of Portage County Water Resources Director Harold Huff and authorized the Water Resources Department to begin negotiations with RE Warner & Associates of Westlake for the design operational improvements for the Operations and Maintenance Facility Emergency Power, Project No. Portage County (08-080).
12. After meeting today with Human Resources Department Director Lynn Leslie and Portage County Department of Economic Development (PCDED) Director William Ulik in an Executive Session, the Board of Commissioners approved the revised job description for the PCDED Administrative Assistant to an Executive Assistant, DAT 3, as recommended by the Human Resources Department Director and PCDED Director.
13. The Board of Commissioners accepted the recommendation of Human Resources Department Director Lynn Leslie and Portage County Department of Economic Development Director William Ulik and authorized a pay increase for PCDED Executive Assistant Diana Fierle from a COMOT 5/M3 (\$16.12) to a DAT 3/M4 (\$17.19), effective May 19, 2008.
14. In accordance with Ohio Revised Code Section 3705.24, the Board of Commissioners approved payment to the cities of Kent and Ravenna for the 2007 Annual Filing Fee Certification (received May 9, 2008) from the Ohio Department of Health certifying the number of birth, death, fetal death, and military service certificates registered with the Ravenna City Health Department as 1,369, with \$1,369 due to the city for the year ending December 31, 2007, and also certifying the number of birth, death, fetal death, and military service certificates registered with the Kent City Health Department as 523, with \$523 due to the city for the year ending December 31, 2007.
15. On April 22, 2008, the Board of Commissioners approved the Workers Compensation Merit Rated Chargeback Proposal for 2007 Paid in 2008, as presented by Human Resources Department Director Lynn Leslie.

Today, the Board of Commissioners agreed to use a 2.1% chargeback for Workers Compensation (not the Merit Rated Chargeback), for 2007 Paid in 2008, as recommended by the Human Resources Department Director and Department of Budget & Finance Director. Director Leslie to investigate and bring a Merit Rated Chargeback Proposal to the Board for future consideration.

16. The Board of Commissioners acknowledged the receipt of the May 5, 2008 correspondence from Michael Hiler, Office Chief of the Office of Housing and Community Partnerships, Ohio Department of Development, regarding the return of \$161.00 for Grant No. B-W-03-062-1.

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 **May 13, 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 11:00 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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