



the Clerk of Courts to determine if the funds set aside by the Judges for the new Muni Court facility can be used.

2. The Director advised that the Sheriff has asked for voicemail on his 62 telephone boxes at a cost of \$5,781.09. Currently, there is no voicemail on the system. The Board of Commissioners approved this purchase, as voicemail is a basic system for doing business/Journal Entry.
3. The Director advised that the Portage County Sheriff's Office used the Geauga County Sheriff's van to transport prisoners while the Portage County van was in the shop. Geauga County deputies' road cars are pulled off the road at 100,000 miles so there are cars available for purchase, should the Board of Commissioners be interested in this purchase.

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## RESOLUTIONS

1. Enter into a license agreement with the Fellowship of Believers for use of the Courthouse lawn on March 28, 2009/09-0205
2. Award the bid and enter into an agreement with Stitle Construction Corporation for the Senior Center Phase 2 renovation project/09-0206.
3. Accept and award the bid biosolids disposal services for the Portage County Water Resources Department/09-0207.
4. Enter into a ground lease amendment no. 10 with Blair Kotkowski/09-0208.
5. Approve specifications and set bid date for the renovation of the Dennis M. Coble administration building for MRDD/09-0209.
6. Enter into lease agreement amendment no. 1 with Sicuro and Simon/09-0210.

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10:20AM 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 prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment. **Also present: Internal Services Director JoAnn Townend.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:25 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Upon exiting executive session, the Board of Commissioners took no action.

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## HUMAN RESOURCES

Present: Karen U'Halie

1. The Director discussed the Worksite Wellness Program Implementation , advising that she is ready to establish the committee to consider County resources and focus on top health risks for intervention. This will allow Portage County to take advantage of a subsidy from Medical Mutual of Ohio to use towards a worksite wellness program. The Director noted that physical activity, nutrition, stress, and financial management are the topics most employees are interested in./Journal Entry
2. Employee Appreciation Event and National County Government Week– the Director advised that she is ready to establish the committee to suggest event ideas for Employee Appreciation. The Director advised that the cost of the traditional breakfast event during National County Government Week has increased from \$2999 to \$4,000. The Board of Commissioners agreed to convene the committee to bring back ideas for events. The Director will obtain additional quotes for the traditional breakfast.
3. The Director discussed the proposed revision of the Travel and Expense Reimbursement – Section 13 of the Portage County Board of Commissioners’ Personnel Policy Manual. The Director suggested the additional language requiring that employees who receive a monthly reimbursement for mileage shall use their personal vehicle for all in-county and out-of-county travel, keeping a detailed mileage log that must be submitted monthly. The Board of Commissioners agreed to meet with the four Directors to discuss this addition to their policy.

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**JOB & FAMILY SERVICES**

Present: Anita Herington, Penny Ray

- I. The Board of Commissioners authorized the Director to sign all Daycare Contracts on their behalf/Journal entry
- II. The Director provided a chart showing the Child Support Collections versus the unemployment rate.
- III. PCSA Administrator Penny Ray attending to provide the details of the Portage County response to the Stage 7 Child Protection and Oversight Evaluation (CPOE) Final Report, as requested by the Board of Commissioners.

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**SHERIFF**

Present: Sheriff Dave Doak, Jail Administrator/Captain Ricky Neal, Attorney Denise Smith, Nicole Jones

The Board of Commissioners invited Sheriff Doak to meet with them to discuss the Portage County Pay-For-Stay Program, approved by Sheriff Kaley and the Board of Commissioners in June 2008. Commissioner Keiper noted that the vendor has contacted him several times in the last two weeks to determine if the contract is going to move forward or not. Commissioner Keiper wondered what the Portage County legal obligation is. Are we moving forward with this program or not? Attorney Denise Smith noted that the \$12,500 obligated by the contract has been paid to the vendor and that is the only contractual obligation in accordance with this contract. Commissioner Smeiles added that \$1,200 was taken in in booking fees of \$100 per inmate during the first several weeks of the program. Denise Smith reminded the Board that the statute only allows collection of money from a convicted inmate or from an inmate who pled guilty. The collected money goes into a fund and will be returned to the inmate if the inmate is not convicted.

