

Thursday, March 5, 2009

The Board of County Commissioners met in regular session on **Thursday, March 5, 2009 at 9:17 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the March 3, 2009 meeting. All in favor, motion carries

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

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INTERNAL SERVICES

Present: JoAnn Townend, Tim Miller

Discussion

1. The Board of Commissioners sent JoAnn Townend an invitation from the Subpoena Services Administration to use their services. The company has been added to the bidder list although the county does not use outside services.
2. The County Clerk of Courts has asked for shelving for the Kent Muni Court. JoAnn Townend presented quote #1 for \$6,045.00 and quote #2 for \$6,600.00 for the purchase of 51 shelving units. The Board of Commissioners agreed to ask Department of Budget & Finance if there are funds available in another Clerk's account/JoAnn Townend to bring back
3. JoAnn Townend reminded the Board of Commissioners that the Prosecutor's old building is very sound with no structural concerns or black mold. Jim Manion and JFS staff have toured the facility. JoAnn Townend suggested that JFS may be happier with a move of the Health Department and Veterans Services to another facility and let JFS have all that space. Add to the next Department of Job and Family Services agenda as a discussion item.

1. Projects

A. Jail Painting

The Board of Commissioners had asked JoAnn Townend to check with the Water Resources Department water tank paint expert about the correct paint to use on the walls at the Justice Center. Director Townend advised that the expert reported that only the walls in the pods require a special paint and must be sandblasted before being repainted. At this time, the painting is ongoing in the administrative areas, including booking, and in the kitchen. There is a mold issue behind the dishwasher, which the Sheriff would like to tile. Tim Miller added that it will cost \$1,000 to complete the painting project, excluding the jail side. Commissioner Smeiles noted that the sally port is also in need of paint and/or power washing; the Control Room needs attention, as well. Tim Miller responded that the sally port is painted and cannot be power washed.

Commissioner Frederick advised that the Board is sending a letter to the Sheriff recommending that his staff work with the Maintenance staff on all maintenance issues. Tim Miller recommended that IT Services allow the Sheriff to place an icon on one computer to allow an immediate request for maintenance.

Commissioner Smeiles stated that he appreciates that the Sheriff and staff are taking pride in the facility and making these improvements. JoAnn Townend has asked the cleaning contractor to meet with the Sheriff to discuss issues with the cleaning of the facility. Commissioner Smeiles reminded the Board of Commissioners that Sheriff Doak suggested that the trustees take over the cleaning.

B. Economic Development Office Renovation

JoAnn Townend reviewed the project punch list provided by the ED Director Bill Ulik:

1. Cabling for data and phone – Ashton Sound should complete this within the next 1-2 weeks
2. Security system/panic button
The Board had talked with Director of Security Jon Barber and noted that Director Barber suggested that the basement door be secured and use of a telephone line that rings directly to the Riddle Block security.
3. The Board of Commissioners had approved the new swipe card system for back door, which will be installed the week of March 2nd.
4. The Board asked JoAnn Townend to get another quote for the Audio/Visual System. The first quote from Ashton Sound was \$3,515; the second quote is higher at \$4,581. The Board of Commissioners authorized the acceptance of the Ashton quote.
5. Parking – JoAnn Townend has asked Jim Manion to investigate this question.
6. Replace awning
Tim Miller will contact Akron Awning to determine if the awning can be replaced with the exact material. If not, the City's Design Review Commission would have to approve the replacement.
7. The Maintenance Department is planning to remove the old signage from the windows and above the awning.
8. New signage was not addressed by the Architect. The Board noted that Architect Dave Sommers now suggests wooden signage painted green with gold lettering for the offices. Commissioner Keiper also suggested etching of the windows.

