

Tuesday, July 22, 2008

The Board of County Commissioners met in regular session on **Tuesday, July 22, 2008 at 9:30 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 July 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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NEFCO UPDATE

Commissioner Smeiles (NEFCO Chairman for 2008) advised the Board of Commissioners that NEFCO is applying for an Ohio Department of Natural Resources (ODNR) Middle Cuyahoga Watershed Coordinator grant. The Board of Commissioners agreed to support this grant application, authorizing Commissioner Smeiles to sign a letter of support and a \$2000 local match for the four year grant period from Water Resources Departmental funds/Journal Entry.

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AIRPORT BOARD OF TRUSTEES CANDIDATE

Present: Larry Solak

The Board of Commissioners met with Mr. Solak to discuss his interest in continuing to serve on the Airport Board of Trustees.

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HUMAN RESOURCES

Present: Interim Director Jim Manion

1. The Board of Commissioners authorized a budget amendment of \$10,000 for 2008 advertising and an additional \$5,000 for the Employee Recognition events planned/Journal Entry
2. The Board of Commissioners approved the draft job for the Assistant Motor Pool Director/Journal Entry
3. Mr. Manion advised the Board of Commissioners that the County Auditor requested a ruling from the Portage County Prosecutor on the presentation of \$20 gas cards for employees who complete an on-line survey regarding their health history. The Prosecutor's Office has ruled that, per IRS guidelines this benefit must be reported to the IRS as income. The Human Resources Department sent a countywide email advising employees of this issue.

10:15 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 a nursing home discipline issue and an Human Resources Department employment issue. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:30 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 took no action on the nursing home issue pending a review by the Portage County Prosecutor and approved a pay increase for a Human Resources Department employee.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Resolutions

- 1. Create Fund 5507, PCW Cleveland to Aurora/08-653
- 2. Cash Advance from Fund 0001, General Fund to Fund 1164, Citizens Corp/08-654
- 3. Close Fund 5273, PCS OPWC 1997 CG904/08-655
- 4. Close Fund 5470, PCW OPWC 1997 CG904/08-656

Other

- 5. Discussion Memos:
 - a. Storm Water Management Fund Establishment – Clerk to draft a resolution to establish the Storm Water District and schedule time on July 24th to discuss
 - b. Board of Election Adjustments /Journal Entry

10:43 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 a Department of Budget & Finance employment issue. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:47 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 authorized the hire of a Budget Financial Analyst.

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RESOLUTION No. 08-0647 - 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 July 22, 2008

in the total payment amount of **\$1,749,406.24 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 08-0648 - 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:

07/21/08	1020	93,510.50
07/21/08	1017	300.00
07/21/08	1016	24,000.00
07/17/08	863	21.92
07/17/08	864	135.60
07/17/08	860	17,090.10
07/17/08	859	9,578.61
07/17/08	877	25,000.00
07/17/08	866	356.44
07/17/08	865	12,268.05
Total		\$ 182,261.22

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. 08-0649 - 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 **\$42,955.40** as set forth in Exhibit “A” dated **July 22, 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. 08-0650 - RE: AUTHORIZE PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE TO CONVENE.

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

WHEREAS, Ohio Revised Code Section 4931.42 requires that the Board of Commissioners adopt a resolution to convene the Portage County 9-1-1 Planning Committee to amend the Final Plan approved by the Portage County 9-1-1 Planning Committee with Resolution 07-0001, adopted February 5, 2007; now therefore be it

RESOLVED, that the Portage County Board of Commissioners agrees to convene the Portage County 9-1-1 Planning Committee on Thursday, August 7, 2008 at 1:00 PM in the Portage County Commissioners' Board Room to discuss a plan amendment to redistribute funding to PSAPs, as detailed in Resolution 07-0001; 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:

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

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RESOLUTION No. 08-0651 - RE: DETERMINING TO PROCEED WITH THE CONSTRUCTION OF PROJECT NO. SH-W (06-290), CLEVELAND TO AURORA WATER LINE, PHASE 1, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.

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

WHEREAS, pursuant to authorization by the Board contained in Resolution 06-0812 adopted September 19, 2006, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. SH-W (06-290), Cleveland to Aurora Water Line, Phase 1, hereinafter referred to as the "PROJECT"; and

WHEREAS, setting a date and time for acceptance of bids for the PROJECT has been filed with and approved by this Board by Resolution No. 08-0507, adopted June 5, 2008; and

WHEREAS, bids were received on July 9, 2008; and

WHEREAS, an estimate of total project costs, based on actual received bids for the PROJECT is on file

in the office of the clerk of this Board; now therefore be it

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

Section 1. That this Board hereby ratifies and approves the plans, character and termini of the improvement and estimate of cost for the PROJECT, all of which are now on file with this Board.