Commissioner Frederick noted that, at the December 2008 meeting, the Judges had asked John Jacobs of IntelliTech about a variety of issues. She also asked \$100 collected from inmates has been returned to the 12 who paid the fee if they have not been convicted? The Sheriff did not know the answer to that question.

Commissioner Smeiles asked the Sheriff if he wants to participate in this program? The Sheriff responded only if the courts are on board with the program, the Probation Department would also have to buy-in, and the Prosecutor would need to be in agreement. He added that convicted inmates do not have \$100 per day to pay into this program. There would also have to be a sliding scale for payment.

Commissioner Keiper stated that, if we are going to implement this program, the vendor should be brought in to work with county departments. He added that he does not believe that the Judges have a role in this decision. The Sheriff responded that the decision to move forward will affect the Judges when sentencing.

Commissioner Smeiles asked, assuming that the Judges are brought on board and the vendor answers all questions, is the Sheriff prepared to move forward with the program? The Sheriff responded that he does not like the way this program was put into place.

Commissioner Keiper added that the Judges have met with the vendor and questions have been answered. Commissioner Smeiles noted that the program will bring in revenue for the Sheriff to use even if inmates don't pay all the charges.

Attorney Denise Smith stated that, as long as costs are imposed only on convicted inmates, there is not a legality/constitutionality issue. If the prisoner objects to a bill upon being released, he can take an appeal to the County Common Pleas Court. If he does not object, a lien can be placed on property he/she owns.

Commissioner Keiper stated that the current dilemma is that we have a contract in place, after a year and one-half selection process that the Judges participated in. This is the Sheriff's call – he asked how the Sheriff wants to proceed. The Board of Commissioners is comfortable in meeting again with the Sheriff, the Judges and the vendor to walk-through the program again.

Commissioner Smeiles would like to move forward to generate funds for the Sheriff's budget for cars, equipment, etc. The Sheriff responded that in 1998, there were issues with lawsuits.

Commissioner Frederick reminded the Commissioners that at the December 2008 meeting, IntelliTech's John Jacobs told the Board of Commissioners that, if the County does not want the program, there will be no lawsuit. Denise Smith confirmed that comment by Mr. Jacobs. Commissioner Smeiles asked the Sheriff to contact the counties that have this program in place to determine if it works or not. Commissioner Keiper noted that the Sheriff's office asks consistently for additional funds, it would be helpful to use this program to fund needs that never end. Cars wear out, safety equipment improves often and requiring replacement, the needs are great including the courts and justice system and the dollars in fines are limited. Any amount of revenue/income is a huge bonus in this critical time.

Commissioner Frederick asked the Sheriff to check with his Association to determine if the funds collected are going back to the Sheriff or into the General Fund in most cases. The Sheriff agreed to make that call. Attorney Denise Smith noted that in 2005, the settlement for Trumbull, Lucas, Ashtabula, and Auglaize required them to complete a three year agreement for the program, information may be available from those counties.

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Commissioner Keiper advised the Board of Commissioners that he has been working with the Grants Administrator to prioritize the top five projects for consideration for stimulus moneys. He suggested that the top five projects should be the Crain Avenue bridge project, the Shalersville Business Park, the Aurora Meadows sewer project, the SWMD warehouse and one final project to be determined. The Board of Commissioners concurred. Commissioners Frederick and Smeiles will meet with the Grants Coordinator to determine a final project.

The Board of Commissioners also authorized Mr. Banks to sign the Project Nomination Forms and/or the Pre-Applications for the water and sewer projects submitted to the state of Ohio for stimulus funding/Journal Entry

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**GENERAL SERVICES**

Present: Jim Manion

The Director attending to discuss the damage to the stairwells after the flooding event, which is being repaired. The contractor is on site to repair the first through fourth floors. The contractor presented a quote of \$2800 per stairwell or \$5,600 to scrape and paint from the fifth to seventh floors. Mr. Manion has talked to Director of Maintenance Tim Miller, who advised that these funds are not available in the maintenance budget but perhaps could be funded with the capital project budget Fund 4002.