9. Painting and clean up of outside of building was not addressed by the Architect.
10. The new phone system (five lines + a fax line) will be coordinated with the move date. There is a two week window.
11. JoAnn Townend to contact several vendors for pricing for new blinds for the windows.
12. The Board of Commissioners approved a \$950 budget to replace the bathroom floors and the foyer tile, as recommended by the Architect.
13. The Board of Commissioners agreed that the Maintenance Department will continue to clean the offices weekly for the time being. That issue could be revisited once the offices move.
14. JoAnn Townend to check with the Economic Development staff to determine what needs to be moved to the new site. The Maintenance Department will move the Department.
15. The offices can move as soon as the area is ready, dependant on the furniture delivery. The Board of Commissioners agreed that the offices may open without signage.
16. The Board of Commissioners did not approve the request to make repairs to the basement walls at a cost of \$6,700. The Board noted that any paper stored in the basement must be stored in metal files.
17. The Board of Commissioners authorized a \$600 budget to clean the ductwork.
18. The Board of Commissioners approved a \$500 budget to reframe and reinstall the existing marker board.
19. Tim Miller advised that he met with Ravenna Fire Inspector Dan Peterson yesterday to discuss the requirement for a fire protection system (sprinkler) for the Riddle Block building. The Inspector now wants the entire building, including Bar 10, the bank, and all floors sprinkled, not just the first floor. Commissioner Keiper suggested that the entire building should be grandfathered. JoAnn Townend agreed, noting that if a business closes, a sprinkler system may be required in order to reopen.

C. Plumbing at Evelyn Swartz Visitation House

Maintenance staff Mark Gilly and Sonny Tilden spent this past Monday at the Visitation House unclogging a bathroom sink. Director Miller advised the Board of Commissioners that Mr. Tilden was burned by product used by the JFS cleaners to unclog the drain. There was also damage to the ceiling in the kitchen once the drain was unclogged.

D. JoAnn Townend wondered what the plan is to move the function of that house elsewhere. There has been JFS discussion to move the Help Me Grow Program from Chestnut Street to the Family & Community Services facility. The Board of Commissioners agreed that they need to find usable space at a reasonable cost for these programs to allow the houses to be taken down. Can the Help Me Grow Program, which is office space only, be moved to the Regional Planning Commission facility once the ED offices move? Add to the next Department of Job and Family Services agenda for discussion.

The house just north of the Administration Building is vacant; requiring upgrades and repairs before it is rented. The Board of Commissioners agreed that Director Townend should prepare bid specs to remove the five houses on Chestnut Street and Meridian Streets.

Tim Miller is still looking at the possibility of moving the A/C unit at the Riddle Block. Commissioner Smeiles reminded the Board that the bank has a quote from Wright Heating for \$1,000 to move the unit.

Resolutions

1. Enter into a license agreement with the Children's Advocacy Center to display pinwheels on the Courthouse lawn from April 27 to April 30./08-180
2. Enter into an agreement with Peter B. Paino & Associates, Inc. for professional design services for Happy Day School./09-181
3. Declare obsolete and authorize the disposal of personal property to Glenda Enders in lieu of the customary monetary retirement gift./09-182

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11:00 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss labor negotiations. **Also present: Internal Services Director JoAnn Townend and Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:10 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** 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

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HUMAN RESOURCES

Present: Karen U'Halie

11:10 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider an employee benefit issue. **Also present: Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:23 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** 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 removal of a probationary employee in the Department of Job and Family Services.

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11:25 AM Recessed to Solid Waste Management District
12:05 PM Board of Commissioners reconvened

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NEIGHBORHOOD DEVELOPMENT SERVICES

Present: Dave Vaughan, Mike Bogo, Justin Meiser, Carol Kurtz

RLF Delinquency Policy

The Board of Commissioners approved the proposed temporary moratorium on causing foreclosures, as recommended by the Neighborhood Development Services.

CHIP Policy & Procedure Manual

The Board of Commissioners accepted the recommendation of the Neighborhood Development Services and agreed to consider a resolution to change the current CHIP Policy & Procedure Manual; Financial Mechanism section.