Section 2. That it is hereby determined to proceed with the construction of the PROJECT as provided for in the aforesaid Resolution No. 08-0507, adopted on June 5, 2008 and in accordance with the plans and specifications, provided therefore.

Section 3. That the total cost of the PROJECT is estimated to be \$1,743,507.00. The costs of the PROJECT will be financed through the sale of notes in anticipation of the issuance of bonds. No part of such costs shall be specially assessed. Portage County Water Rate Revenue and water connection fees will be utilized to pay for the debt service.

Section 4. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, the Department of Budget and Financial Management and the Department of Water Resources within 15 days after its passage.

Section 5. That the County Auditor is requested to assign a construction fund number for the Cleveland to Aurora Water Line, Phase 1 and forward such assignment to the Department of Budget and Financial Management for processing.

Section 6. It is hereby found and determined that all formal actions of this Board concerning and relating 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 on or after November 28, 1975, 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. 08-0652

- **RE:**

ACCEPT ROUND 22 GRANT AWARD FROM THE OHIO PUBLIC WORKS COMMISSION (OPWC) INFRASTRUCTURE PROGRAM (FORMERLY ISSUE 2) – OPWC PROJECT NUMBER CG20L/CG21L - AND EXECUTE GRANT AGREEMENT FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT FOR THE WASTEWATER IMPROVEMENTS – RD 22 PROJECT LOCATED IN FRANKLIN, SHALERSVILLE, AND CHARLESTOWN TOWNSHIPS, PORTAGE COUNTY, OHIO.

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

WHEREAS, the Board of Portage County Commissioners authorized the Portage County Water Resources Department, by Resolution 07-0922, adopted on September 18, 2007, to apply for an Ohio Public Works Commission (OPWC) Infrastructure Program Grant for the **Wastewater Improvements – RD 22 Project**, located in Franklin, Shalersville and Charlestown Townships, Portage County, Ohio, and

WHEREAS, the Round 22 grant award for the **Wastewater Improvements – RD 22 Project**, in the amount of \$499,900, has been released by the Ohio Public Works Commission; now therefore be it

RESOLVED, that the Board of Portage County Commissioners hereby agrees to accept said grant award, in the amount of \$499,900, from the Ohio Public Works Commission for the **Wastewater Improvements – RD 22 Project**, and be it further

RESOLVED, that the Board of Portage County Commissioners hereby agrees to enter into a Grant Agreement with the Ohio Public Works Commission for the **Wastewater Improvements – RD 22 Project** - Improvements consists of: (1) Replacing the original headworks structure and facilities with a modern mechanical screen, and flow splitter, flow meters, and sampling equipment, aeration diffusers, headers and secondary clarifier skimming systems at the Twin Lakes WWTP; (2) Replacing the original rapid sand filter and dosing equipment with an updated tertiary filter system, and replace the original alarm system with modern SCADA facilities at the West Branch WWTP; and (3) Replacing the influent sanitary sewer, trash trap, flow splitter chamber, comminuting/screening pretreatment process and channels with modern grit and screening removal facilities, compactors, flow splitting at the Red Fox WWTP - OPWC Project Number CG20L/CG21L, and designates the President of the Board of Commissioners or his/her designee to execute said Grant Agreement for the Portage County Water Resources Department, as required by the Ohio Public Works Commission; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Ohio Public Works Commission; 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. 08-0653 - RE: CREATE FUND 5507, PCW CLEVELAND TO AURORA

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

- WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the Cleveland to Aurora Water Line Construction Project, and
- WHEREAS,** the County Auditor has assigned fund number 5507 to the Cleveland to Aurora Water Line Construction Project; now therefore be it
- RESOLVED,** that Fund 5507, PCW Cleveland to Aurora be created, and be it further
- RESOLVED,** 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.

Voice vote as follows:

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

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RESOLUTION No. 08-0654 - RE: CASH ADVANCE - FROM FUND 0001, GENERAL FUND TO FUND 1164, CITIZENS CORP

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

- WHEREAS,** Fund 1164 is in need of interim cash until grant revenues are received; now therefore be it
- RESOLVED,** that the following cash advance be made in the amount of \$ 6,500.00:

FROM:
0001, GENERAL FUND
ORGCODE - 00100009
Debit Expense Account
Object 920000 – Advance Out \$6,500.00

TO:
CITIZENS CORP

ORGCODE - 11649302
Credit Revenue Account
Revenue Source 290000 – Advance In \$6,500.00

and be it further

RESOLVED, the cash advance will be repaid to the General Fund when grant revenue is received, and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Homeland Security and Emergency Management Agency and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 08-0655 - RE: CLOSING OF FUND 5273, PCS OPWC 1997 CG904

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

WHEREAS, fiscal activity has ceased in Fund 5273, PCS OPWC 1997 CG904, all payments have been made and the Treasurer’s Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 5273, PCS OPWC 1997 CG904 is hereby closed; and be it further

RESOLVED, 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.