Commissioner Smeiles would prefer to have the Maintenance staff paint the top floors; Commissioner Frederick wondered what the planned use of the Fund balance is. The Board of Commissioners agreed not to accept the quote to paint the fifth –seventh floor stairwells

The Director noted that Prosecutor Victor Vigluicci has some questions about the proposed move of the county owned cars to the F Lot, although CBO Wrentmore and Adult Probation’s Bob Fankhauser are on board with this proposal.

Jim Manion is getting quotes for the proposed changes to the F Lot. The Board of Commissioners is sending a formal request to the City of Ravenna for additional lighting for the Prosecutor’s parking lot.

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**RESOLUTION No. 09-0195 - 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 12, 2009 in the total payment amount of **\$777,523.30 for Funds 0001-7217** 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



**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:

03/12/09	514	\$9,035.60
03/12/09	513	787.97
03/12/09	511	1,170.00
Total		\$ 10,993.57

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. 09-0198**

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**RE:**

**ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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

**WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

**WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office, and





Voice vote as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0201**

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**RE: APPROVE SPECIFICATIONS FOR VARIOUS HIGHWAY MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME FOR RECEIVING BIDS FOR SAME.**

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

**WHEREAS,** Specifications have been submitted to this Board of Portage County Commissioners for approval for various **Highway Materials** for use by the Portage County Engineer; now therefore be it

**RESOLVED,** that the Specifications, as submitted for various **Highway Materials** for use by the Portage County Engineer, be and are hereby approved; and be it further

**RESOLVED,** that sealed bids for said **Highway Materials** for the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 7<sup>th</sup> Floor, Room 701, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **3:00 P.M.** on **April 7, 2009** and publicly opened and read for the following:

Various sizes of Storm Sewer Pipe (*corrugated metal pipe, aluminized steel pipe and plastic pipe*)

Guard Rail

Bridge Decking

and be it further

**RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **March 20, 2009** and **March 27, 2009**, and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

**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. 09-0202 - RE: APPROVE SPECIFICATIONS FOR BITUMINOUS LIQUIDS AND BITUMINOUS MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER AND SET TIME FOR RECEIVING BIDS FOR SAME.**

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

**WHEREAS,** Specifications have been submitted to this Board of Portage County Commissioners for approval for the purchase of **Bituminous Liquids** and **Bituminous Materials**; now therefore be it

**RESOLVED,** that the Specifications, as submitted for the purchase of **Bituminous Liquids** and **Bituminous Materials** for use by the Portage County Engineer, be and the same are hereby approved; and be it further

**RESOLVED,** that sealed bids for said **Bituminous Liquids** and **Bituminous Materials** for use by the Portage County Engineer will be accepted by the Director of the Portage County Office of Internal Services, 7<sup>th</sup> Floor, Room 701, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **3:00 P.M. on April 14, 2009** and publicly opened and read for same and be it further

**RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **March 27, 2009** and **April 3, 2009**, and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

**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. 09-0203 - RE: ACCEPT FY09 WOMEN, INFANTS AND CHILDREN (WIC) ADMINISTRATION GRANT AND AUTHORIZE ELECTRONIC SUBMISSION OF BUDGET REVISION BY THE WIC PROGRAM MANAGER.**

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

**WHEREAS,** on July 10, 2008, the Board of Commissioners adopted Resolution 08-0643 authorizing the electronic application to the Ohio Department of Health for the FY 2009 WIC Grant (October 1, 2008 through September 30, 2009) under grant number 06710041WA0209;and

**WHEREAS,** the Ohio Department of Health issued a Notice of Award dated September 10, 2008, which was sent to WIC Program Manager Nancy Dailey, awarding \$1,026,880 to the Women, Infants, and Children's (WIC) Program of Portage and Columbiana Counties; and

**WHEREAS,** the Board of Commissioners received a March 9, 2009 notice from the Ohio Department of Health that the Women, Infants, and Children's Program of Portage and Columbiana Counties is eligible for additional FY09 WIC funds in the amount of \$7,000 to meet increased administrative costs; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners accepts the Ohio Department of Health FY09 award of \$1,026,880 for the Women, Infants, and Children's Program of Portage and Columbiana Counties; and be it further