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RESOLUTION No. 09-0176 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on March 5, 2009 in the total payment amount of **\$466,846.84 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:

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

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RESOLUTION No. 09-0177 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on March 5, 2009 in the total payment amount as follows:

1. \$67,401.92 for Medical Mutual Claims-Fund 7101; and
2. 5,030.87 MHM Resources, Inc for processing claims for Medical Mutual; and

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

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

Wire Transfer on Friday, March 6, 2009	\$ 67,401.92
Wire Transfer on Friday, March 6, 2009	\$ 5,030.87

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:

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

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RESOLUTION No. 09-0178 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

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:

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

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RESOLUTION No. 09-0180 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND CHILDREN'S ADVOCACY CENTER.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following Resolution be adopted:

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

WHEREAS, Children Advocacy Center wishes to use the Courthouse Lawn to display pinwheels from 8:00 a.m., Monday April 27th to 8:00 p.m., Thursday April 30th 2009, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Children's Advocacy Center, 6847 North Chestnut St., Ravenna, Ohio 44266 for use of the Courthouse lawn from 8:00 a.m., Monday April 27th to 8:00 p.m., Thursday April 30th 2009, to display pinwheels; 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:

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

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RESOLUTION No. 09-0181 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND PETER B. PAINO & ASSOCIATES, INC, FOR PROFESSIONAL DESIGN SERVICES FOR DESIGN AND RENOVATION SPECIFICATIONS OF THE SWIMMING POOL AT HAPPY DAY SCHOOL.

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following resolution be adopted:

WHEREAS, the Portage County Board of Mental Retardation & Developmental Disabilities has established the need for design and renovation of the swimming pool at Happy Day School; and

WHEREAS, Peter B. Paino & Associates, Inc. is experienced and professionally capable to perform these services; and

WHEREAS, the Portage County Board of Mental Retardation and Developmental Disabilities approved entering into an agreement with Peter B. Paino & Associates on February 18, 2009; and

WHEREAS, the Portage County Board of Mental Retardation & Developmental Disabilities recommends to the Portage County Board of Commissioners the acceptance of a contractual agreement for professional design services; it is hereby

RESOLVED, that the Board of Portage County Commissioners does hereby approve the Agreement with Peter B. Paino & Associates, Inc., 821 W. Main St., Kent, OH 44240 to provide professional design services at the rate not to exceed Three thousand five hundred and 00/100 dollars (\$3,500.00); and be it further

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

Voice vote as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0182

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RE:

DECLARE OBSOLETE AND AUTHORIZE THE DISPOSAL OF PORTAGE COUNTY PERSONAL PROPERTY TO GLENDA ENDERS, DIRECTOR OF THE BOARD OF ELECTIONS IN LIEU OF THE CUSTOMARY MONETARY RETIREMENT GIFT.

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

WHEREAS, the Portage County Board of Commissioners has personal property which is located at the Portage County Administration Building, that is not needed for public use, or is obsolete or unfit for the use for which it was acquired and is declared as such; and

WHEREAS, pursuant to the Ohio Revised Code Section 307.12 (B) if the fair market value of the property is Two thousand, five hundred dollars or less, the Board of County Commissioners may sell the property by private sale, without advertisement or public notification; now therefore be it

2. The Portage County Microfilming Department presents Quote Estimate No. 114 dated February 25, 2009 to microfilm Commissioners' Journals Volumes 30-42 and Volumes 43-69 in duplicate for a cost of \$1,702.00/Journal Entry.
3. February 26, 2009 correspondence from Scott Steenrod, Ohio Department of Administrative Services, regarding House Bill 187/Forward to the Human Resources Department.
4. February 19, 2009 correspondence from Matthew Roosa, Mantua-Shalersville Fire Department, regarding storage of the Portage County Command Vehicle/Department of Homeland Security & Emergency Management Director to respond to Chief Roosa.
5. March 2, 2009 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding security computer monitor/Journal Entry on March 3, 2009
6. March 3, 2009 e-mail from Anita Herington, Job and Family Services, in response to the Board's request for review and comment on the Stage 7 Child Protective Oversight Evaluation Final Report/the Board of Commissioners agreed to ask the JFS Director for a brief presentation before the report is submitted.
7. February 27, 2009 correspondence from Jason Segedy, AMATS, regarding Economic Stimulus Funding. Funding application deadline is Friday, March 13, 2009/Forward to the Grants Administrator.