Voice Vote as Follows:

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

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RESOLUTION No. 08-0656 - RE: CLOSING OF FUND 5470, PCW OPWC 1997 CG904

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

WHEREAS, fiscal activity has ceased in Fund 5470, PCW OPWC 1997 CG904, all payments have been made and the Treasurer's Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 5470, PCW OPWC 1997 CG904 is hereby closed; and be it further

RESOLVED, 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.

Voice Vote as Follows:

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

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RESOLUTION No. 08-0657 - RE: AMEND RESOLUTION 08-0435 ADOPTED MAY 13, 2008 TO INCLUDE AN ADDITIONAL COMMITMENT TO PROVIDE WATER AND SEWER SERVICE TO THE SITE IMPROVEMENT PROJECT AT THE CAPACITY(IES) REQUIRED FOR CERTIFICATION UNDER THE OHIO JOB READY SITES PROGRAM FOR THE SHALERSVILLE BUSINESS PARK UNDER THE OHIO JOB READY SITES PROGRAM.

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

WHEREAS, the Portage County Board of Commissioners adopted Resolution 08-0435 on May 13, 2008 approving the filing an application for financial assistance with the State of Ohio, Department of Development for the Shalersville Business Park under the Ohio Job Ready Sites Program; and

WHEREAS, missing from that resolution was the required commitment to provide water and sewer service to the site improvement project at the capacity(ies) required for certification under the Ohio Job Ready Sites Program; now therefore be it

RESOLVED, that the Portage County Board of Commissioners agrees to provide water and sewer service to the site improvement project (for the Shalersville Business Park) at the capacity(ies) required for certification under the Ohio Job Ready Sites Program; and be it further

RESOLVED, that Resolution 08-0435 remains valid and includes this commitment; 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

July 22, 2008

1. Approval of Meeting Minutes from the July 10, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-647
3. Approve the Journal Vouchers as presented by the County Auditor./08-648
4. Approve the Then & Now as presented by the Portage County Auditor./08-649
5. Authorize Portage County 9-1-1 Planning Committee to convene./08-650
6. Resolution presented by the Water Resources Department to determine to proceed with the construction of Project No. SH-W (06-290), Cleveland to Aurora Water Line, Phase I, in the Portage County Regional Sewer District./08-651
7. Resolution presented by the Water Resources Department to accept Round 22 grant award from the Ohio Public Works Commission Infrastructure Program (FKA Issue 2) – OPWC Project No. CG20L/CG21L and execute grant agreement for the Portage County Water Resources Department for the Wastewater Improvements – RD 22 Project located in Franklin, Shalersville, and Charlestown Townships./08-652

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INVITATIONS/MEETING NOTICES

July 22, 2008

1. Meeting notice from County Commissioners' Association of Ohio for the Board meeting to be held in conjunction with the County Commissioners' Day on Tuesday, August 19, 2008, 9:30-11:30 AM, Riverview Conference Center, Chillicothe.

2. Invitation from Hattie Larlham for a Ribbon Cutting Ceremony for the Life Achievement Center at the Hattie Larlham Center for Excellence on Thursday, August 7, 2008, 11:30 AM-12:00 Noon (arrival), 12:15 PM Ceremony and presentation, 9772 Diagonal Rd., Mantua, OH.
3. Invitation from the Fraternal Order of Police Portage County Lodge No. 70, for its annual fundraiser/reverse raffle on Saturday, September 27, 2008 6:00 PM at the K of C Hall, Ravenna Twp.
4. Invitation from Ohio Department of Transportation for the Open House Public Information Meeting on Intersection Safety Study Conceptual Alternatives for Ohio Department of Transportation Project POR-14-12.55 PID No. 78278 on Tuesday, July 22, 2008, 6:00-8:00 PM in the Reed Memorial Library Haymaker-Jenkins Room, Ravenna. (County Engineer is attending)
5. Invitation from United Way for the 2008 Pacesetter Kickoff Breakfast on Thursday, July 24, 2008, at Kent Social Services, 7:30 AM. (Clerk RSVPd that Board of Commissioners will attend)
6. Invitation from Kent State University for the Seventeenth Annual Founders Scholars Ball on Saturday, November 1, 2008, 6:00 PM.
7. Invitation from the Kent Lions Club for the Sweet Corn Festival at Beckwith Orchard on Saturday, August 2nd and Sunday, August 3rd, 11:00 AM-5:00 PM, 1617 Lake Rockwell Rd., Kent.
8. Invitation from The Woodlands At Robinson for the Christmas in July sale on Friday, July 25, 2008, 10:00 AM-4:00 PM, at The Woodlands At Robinson.
9. Invitation for the International Assistance Center REACH Compliance Seminar on Thursday, August 14, 2008, 8:30 AM-1:30 PM, Kent State University Stark Professional Education & Conference Center, N. Canton.