**RESOLVED,** that the Portage County Board of Commissioners accepts the additional funding of \$7,000 to meet increased administrative costs, increasing the Ohio Department of Health FY09 award from \$1,026,880 to \$1,033,880; and be it further

**RESOLVED,** that the Portage County Board of Commissioners authorizes the WIC Program Manager to submit the necessary budget revision electronically to the Ohio Department of Health for the FY 2009 WIC Grant (October 1, 2008 through September 30, 2009) under grant number 06710041WA0209; 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. 09-0204**

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**RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY COMMISSIONERS TO EXECUTE THE WETLANDS MITIGATION AGREEMENT WITH THE PORTAGE PARK DISTRICT FOR THE RAV 111 CH151D BRIDGE REPLACEMENT PROJECT ON LAKEWOOD ROAD OVER THE BREAKNECK CREEK IN RAVENNA TOWNSHIP, PORTAGE COUNTY.**

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



**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Fellowship of Believers; 6760 Peck Rd., Ravenna, Ohio 44266 for use of the Courthouse lawn on Saturday, March 28<sup>th</sup>, 2009 between the hours of 1:00 PM and 2:00 PM for Fellowship of Believers; 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. 09-0206 - RE: AWARD THE BID AND ENTER INTO AN AGREEMENT WITH STITLE CONSTRUCTION CORPORATION FOR THE SENIOR CENTER PHASE 2 RENOVATION PROJECT AT 705 OAKWOOD STREET, RAVENNA, OHIO**

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

**WHEREAS,** seventeen (17) contractors requested bid documents for the Senior Center Phase 2 Renovation project at 705 Oakwood Street, Ravenna OH 44266; and

**WHEREAS,** on March 3, 2009 the Portage County Internal Services Department received nine (9) bids for the project; and

**WHEREAS,** upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services that the lowest and best bid received submitted by Stitle Construction Corporation in the amount of Fifty six thousand, two hundred eighty-two and 00/100 dollars (\$56,282.00) for the Base Bid; and Three thousand seven hundred and 00/100 dollars (\$3,700.00) for Alternate G-1 (replacement of existing windows) for a combined total bid of Fifty nine thousand, nine hundred and eighty-two and 00/100 dollars (\$59,982.00); now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners agrees to enter into an agreement with Stitle Construction Corporation in the amount of Fifty nine thousand, nine hundred and eighty-two and 00/100 dollars (\$59,982.00); and be it further

**RESOLVED,** that the project will be funded through the Community Development Block Grant 2008 Formula Allocation grant activity; 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



**RESOLUTION No. 09-0208**

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**RE: ENTER INTO GROUND LEASE AMENDMENT NO. 10  
BETWEEN THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND BLAIR KOTKOWSKI.**

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

- WHEREAS,** the original ground lease between the Portage County Board of Commissioners and Blair Kotkowski was entered into for the property fronts on the corner of Coit Road and Frost Road being part of the former Standard Slag property containing five (5) tillable acres, more or less; to be used only for farming purposes and uses normally incident thereto was entered into June 1, 2000 at a cost of One hundred twenty-five dollars and 00/100 (\$125.00) per annum; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2001 until May 31, 2002 through amendment no. 1, resolution 01-0163 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2002 until May 31, 2003 through amendment no. 2, resolution 02-0125 at the same rate; and
- WHEREAS,** the parties agreed to add an additional five (5) tillable acres, more or less on Coit Road to be used only for farming purposes and used normally incident thereto and extend the lease from June 1, 2003 until May 31, 2004 through amendment no. 3, resolution 02-0470 and to increase the rate to Two hundred fifty and 00/100 dollars (\$250.00) for both sites per annum; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2003 until May 31, 2004 through amendment no. 4, resolution 03-0163 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2004 until May 31, 2005 through amendment no. 5 , resolution 04-0342 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2005 until May 31, 2006 through amendment no. 6, resolution 05-0246 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2006 until May 31, 2007 through amendment no. 7, resolution 06-0134 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2007 until May 31, 2008 through amendment no. 8, resolution 07-0246 at the same rate; and
- WHEREAS,** the parties agreed to extend the lease from June 1, 2008 until May 31, 2009 through amendment no. 9, resolution 08-0179 at the same rate; and
- WHEREAS,** Blair Kotkowski would like to continue leasing said property; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to extend the lease from June 1, 2009 thru May 31, 2010 in the amount of \$250.00 per annum (\$125.00 for

