

**Thursday, April 2, 2009**

The Board of County Commissioners met in regular session on **Thursday, April 2, 2009 at 9:35 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 31, 2009 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; resident Terrence Mott

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**HUMAN RESOURCES**

Present: Karen U’Halie, Water Resources Department Director Harold Huff

The Director presented the March 27, 2009 correspondence from the Ohio Bureau of Workers’ Compensation advising of their approval of the Portage County application for the retrospective rating plan for the January 1, 2008 policy year.

9:40 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 the discipline of a county employee. **Also present:** Director Karen U’Halie and Water Resources Department Director Harold Huff. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

9:50 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.

Upon exiting executive session, the Board took no action.

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**INTERNAL SERVICES**

Present: JoAnn Townend

Commissioner Keiper advised the Board of Commissioners that he attended a portion of the Robinson Memorial Hospital BidBridge event at which the hospital saved over \$1 million.

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## DISCUSSION

### Projects

1. Home Savings has asked that the Board of Commissioners pay the \$1,800 electric bill that came during the renovations. Dave Sommers was contacted to determine if the contractor should be paying this invoice. JoAnn Townend noted that the county paid the heating bills and the five offices on the side are on that electric service, although the offices are not occupied. Maintenance has cleaned out those offices. JoAnn Townend to discuss with the bank
2. The Riddle Block building exterior is in need of attention. JoAnn Townend would have to contact an architect to prepare the bid specs for tuck and point, new roof to replace part of the three different roofs, gutters, new windows, etc. The Board agreed to separate the necessary work to determine what to approve first and also bid the project as a whole for the best pricing. The Board of Commissioners agreed that JoAnn Townend should advertise an RFP for this project.
3. The Board of Commissioners directed JoAnn Townend to send out an RFQ for a company to look at all county facilities to determine each building's needs.

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## RESOLUTIONS

1. Enter into an agreement for parenting services with F & C S for JFS from November 1, 2008 through October 31, 2009./09-294
2. Enter into an agreement with Family & Children First Council for JFS to provide services as the administrative agent./09-295
3. Enter into amendment no. 1 for in-home intervention services with F & C S for JFS./09-296
4. Approve bid specifications and set bid date to lease 2 vans for JFS./09-297
5. Enter into ground lease amendment no. 3 with Stanley Sayre acreage in Mantua and Shalersville./09-298
6. Enter into amendment no. 8 with Gary Kapusta for permission to walk on County property./09-299
7. Declare personal property located at the Woodlands obsolete or unfit and authorize its disposal./09-300

The Director noted that the items will be moved to the former nursing home facility for auction. Ms. Townend is meeting with Director Bill Steiner, SWMD, tomorrow to look at what could be sold as metal.

8. Enter into a non-drilling oil & gas lease with Ben Energy LLC/09-Hold. Commissioner Smeiles will contact Attorney Koogan to discuss.

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The Director advised the Board of Commissioners that she has closed one county credit after noticing charges from the Philippines. She will prepare the proper paperwork for an investigation and the company will issue new cards.

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10:35 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 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: Director JoAnn Townend.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:37 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 authorized Director Townend to hire Attorney Ron Habowski as the lead negotiator for the Motor Pool labor agreement.

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**MAINTENANCE**

Present: Tim Miller

10:37 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 a performance evaluation. **Also present: Maintenance Director Tim Miller.** 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 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 agreed to meet with Director Miller next week to continue this discussion.

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11:10 AM The Board of Commissioners recessed to Solid Waste Management District

12:06 PM The Board of Commissioners reconvened

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12:06 PM Lunch recess

1:20 PM Board of Commissioners reconvened

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Water Resources Department Director Harold Huff attending to ask the Board of Commissioners to approve the hire of a temporary part-time Electrician for the Portage County Water Resources Department pending the successful completion of a pre-employment drug and alcohol screening. Funding for this position is available in the 2009 budget. The Director noted that the first candidate selected chose not to accept the position/Journal Entry

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Commissioner Keiper asked that the Clerk schedule some time with the Joint Safety Center architect Dave Sommers and Sheriff Doak to discuss the details of the Joint MOU, in particular the detention cells. Commissioner Keiper noted that he recently went to the Kent Muni Court and found that the six cells on site were all empty.

Commissioner Frederick has asked Architect Dave Sommers for a copy of the report he prepared for a stand-alone Portage County Court House.