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INCOMING CORRESPONDENCE

DISCUSSION

July 22, 2008

1. Board of Commissioners' authorization requested to authorize the Water Resources Department to contact, schedule and interview four firms for Project Engineering and surveying services for the Ravenna Training and Logistics Site (RTLS) potable water system and facilities, Project No. Portage County-W (08-120) and Ravenna Training and Logistics Site (RTLS) sanitary sewer system and facilities, Project No. PC (08-130) as requested by the Water Resources Department/Bring back for a decision
2. Does the Board of Commissioners wish to support the Women & Money workshop series as requested by Richard Cordray, Ohio Treasurer? Payroll stuffers, flyers, palm cards, display ads, as well as, formatting for electronic e-mail blasts are available/The Board of Commissioners does not want to participate.
3. July 7, 2008 correspondence from Claudette Rogers, Portage County Medication Access Program, regarding a Funding Factory Recycling Program. Does the Board wish to participate in the free program/The Board of Commissioners noted that the county has a recycling program already in place.

4. July 11, 2008 correspondence from Mayor Robert Donham, Village of Windham, including a letter of intent for the sale of water and wastewater from the Village. Forwarded to Internal Services Director JoAnn Townend on July 18, 2008 to process.
5. July 11, 2008 e-mail from Commissioner Frederick to Bob Wrentmore, Building Department, regarding building department compliance/Information only.
6. July 1, 2008 correspondence from Robert Fankhauser, Adult Probation, requesting use of the first floor vault in the old County Savings and Loan as an evidence locker/Journal Entry.
7. July 1, 2008 e-mail from Commissioner Frederick to JoAnn Townend, Internal Services, regarding the Motor Pool/Add to the next Internal Services Agenda for discussion.
8. July 10, 2008 correspondence from David Benjamin, City of Streetsboro, regarding the water contract with Portage County and Streetsboro. Forwarded to Water Resources Department Director Harold Huff on July 18, 2008/The Board of Commissioners approved a response to the City.
9. July 16, 2008 correspondence from Connie Leedom, requesting an additional levy of five tenths (0.5) of a mill for the benefit of the Portage County Combined General Health District be included at the next General Election on November 4, 2008/Forwarded to the Prosecutor's Office to prepare the necessary resolution.
10. The County Auditor provides the required Certificate of Estimated Property Tax Revenue for the Portage County Combined General Health District proposed tax levy/Forwarded to the Prosecutor's Office to prepare the necessary resolution..
11. July 22, 2008 correspondence from Water Resources Director Harold Huff requesting authorization to rehabilitate six manholes in Ravenna Township/Journal Entry.
12. July 17, 2008 email from former Airport Board of Trustee member Debbie Gliozzi declining reappointment. (Term expired June 30, 2008)/Information only.
13. Does the Board of Commissioners wish to meet with Regional Airport Board candidate Dave Herbert? He has indicated an interest in reappointment but wants to meet with the Board of Commissioners to discuss a variety of issues before accepting another term/Board of Commissioners agreed to schedule a telephone interview.
14. July 15, 2008 correspondence from Congressman Steven LaTourette, regarding the July 11, 2008 correspondence from Danny Spencer, Senior Patrol Leader Boy Scout Troop 197/Forward to Geauga County Board of Commissioners and to the Executive Assistant to prepare a letter of response.

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JOURNAL ENTRIES

July 22, 2008

1. The Board of Commissioners received the quarterly report of departmental activity for 2nd Quarter 2008 for the Veterans Service office as presented by the Director Robert Park.