the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); 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. 09-0209                      -                      RE:                      APPROVE SPECIFICATIONS AND SET BID DATE FOR THE RENOVATION OF THE FRONT AND FAR-REAR ENTRY WAYS, ALL RESTROOMS, THE BREAK ROOM, AND THE STORAGE ROOM OF THE MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES DENNIS M. COBLE ADMINISTRATION BUILDING AT 2606 BRADY LAKE ROAD, RAVENNA OH.**

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

**RESOLVED,** that the bid specifications, as designed by David L. Sommers, AIA, Architects for the renovation of the front and far-rear entry ways, all restrooms, the break room and the storage room for the Portage County Board of Mental Retardation and Developmental Disabilities Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna be and hereby are approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Director of Business Management, Portage County Board of Mental Retardation and Developmental Disabilities, 2606 Brady Lake Rd., Ravenna OH 44266 until 10:00 a.m. on April 10, 2009; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on March 18, 25 and April 1, 2009 and a copy thereof be posted on the bulletin board of the Board forthwith; 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:

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

\* \* \* \* \*  
**RESOLUTION No. 09-0210 - RE: ENTER INTO LEASE AGREEMENT AMENDMENT NO. 1  
BETWEEN PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND THOMAS J. SICURO AND  
WILLIAM G. SIMON.**

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

**WHEREAS,** a lease agreement between the Portage County Board of Commissioners and Thomas J. Sicuro and William G. Simon was entered into on September 15, 2007 for the lease of real estate property located at 213 S. Chestnut Street, Ravenna, Ohio; and

**WHEREAS,** Thomas J. Sicuro and William G. Simon have requested a reduction of rent due to the current economic situation beginning April 1, 2009 and ending at the expiration of the lease on July 31, 2010; now therefore be it

**RESOLVED,** that the Board of Commissioners have agreed to reduce the rent beginning April 1, 2009 and continuing through to the expiration of the lease on July 31, 2010; and be it further

**RESOLVED,** that Thomas J. Sicuro and William G. Simon shall pay rent in the amount of Nine hundred eleven and 00/100 dollars (\$911.00) per month beginning April 1, 2009 and continuing through to the expiration of the lease on July 31, 2010; 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;

\* \* \* \* \*  
**RESOLUTION No. 09-0211 - RE: AGREE TO ENTER INTO AMENDMENT #4 TO THE LETTER OF  
ARRANGEMENT BETWEEN PORTAGE COUNTY AND THE  
AUDITOR OF STATE FOR AUDIT OF GENERAL PURPOSE  
FINANCIAL STATEMENTS OF PORTAGE COUNTY FOR THE  
YEAR ENDED DECEMBER 31, 2007.**

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

**WHEREAS,** on January 29, 2008, the Board of Commissioners adopted resolution No. 08-0099 agreeing to sign and accept a Letter of Arrangement, dated January 29, 2008, by and between the Auditor of State and the Board of Commissioners which sets forth the nature



2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-195
3. Approve the wire transfer as presented by the County Auditor./09-196
4. Approve the Journal Vouchers as presented by the County Auditor./09-197
5. Approve the Then & Now as presented by the Portage County Auditor./09-198
6. Approve specifications for acrylic water base traffic paint for use by the Portage County Engineer and set time and date for receiving bids for same./09-199
7. Approve specifications for various aggregate materials for use by the Portage County Engineer and set time for receiving bids for same./09-200
8. Approve specifications for various highway materials for use by the Portage County Engineer and set time for receiving bids for same./09-201
9. Approve specifications for bituminous liquids and bituminous materials for use by the Portage County Engineer and set time for receiving bids for same./09-202
10. Agreement between the Portage County Board of Commissioners and the Kent Regional Business Alliance for the administration and implementation of Portage County Revolving Loan Fund Plans./09-HOLD
11. Authorize the Portage County Board of Commissioners to execute the wetlands mitigation agreement with the Portage Park District for the RAV 111 CH151D Bridge Replacement Project on Lakewood Road over the Breakneck Creek in Ravenna Township, Portage County. (County Engineer)./09-204
12. Resolution to agree to enter into Amendment #4 to the Letter of Arrangement between Portage County and the Auditor of State for the Audit of the General Purpose Financial Statements of Portage County for the year ending December 31, 2007/09-0211