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**PLEASE ADD TO THE AGENDA
March 5, 2009**

1. March 3, 2009 email from Motor Pool Director Joe Dillon regarding the repair of a Building Department vehicle/Information only
2. Discussion: March 3, 2009 email regarding County Wide Dispatch/Commissioner Frederick noted that she had a conversation with Trustee Gary Horning who volunteered to take the lead in working with the Trustees to involve the Townships in this process. The Board noted that EMA Director Jon Barber has offered to keep the Trustees advised of any upcoming meetings.
3. Discussion: The Sheriff has asked for a patching of the Justice Center parking lot/Maintenance Director Tim Miller to coordinate, noting that he intends to make major repairs to the lots this spring or summer.
4. Review of the draft agreement between the City of Ravenna and the Board of Commissioners for Building Department services, as drafted by Attorney Leigh Prugh, approved by the Ohio Board of Building Standards, and presented by CBO Wrentmore/Schedule meeting with CBO before moving forward.
5. GAPP LEO meeting – Ashtabula County is taking their Juvenile Court Judge to Court and would like to close their JDC/Commissioner Keiper to meet with Judge Carnes to discuss. Is there room at the Portage-Geauga JDC for 10-12 children per month?
6. March 3, 2009 request from Human Resources Department Director for authorization for Safety & Loss Control Coordinator Michelle Ripley to participate in Class of 2010 Leadership Portage County/Journal Entry.

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JOURNAL ENTRIES

March 5, 2009

1. The Board of Commissioners received the February 26, 2009 correspondence from the Portage County Sheriff's Department including the Monthly Record of Proceedings and Transactions for February 2009, in accordance with Ohio Revised Code Section 325.07.
2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 2, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$1,050 in Court Donations.
3. Board of Commissioners' authorization requested to pay the Portage County Regional Airport Authority Invoice No. 2009-012 dated February 27, 2009 for \$297.11 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008, for the life of the 60 month lease with Metro Life Flight not to exceed \$6,000 annually.
4. Board of Commissioners' authorization requested to pay Invoice No. 1812 dated February 26, 2009 for photography and photo retouching, copywriting, illustration and one-time usage and art production for the 2009 Annual Report as presented by Art Armory \$3,266.00.

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REFERRED

March 5, 2009

1. March 2, 2009 memo from Lt. Governor Lee Fisher, regarding the Draft Fiscal Year 2009 Ohio Consolidated Plan and Executive Summary and notification of Public Hearing and Comment Period. Referred to Grants Administrator, Department of Budget and Financial Management, and Internal Auditor.
2. February 27, 2009 correspondence from Dave Ruller, City of Kent, regarding the City of Kent Tax Incentive Review Council (TIRC). Referred to Executive Assistant.
3. March 2, 2009 correspondence from County Commissioners' Association of Ohio, regarding new information and deadlines concerning transportation projects and federal highway administration dollars. Referred to Grants Administrator and County Engineer.

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INFORMATION ONLY

March 5, 2009

1. February 25, 2009 correspondence from Joseph Iacano, Crestwood Local Schools, thanking the Board for the letter of support for legislation to extend current State share of school construction increases until November 2009.
2. February 27, 2009 correspondence from Howard Trickett to the Portage County Treasurer's Office, regarding property taxes.
4. The Board of Commissioners received the Portage County Regional Airport Authority meeting minutes from January 14, 2009.