2. Board of Commissioners' authorization requested to renew two (2) subscriptions to The Record Courier at a discounted rate of ½ off the standard yearly rate for a rate of \$ 58.00 per paper per year at a total cost of \$ 116.00.
3. The Board of Commissioners' received the Weekly Report of Kennel population for the week ending July 13, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$850 in Court Donations.
4. The Board of Commissioners authorized payment of Invoice No. 000000006 dated June 13, 2008 for Professional Services rendered through June 7, 2008 for the expanded Storm Water Management Program for \$ 1,297.40 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).
5. Board of Commissioners' authorization requested to pay Carano Environmental Services Inc. for \$ 2,371.70 for 2006 Portage County CHIP down payment/rehab work performed at 1222 Woodside Ct., Streetsboro, Ohio as requested by Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
6. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the electronic quarterly Subgrant report to the Ohio Office of Criminal Justice Services for The Children's Advocacy Center Grant No. 2007-JG-D01-6467 for the period covering April 1-June 30, 2008 as requested by Lucy Wagener, The Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be consistent with previous reports and appropriate for the period covered.
7. The Board of Commissioners received the Portage County Investment Reconciliation for the month of June 2008 as presented by the County Auditor and County Treasurer.
8. Board of Commissioners' signature requested on the Payment authorization form in the amount of \$448 payable to Carano Environmental Svc Inc. for City of Streetsboro clients Marvin & Eleanor Cline for bathroom rehabilitation as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized and appropriate.
9. Board of Commissioners' signature requested on Payment authorization form in the amount of \$390 payable to McLean Home Improvements for City of Streetsboro clients Jacqueline & Stanley Baumgardner for a roof replacement as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized.
10. Board of Commissioners' signature requested on Payment authorization form in the amount of \$275 payable to Staples Plumbing, Inc. for City of Streetsboro client Evelyn Gordon for a water line & tank installation and abandoning of well as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and appropriate for the circumstances.

11. Board of Commissioners' signature requested on the Payment authorization form in the amount of \$102.00 payable to Record Publishing Company for advertising grant application projects as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #07 Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and correct.
12. Board of Commissioners' authorization requested to revise Journal Entry #11 dated July 10, 2008 for a new liquor license for Janice Ann Taylor dba Trading Post. The Deerfield Township Trustees have decided not to request a hearing noting this is a local zoning violation, but not a factor for a State permit.
13. Board of Commissioners' authorization requested on payment authorization form for \$ 453.00 payable to GB Hawk Construction for City of Streetsboro client Nancy Smith for roof replacement as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
14. Board of Commissioners' authorization requested on payment authorization form for \$ 290.00 payable to GB Hawk Construction for City of Streetsboro client Frances Kolar for bathroom rehabilitation as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
15. Board of Commissioners' authorization requested on payment authorization form for \$ 500.00 payable to GB Hawk Construction for City of Streetsboro client Ted Watters for furnace and floor replacement as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
16. Board of Commissioners' authorization requested on payment authorization form for \$ 500.00 payable to GB Hawk Construction for City of Streetsboro clients Robert and Joanne Davenport for roof replacement as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
17. Board authorization requested to allow the electronic filing of the semi-annual progress report to the US Department of Justice office on Violence Against Women for the Safe Havens Grant No. 2006-CW-AX-0020 for the Place of Peace Supervised Visitation and Safe Exchange Program for the grant period of January-June 2008 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to be accurate and appropriate for the circumstances.
18. Board of Commissioners' authorization requested to pay Carano Environmental Services Inc. \$ 27.00 for bathroom rehabilitation costs for work performed at 9157 Walters Rd., Streetsboro for 2006 Portage County CDBG Housing RLF for Marvin & Eleanor Cline, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
19. Board of Commissioners' authorization requested to pay Carano Environmental Services Inc. \$ 243.00 for bathroom rehabilitation costs for work performed at 9157 Walters Rd., Streetsboro for 2006 Portage County

CDBG Housing RLF for Mr. and Mrs. Cline as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.

20. Board of Commissioners' authorization requested to pay GB Hawk Construction \$ 90.00 for roof replacements costs for work performed at 792 SR 303, Streetsboro, for 2006 Portage County CDBG Housing RLF for Robert & Joanne Davenport as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
21. Board of Commissioners' authorization requested to pay GB Hawk \$ 810.00 for roof replacement costs for work performed at 792 SR 303., Streetsboro for 2006 Portage County CDBG Housing RLF for Robert & Joanne Davenport as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
22. Board of Commissioners' authorization requested to allow Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for The Place of Peace Grant No. 2007-JG-D01-6473 for grant period ending June 31, 2008 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.

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REFERRED
July 22, 2008

1. July 7, 2008 memo from Ryan Gies, Ohio Department of Youth Services, regarding FY2009 Subsidy Grant Allocations./Referred to Grants Administrator.
2. July 12, 2008 correspondence from Lawrence Solak, regarding the Portage County Regional Airport Board of Trustees/Referred to Executive Assistant/Clerk scheduled Mr. Solak to meet with the Board of Commissioners on July 22nd.
3. July 14, 2008 correspondence from Richard Lashley, Portage County Combined General Health District, including the July 11, 2008 inspection report for the wastewater treatment system./Referred to Solid Waste Management District.