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**INVITATIONS/MEETING NOTICES**

March 12, 2009

1. Invitation from Connect Ohio for the Portage County e-Community Leadership Team on Wednesday, March 25, 2009, 10:00-11:00 AM, 167 E. Main St., Jenkins Room, Ravenna.
2. Invitation from Hasenstab Architects, Inc. for the 2009 AIA Akron Design Awards Dinner on Thursday, April 9, 2009, Sheraton Suites Hotel, Cuyahoga Falls.
3. Invitation for the Child Guidance & Family Solutions 2<sup>nd</sup> Annual Mending Hearts and Minds Breakfast on Wednesday, March 18, 2009 at 7:30 AM, St. Joseph's Family Center, Akron.
4. Invitation from the Ohio Department of Natural Resources for the Ashland, Portage and Wayne County Ordinance Assistance Workshop on Tuesday, March 31, 2009, 12:30-4:30 PM, Rittman Rec. Ctr, Rittman.

5. Invitation from United Way for the World Golf Championships Bridgestone Invitational on Sunday, June 28, 2009, 1:30 PM at Firestone Country Club's South Course.
6. Invitation from RSA Conference 2009, Monday-Friday, April 20-24, 2009, San Francisco.
7. Invitation to celebrate Social Worker Month on Wednesday, March 18, 2009, 12:00-1:00 PM, NEOUCOM Great Hall A (Ralph Regula Conference Center).

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

March 12, 2009

1. Does the Board wish to advertise and interview for the three (3) County Commissioner appointments to the Mental Health & Recovery Board/The Board of Commissioners agreed not to advertise but to ask the Executive Assistant to obtain a letter of interest from each candidate.
2. March 9, 2009 e-mail from Dan Colantone, Greater Akron Chamber, regarding a request to approve Virginia Albanese as the Chair Elect of the Board of Directors. Response requested by Thursday, March 12, 2009./Information only

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**JOURNAL ENTRIES**

March 12, 2009

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 8, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$550 in Court Donations.
2. Board of Commissioners' authorization requested to allow use of the Courthouse Lawn on Friday, April 10, 2009 from 4:30-6:30 PM for the crucifixion recreation as requested by the Edinburg 1<sup>st</sup> Church of God.
3. Board of Commissioners' authorization requested to release of \$3,300 to the Portage County Agricultural Society, dba Randolph Fair, as the Portage County Annual Contribution in accordance with Ohio Revised Code Section 1711.

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**REFERRED**

March 12, 2009

1. March 4, 2009 memo from David Schleich, Ohio Department of Agriculture, regarding an Apiary Inspector meeting/Referred to County Apiary Inspector Brian Neuman.

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**PLEASE ADD TO THE AGENDA**

March 12, 2009

1. March 11, 2009 correspondence from Janet Esposito, County Auditor regarding IRS Compliance/Journal Entry
2. DRAFT RESOLUTION: Accept FY 09 Women, Infants and Children (WIC) Administration Grant and authorize electronic submission of budget revision by the WIC Program Manager/09-0203
3. March 5, 2009 request from the Neighborhood Development Services, Inc. for a meeting to address questions about the processing of business between the Board of Commissioners and the Neighborhood Development Services, Inc./Clerk to schedule a meeting.

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**INFORMATION ONLY**

March 12, 2009

1. March 3, 2009 correspondence from Judge Laurie Pittman, Common Pleas Court to Richard Warren, regarding Case No. 1992 CV 00820/Commissioner Smeiles agreed to contact Mr. Warren to discuss this issue.
2. February 26, 2009 correspondence from The Ohio Water Development Authority Staff, regarding the completion of Loan payment with Ohio Water Development Authority.
3. The Board of Commissioners received Bulletin 2009-004 from Auditor of State Mary Taylor, regarding audit and financial reporting requirements for Joint Economic Development Districts (JEDD)/Forward to the Economic Development Office.
4. March 6, 2009 e-mail from Karen U’Halie, Human Resources Department, regarding House Bill 187.