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**CITY OF RAVENNA**

Present: Mayor Kevin Poland, CBO Bob Wrentmore; General Services Director Jim Manion

The Mayor stated that he has not yet presented this draft agreement for building department services to City Council. The concern expressed by the city is the level of control that that city would lose by turning over the inspections and permit aspect of the department.

CBO Wrentmore responded that the city would use the same process as the townships in which the residents must provide a Zoning Certificate to the Building Department before an Occupancy Certificate is issued. The Mayor wondered how this will work with the city Planning Commission. The CBO responded that that would not change in the same manner as the different townships have different requirements. The Mayor stated that a third issue is the registration of contractors in the city, which generates a significant income for the city. The CBO is not sure how that will work with Portage County.

The Mayor will bring this potential agreement to the City Council on Monday, April 6<sup>th</sup>. The CBO added that he does not intend to add additional inspectors if this responsibility is assumed. This would be for new construction only, not maintenance issues, rentals, etc. The townships usually enforce their own regulations, calling the Building Department for support.

The Mayor will be in touch with the Board of Commissioners after the April 6<sup>th</sup> Council meeting and schedule time for the Council to meet with Portage County representatives to ask any questions. The Mayor also noted that we must all work together for efficiencies.

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**LAW LIBRARY BOARD**

Present: Dennis Zavinski, Mary Alice Cowan, DBFM Director Audrey Tillis

Mr. Zavinski is the current President of the Law Library Board. House Bill 420 requires that the current Law Library Board be replaced with a new Portage County Law Library Resources Board (PCLLRB ) by mid-July 2009. The County Law Library Association’s responsibility for the management of the law library ends on December 31, 2009.

Mr. Zavinski advised that the county must pick up the full compensation of the Law Librarian and two assistants in 2009; in 2010 a portion of fines and stipends goes to the new Law Library Resources Board, which will oversee those funds.

The Law Library Resources Board will be a five member board with two Board of Commissioners’ appointments, one attorney appointed by Municipal Court Judges, one attorney appointed by the Common

Pleas Court Judges, and one attorney appointed by the Prosecutor. Two members of the current Law Library Board will also serve as members of the PCLLRB until the end of 2010 during this transitional period.

The new entity will become a county agency with the requirement of quarterly meetings with the first meeting taking place in the Commissioners' Board Room in June 2009. The first Chairman must be one of the Commissioners' appointees.

Audrey Tillis noted that the 2010 budget process has begun. The fund will need to be created ASAP and the on-hand funds transferred in. Ms. Cowan noted that the funds are currently in CDs and a high yield savings account. The expected annual revenue is in the high \$400,000, if the last several years are an indication. There is \$267,000 in the Law Library carryover.

The Board of Commissioners agreed to have the Executive Assistant advertise these two openings on the Law Library Resources Board. The Clerk will schedule the first meeting of the new Law Library Resources Board on mid-June.

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**APRIL 2, 2009**

**COMMISSIONERS' JOURNAL EXCERPT  
SHERIFF DOAK – FIRECOM DISCUSSION**

Present: Sheriff David Doak; Major Dennis Missimi; Homeland Security and Emergency Management Office Director Jon Barber; General Services Director Jim Manion; DBFM Director Audrey Tillis; Thomas Repcik, Edinburg Township Trustee; Judy Repcik, Edinburg Township Fiscal Officer; Diane Austin, Edinburg Township Trustee; Tim Paulus, Edinburg Township Fire Chief; Henry Michael, Palmyra Township Trustee; James Deffenbaugh, Palmyra Township Trustee

Homeland Security and Emergency Management Office Director Jon Barber began the discussion noting that this is a continuation of the December 2008 meeting of Township Trustees, Fire Chiefs and Police Chiefs to find a solution to the ongoing FireCom issue. The Director noted that he and the Sheriff have discussed what Portage County can do to assist those townships currently receiving FireCom services. He added that once FireCom gives written notice of opting out, there is a 120 day window to find other service.