PLEASE ADD TO YOUR AGENDA
July 22, 2008

1. Board of Commissioners' authorization requested to pay the real estate taxes for county owned property for the second half of 2007, as presented by the Executive Assistant, as follows:/Journal Entry

Parcel #	Location	Amount
31-361-23-00-176-000	443 Meridian St.	\$ 395.80
31-361-23-00-175-000	441 Meridian St.	\$ 496.36
35-023-00-00-006-000	Pump Station	\$ 70.17
Total		\$ 962.33

2. Board of Commissioners' authorization requested for reimbursement of \$333.92 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CHIP grants 2006-B-C-06-062-2 and 2005-B-C-05-062-2] from April 1, 2008 through June 30, 2008, as presented by Portage County Auditor Janet Esposito./Journal Entry
3. Board of Commissioners' authorization requested for reimbursement of \$300.20 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CDBG grants B-M-05-062-1, B-F-04-062-1, B-F-06-062-1, and B-F-05-062-1] from April 1, 2008 through June 30, 2008, as presented by Portage County Auditor Janet Esposito./Journal Entry

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INFORMATION ONLY

July 22, 2008

1. July 14, 2008 memo from Anita Herington, Job and Family Services to Denise Smith, Prosecutor's Office, including a draft Memorandum of Understanding for the United We Ride federally funded project by the US DOT (OTTO).
2. July 1, 2008 correspondence from Marianne Freed, Ohio Department of Transportation, regarding a public and human services transportation class for Fall semester 2008.
3. July 11, 2008 correspondence from John Logue, Ohio Employee Ownership Center, including a copy of Summer 2008 newsletter *Owners At Work*.
4. The Board of Commissioners received the July 11, 2008 Weekly Traffic Advisory as presented by Ohio Department of Transportation.
5. July 14, 2008 e-mail from the Kent Chamber of Commerce, regarding current events. *NOTE: Goodwill's 2008 Employee Nomination Form is included should the Board wish to nominate.*
6. July 11, 2008 correspondence from Michael Hiler, Ohio Department of Development, including a notice of project specific release of funds respecting environmental grant conditions for Grant Number: Program Income Revolving Loan Fund 1530 Notman Rd., Deerfield.
7. The Board of Commissioners received the agenda for the NEFCO General Policy Board meeting held Wednesday, July 16, 2008.
8. July 18, 2008 e-mail from Sally Kelly, Senior Center, regarding the farmer's market program.
9. July 11, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding The Rusty Nail/Journal Entry receipt
10. July 17, 2008 correspondence from Audrey Tillis, Department of Budget and Financial Management, to Ohio Emergency Management Agency, regarding the EOC grant program.
11. The Board of Commissioners received the Best Practices newsletter for Spring 2008 as presented by Ohio Auditor of State Mary Taylor.

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PROSECUTOR'S CORRESPONDENCE

July 22, 2008

1. July 9, 2008 correspondence from Denise Smith to R. Craig McLaughlin, Elk & Elk Co., regarding a dog bite case/Information only.
2. July 14, 2008 e-mail from Denise Smith, regarding Commissioners' Resolution No. 08-644 to create the position of field engineer surveyor within the Department of Building Regulations/Board of Commissioners agreed to rescind Resolution 08-0644.
3. July 14, 2008 correspondence from Denise Smith regarding the storm water management question/Information only.
4. July 15, 2008 correspondence from Denise Smith regarding the Village of Windham Letter of Intent/Information only.
5. July 15, 2008 correspondence from Denise Smith regarding contract award preferences/Information only.

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Journal Entry

July 22, 2008

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

1. The Board of Commissioners acknowledged the receipt of the quarterly report of departmental activity for 2nd Quarter 2008 for the Veterans Service Office, as presented by the Director Robert Park.
2. The Board of Commissioners authorized the renewal of two (2) subscriptions to The Record Courier (discounted rate of ½ off the standard yearly rate) for a rate of \$ 58.00 per paper per year for a total cost of \$ 116.00.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending July 13, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$850 in Court Donations.
4. The Board of Commissioners authorized payment of Invoice No. 000000006 dated June 13, 2008 for Professional Services rendered through June 7, 2008 for the expanded Storm Water Management Program for \$1,297.40, 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).
5. The Board of Commissioners authorized payment to Carano Environmental Services Inc. of Cuyahoga Falls for \$2,371.70 for 2006 Portage County CHIP down payment/rehab work performed for Dale Degler at 1222 Woodside Court in Streetsboro, Ohio, as presented by Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