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**PROSECUTOR**

March 12, 2009

1. March 9, 2009 e-mail from Denise Smith regarding the February 24, 2009 correspondence from Paul Platz, regarding garnishment notice/Information only.

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**Journal Entry**

March 12, 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 Weekly Report of Kennel population for the week ending March 8, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$550 in Court Donations.
2. The Board of Commissioners authorized the use of the Courthouse Lawn on Friday, April 10, 2009 from 4:30-6:30 PM for the crucifixion recreation, as requested by the Edinburg 1<sup>st</sup> Church of God. Forwarded to the Internal Services Director to prepare the necessary agreement, adding language preventing digging of any sort on the lawn.

3. The Board of Commissioners authorized the release of \$3,300 to the Portage County Agricultural Society, dba the Randolph Fair, as the Portage County Annual Contribution, in accordance with Ohio Revised Code Section 1711.
4. The Board of Commissioners approved the following Personnel Requisition, as presented by the Portage County Human Resources Department and approved by Water Resources Department Director Harold Huff:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Water Resources Department	Engineering Tech II (Replacing Sue Workman)	ET2/1	Post Internally

5. The Board of Commissioners approved the following Personnel Requisition, as presented by the Portage County Human Resources Department and approved by Job and Family Services Department Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 Healthy Start/Health Family Unit (Replacing Renee Henderson)	JFS H	Post Internally & Externally

6. The Board of Commissioners signed the Personnel Action Form authorizing the probationary removal of Renee Henderson as an IM Worker 3 for the Portage County Department of Job & Family Services, effective March 10, 2009, as presented by Human Resources Department Director Karen U'Halie and approved by Department of Job & Family Services Director Anita Herington.
7. After meeting today with Internal Services Director JoAnn Townend, the Board of Commissioners authorized the purchase of a voicemail system for the Sheriff's Offices at a cost of \$5,781.09.
8. The Board of Commissioners accepted the March 11, 2009 recommendation of County Auditor Janet Esposito and authorized the hire of CPA Leslie Smeach of Schlabig to provide the County Auditor with assistance with Portage County's IRS Compliance at a cost not to exceed \$1,000. The Board of Commissioners will provide the County Auditor the funding necessary for this service.
9. The Board of Commissioners authorized the Human Resources Department Director to establish a Worksite Wellness Committee to take advantage of a subsidy from Medical Mutual of Ohio to use towards a worksite wellness program.
10. The Board of Commissioners agreed that Human Resources Department Director Karen U'Halie should work with CompManagement to file an appeal letter with the Ohio Bureau of Workers' Compensation.
11. The Board of Commissioners authorized Director Anita Herington, Portage County Department of Job & Family Services, to sign all Day Care Contracts for FY 2009 on their behalf.

12. On March 10, 2009, the Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and approved the request from Jeffrey Feciuch to waive sanitary sewer connection fees of \$8,155.00 at 3785 *Waterloo Road* in Randolph Township, contingent upon his purchase of that residence. The Commissioners noted that this will be an owner-occupied residence and that approvals for any other existing homes located on this gravity system will be considered on a case-by-case basis.

Today, the Board of Commissioners agreed to revise the Journal Entry to correct the street name from Waterloo Road to Randolph Road, as follows:

The Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and approved the request from Jeffrey Feciuch to waive sanitary sewer connection fees of \$8,155.00 at 3785 *Randolph Road* in Randolph Township, contingent upon his purchase of that residence. The Commissioners noted that this will be an owner-occupied residence and that approvals for any other existing homes located on this gravity system will be considered on a case-by-case basis.

13. The Board of Commissioners authorized Grants Administrator Dan Banks to sign the Ohio Water Pollution Control Loan Fund Project Nomination Forms and/or the Ohio EPA Division of Drinking and Ground Waters Revolving Loan Account (WSRLA) Pre-Application Forms for the water and sewer projects submitted to the state of Ohio for stimulus funding.

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 12, 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 **12:20 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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