5. March 3, 2009 e-mail from JoAnn Townend, Internal Services, regarding wet/slippery floors and cleaning issues at the Courthouse.

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PROSECUTOR

March 5, 2009

1. March 2, 2009 confidential correspondence from Leigh Prugh to David Sloan, Portage County Water Resources Department, regarding Portage County Waste Water Treatment Plant Tank Painting Project No. PC (05-170)/Information only

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Journal Entry

March 5, 2009

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the February 26, 2009 correspondence from the Portage County Sheriff including the Monthly Record of Proceedings and Transactions for February 2009, in accordance with Ohio Revised Code Section 325.07.
2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending March 2, 2009, as presented by Portage County Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$1,050 in Court Donations.
3. The Board of Commissioners authorized payment of the February 27, 2009 Portage County Regional Airport Authority Invoice No. 2009-012 for \$297.11 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008. The Board of Commissioners noted that the reimbursement shall not to exceed \$6,000 annually.
4. On February 5, 2009, the Board of Commissioners accepted the November 15, 2008 proposal from the Art Armory of Kent for the layout and production of the 2008 Annual Report for a total of \$9,800, as presented by the Executive Assistant.

Today, the Board of Commissioners authorized payment of the February 26, 2009 Invoice No. 1812 for \$3,266.00 for photography and photo retouching, copywriting, illustration and one-time usage and art production for the 2008 Annual Report , as presented by the Art Armory.

5. The Board of Commissioners accepted the February 25, 2009 quote Estimate No. 114 from Microfilm Solutions of Massillon, Ohio for the microfilming of the Commissioners' Journals and Indexes in duplicate at a cost of \$1,702.00. Microfilm Director Frank Whitney to coordinate the process.
6. The Board of Commissioners signed the Personnel Action Form authorizing the termination of Vanessa Gyoker as an IM Aide 2, effective March 6, 2009 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington. The employee is terminated as she failed to successfully complete her probationary period.

7. After meeting today with the Neighborhood Development Services staff, the Board of Commissioners approved the proposed temporary moratorium on causing foreclosures, as recommended by the Neighborhood Development Services, effective March 5, 2009 for a 60 day period. The Board noted that the Neighborhood Development Services would protect the lien position in instances where the primary lender or another institution initiated the foreclosure, but would not cause a foreclosure during this time and that this policy applies only to residential owner-occupied loans. The Neighborhood Development Services will return to the Board with an Administrative Policy that is consistent with the policy at the national level.
8. After meeting today with the Neighborhood Development Services staff, the Board of Commissioners accepted their recommendation and agreed to consider a resolution to change the current CHIP Policy & Procedure Manual; Financial Mechanism Section. The Board noted that the change would be to require no payment from any applicant on a fixed income (pension, disability, Social Security, etc) no matter the percentage they spend on housing expenses. These applicants would receive a loan at 0% interest, no payments, due on sale or transfer of the title. Neighborhood Development Services staff confirmed that the Ohio Department of Development assured them that this process meets all applicable guidelines.
9. The Board of Commissioners authorized Portage County Safety & Loss Control Coordinator Michelle Ripley to participate in the Leadership Portage County Class of 2010 at a cost of an estimated \$1,300.00. The Board of Commissioners authorized the use of the 2009 safety budget to make the payment for this participation.
10. In response to a February 19, 2009 request from Thomas Sicuro of Sicuro and Simon and due to the current economic situation, the Board of Commissioners agreed to a 5% reduction in rent, effective April 1, 2009 and also agreed to suspend the 5% yearly increase until August 2010 for the county owned space leased to Sicuro and Simon located at 213 South Chestnut Street in Ravenna. Internal Services Director JoAnn Townend to bring back the necessary resolution to amend this agreement.

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 **March 5, 2009**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **12:35 PM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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