6. The Board of Commissioners authorized electronic submittal of the Quarterly Subgrant report to the Ohio Office of Criminal Justice Services for The Children's Advocacy Center Grant No. 2007-JG-D01-6467 for the period covering April 1-June 30, 2008, as presented by Lucy Wagener, The Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be consistent with previous reports and appropriate for the period covered.
7. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of June 2008, as presented by the County Auditor and County Treasurer.
8. The Board of Commissioners signed the Payment authorization form in the amount of \$448 payable to Carano Environmental Svc Inc. of Cuyahoga Falls for City of Streetsboro clients Marvin & Eleanor Cline, 9157 Walters Road (referred to by Neighborhood Development Services and Regional Planning Commission documents as Waters Road) in Streetsboro for bathroom rehabilitation, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized and appropriate.
9. The Board of Commissioners signed the Payment authorization form in the amount of \$390 payable to McLean Home Improvements of Ravenna for City of Streetsboro clients Jacqueline & Stanley Baumgardner, 9456 Seymour Drive for a roof replacement, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized.
10. The Board of Commissioners signed the Payment authorization form in the amount of \$275 payable to Staples Plumbing, Inc. of Streetsboro for City of Streetsboro client Evelyn Gordon, 2187 Valley Brook Road for a water line & tank installation and abandoning of well, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and appropriate for the circumstances.
11. The Board of Commissioners signed the Payment authorization form in the amount of \$102.00 payable to Record Publishing Company for advertising grant application projects, as presented by the Regional Planning Commission. The B-F-07 Formula Grant Activity #07 Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and correct.
12. The Board of Commissioners revised Journal Entry #11 dated July 10, 2008 regarding the request for a new liquor license for Janice Ann Taylor dba Trading Post. The Deerfield Township Trustees accepted the recommendation of Portage County Assistant Prosecuting Attorney Christopher Meduri and decided not to request a hearing, noting that although this is a local zoning violation, it is not a factor for a State Permit. The Board of Commissioners authorized the Clerk to return the notice not requesting a hearing.
13. The Board of Commissioners approved the payment authorization form for \$453.00 payable to GB Hawk Construction of Tallmadge for City of Streetsboro client Nancy Smith, 252 East Hale Road, for a roof replacement, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

14. The Board of Commissioners approved the payment authorization form for \$290.00 payable to GB Hawk Construction of Tallmadge for City of Streetsboro client Frances Kolar, 1249 Gaynelle, for a bathroom rehabilitation, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
15. The Board of Commissioners approved the payment authorization form for \$500.00 payable to GB Hawk Construction of Tallmadge for City of Streetsboro client Ted Watters, 759 Diane Avenue, for a furnace and floor replacement, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
16. The Board of Commissioners approved the payment authorization form for \$500.00 payable to GB Hawk Construction of Tallmadge for City of Streetsboro clients Robert and Joanne Davenport, 792 State Route 303, for roof replacement, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
17. The Board of Commissioners authorized the electronic filing of the semi-annual progress report to the US Department of Justice office on Violence Against Women for the Safe Havens Grant No. 2006-CW-AX-0020 for the Place of Peace Supervised Visitation and Safe Exchange Program for the grant period of January-June 2008, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to be accurate and appropriate for the circumstances.
18. The Board of Commissioners authorized payment to Carano Environmental Services Inc. of Cuyahoga Falls for \$27.00 for bathroom rehabilitation costs for work performed at 9157 Walters Road, Streetsboro for 2006 Portage County CDBG Housing RLF for Marvin & Eleanor Cline, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
19. The Board of Commissioners authorized payment to Carano Environmental Services Inc. of Cuyahoga Falls of \$243.00 for bathroom rehabilitation costs for work performed at 9157 Walters Road (also referred to as Waters Road), Streetsboro for 2006 Portage County CDBG Housing RLF for Mr. and Mrs. Cline, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
20. The Board of Commissioners authorized payment to GB Hawk Construction of Tallmadge for \$90.00 retainage for roof replacements costs for work performed at 792 State Route 303, Streetsboro, for 2006 Portage County CDBG Housing RLF for Robert & Joanne Davenport, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.
21. The Board of Commissioners authorized payment to GB Hawk of Tallmadge of \$810.00 for roof replacement costs for work performed at 792 State Route 303., Streetsboro for 2006 Portage County CDBG Housing RLF for Robert & Joanne Davenport, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate and properly authorized.

22. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for The Place of Peace Grant No. 2007-JG-D01-6473 for grant period ending June 30, 2008, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
23. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Mary Spence as an Income Maintenance Aide 2 for the Portage County Department of Job and Family Services, effective July 25, 2008, as presented by the Human Resources Department and approved by the Department of Job and Family Services Director Anita Herington.
24. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRAD E	ACTION
Job & Family Services	Income Maintenance Aide 2 Replacing Mary Spence	JFS B	Post Internally and Externally

25. The Board of Commissioners authorized reimbursement of \$333.92 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CHIP grants 2006-B-C-06-062-2 and 2005-B-C-05-062-2] from April 1, 2008 through June 30, 2008, as presented by Portage County Auditor Janet Esposito.
26. The Board of Commissioners authorized reimbursement of \$300.20 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CDBG grants B-M-05-062-1, B-F-04-062-1, B-F-06-062-1, and B-F-05-062-1] from April 1, 2008 through June 30, 2008, as presented by Portage County Auditor Janet Esposito.
27. On May 1, 2008, the Board of Commissioners authorized Commissioner Smeiles to sign the Statutory Checklist, the Finding and Signatures of Responsible Individuals and the Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project Form for the Rusty Nail Economic Development Project, as presented by Neighborhood Development Services Inc.

The Board of Commissioners also authorized Commissioner Smeiles to sign the RLF Loan Review Report form and correspondence to the Office of Housing and Community Partnerships regarding the RLF Approval Request for The Rusty Nail, as presented by Neighborhood Development Services Inc.

The Board of Commissioners signed the April 24, 2008 correspondence to Mike Hiler, Office of Housing and Community Partnerships requesting approval of this loan, noting that their approval is contingent upon state approval of this loan and the receipt of the appraisal.

On July 1, 2008, the Board of Commissioners acknowledged the receipt of the appraisal prepared by John W. Emig, Spalding/Emig Company, and directed the Neighborhood Development Services to close on this loan as soon as possible after approval is given by the Ohio Department of Development Office of Housing and Community Partnerships.

Today, the Board of Commissioners acknowledged the receipt of the July 11, 2008 correspondence from Michael Hiler, Ohio Department of Development, advising that the OHCP approved the loan of \$200,000 for the Rusty Nail, as detailed in the County's Loan Review Report Form (LRRF)

28. The Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) is applying for an Ohio Department of Natural Resources (ODNR) Middle Cuyahoga Watershed Coordinator Grant to enable the hire of a watershed coordinator for Middle Cuyahoga Communities to continue protecting and improving the waters of the middle Cuyahoga River and its tributaries, protecting public health and safety, reducing the need for costly infrastructure, and protecting our important community resources.

Today, the Board of Commissioners agreed to support this ODNR, Division of Soil and Water Conservation grant application, authorizing Commissioner Smeiles to sign a letter of support and further authorized a \$2,000 per year local match for the four (4) year grant period (Total \$8,000) from Water Resources Departmental funds toward the required \$7,000 local match. The Board of Commissioners noted that this local match is contingent upon other communities participating in this local match.

29. The Board of Commissioners authorized a budget amendment for the Human Resources Department of \$10,000 for 2008 for advertising and an additional \$5,000 for the Employee Recognition events planned. Forward to the Department of Budget & Finance for budget action.
30. The Board of Commissioners approved the draft job for the Motor Pool Assistant Director as an MGT 4, as presented by the Interim Human Resources Department Director. The Board of Commissioners also authorized the Human Resources Department to advertise this position.
31. The Board of Commissioners accepted the recommendation of the Department of Budget & Finance Director and authorized a budget increase of 3% for the Portage County Board of Elections for the first half of FY 2008 compensation at the FY 2007 rate. Funding for the second half of the FY 2008 increase was provided for in the original appropriation resolution. DBFM will work with the department at the end of FY 2008 to determine if internal transfers can be used to fund any additional shortages.
32. The Board of Commissioners approved the July 1, 2008 request from Robert Fankhauser, Chief Adult Probation Officer, and authorized the use of the first floor vault, located outside of the new Home Savings Bank area in the old County Savings and Loan area, as an evidence locker.
33. The Board of Commissioners authorized the Portage County Water Resources Department to hire Advanced Rehabilitation Technology of Bryan, Ohio to repair six (6) severely deteriorated manholes at a cost not to exceed \$11,937.00, as presented by Director Harold Huff.
34. After meeting today in an Executive Session with Human Resources Department Interim Director Jim Manion, the Board of Commissioners authorized a pay increase for Safety/Loss Control Coordinator Michelle Ripley from an M6 (\$20.84/hour) to an M5 (\$21.35/hour) effective July 28, 2008, as recommended by Mr. Manion.
35. After meeting today in an Executive Session with Department of Budget & Finance Director Audrey Tillis, the Board of Commissioners accepted the Director's recommendation and authorized the hire of Chanel Mason as the Budget Financial Analyst, effective July 28, 2008 as a DAT 5, Grade D (\$17.56/hour) with

an increase to a DAT 5, Grade C (\$18.44/hour) after the successful completion of the 120 probationary period. The Board of Commissioners notes that this hire is contingent upon the Ms. Mason passing a pre-employment physical.

36. The Board of Commissioners authorized payment of the real estate taxes for county owned property for the second half of 2007, as presented by the Executive Assistant, as follows:

Parcel #	Location	Amount
31-361-23-00-176-000	443 Meridian St.	\$ 395.80
31-361-23-00-175-000	441 Meridian St.	\$ 496.36
35-023-00-00-006-000	Pump Station	\$ 70.17
Total		\$ 962.33

All in favor, motion carries.

* * * * *

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **July 22, 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 11:13 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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