Director Barber presented a PowerPoint Presentation:

**Current Situation**

- Ravenna Township will stop the Fire/LE Public Safety Communication effective 120 days from the written notice of termination
  - There are six jurisdictions that have no alternative solution for communications at this time: Deerfield FD, Edinburg FD, Palmyra FD, Paris, Brady Lake FD, Hiram FD, Hiram PD, Brady Lake FD
  - There are four jurisdictions that have some type of alternate plan: Atwater FD, Brimfield FD, Randolph FD, Ravenna Township. Randolph Township is currently using Stow, effective April 1, 2009.
- Portage County's Special Response Teams would be without central call-out: HazMat, Dive, S&R, CISM
- Portage LEPC would be without a 24 hour chemical spills report line
- Portage County Public Safety Communications (PCSO) is capable of Fire/EMS Communications to all jurisdiction listed if needed
  - The current funding contracts for the six jurisdictions is \$44,115.66
  - The current funding contracts for the four jurisdictions is \$29,911.20, excluding Ravenna Township

- The current funding contracts for the LEPC is \$592.25
- The possible minimum funding coming with jurisdictions is \$44,707.91 or \$3,725.66 monthly

**Transitional Needs to PCSO/OHS Homeland Security and Emergency Management Office**

- The Portage County Communication Center would require one additional position filled (5 FTE)
- Initially part-time employees would be used until long term solutions are formulated
- Additional funding would be required to achieve coverage:
  - \$13,680.00 per month – Minimum Cost
    - \$3,725.66 per month – Current Contracts
    - \$7,954.34 per month - Additional Personnel Cost
    - \$2,000.00 per month – Additional Administrative Cost
- A user management group will be established to:
  - Define Policy
  - New System Name
  - Determine “Fair Share” Funding
  - Determine the Future (Long Term Solution)
  - Sheriff will dedicate area within Communication Center for Fire/EMS
- The OHS/EMA would select and hire staff with Sheriff’s approval, and be responsible for training and competency

**Potential Issues**

- There are currently three consoles outfitted with the fourth area not in use. This proposal would require the addition of a fourth 9-1-1 Console. It would be possible to move the Homeland Security and Emergency Management Office equipment to the area and replace the Homeland Security and Emergency Management Office equipment with FireCom equipment. Major Missimi noted that this would make all the equipment identical.

Chief Paulus confirmed that the equipment was purchased with grant dollars but can be transferred to the county. Commissioner Keiper noted that the grantee must be advised, should this be the manner that we move forward.

- Additional Radio Console Position
- Contingency Fund for Unknowns
- Public Safety Communications Coordinator

**Implementation Time Table**

- Ravenna Township would give 120 notice to stop operations;
- Within two weeks meet with current FireCom clients to review option;
- Within 30 days, If PCSO / OHS EMA proposal is accepted, advertise and hire staff;
- Within 60 days have all equipment issues identified and addressed;
- Within 75 days have personnel hired and trained;
- Within 90 days have policies and procedures reviewed and approved by user management group;
- 120 days begin operations

The Board of Commissioners asked if the six townships have committed to paying for service. Commissioner Frederick added that this is a wonderful idea but the General Fund cannot pay for the shortfall. Commissioner Frederick noted that the commitment is not there yet from the townships.

Jon Barber responded that there is a need for about \$68,000 to cover the rest of 2009. The Board of Commissioners asked that the Director contact the townships to determine their interest and get a











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

**WHEREAS,** the Portage County Engineer has secured 90% federal funding from the County Engineer's Association of Ohio HSIP Program to perform the 2009 Crash Data/High-Hazard Location Analysis Study on all County Highways in Portage County, and

**WHEREAS,** the Portage County Engineer has received LPA Agreement No. 22541 from the Director of the Ohio Department of Transportation for said crash data study, and

**WHEREAS,** the LPA Agreement provides for the reimbursement to the Portage County Engineer of the federal funds for the said intersection safety studies to a maximum of \$13,410.00, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into the LPA Agreement No. 22541 with the Director of the Ohio Department of Transportation to access federal funds to reimburse the Portage County Engineer for the 2009 Crash Data/High-Hazard Location Analysis Study on all County Highways in Portage County.

**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. 09-0293                      -                      RE:    APPOINTMENT TO THE PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY BOARD OF TRUSTEES**

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

**WHEREAS,** Ohio Revised Code Chapter 308 authorizes the creation of a regional airport authority and the Portage County Regional Airport Authority Board of Trustees has been established for the purpose of acquiring, establishing, constructing, operating and promoting the use of the Portage County Regional Airport; and

**WHEREAS,** there currently is a vacancy on the Board of Trustees; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint to a three-year term commencing immediately and expiring April 2, 2012 the following:



**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;

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**RESOLUTION No. 09-0295                      -                      RE:                      ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY AND CHILDREN FIRST COUNCIL OF PORTAGE COUNTY FOR THE SERVICES OF ADMINISTRATIVE AGENT.**

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

**WHEREAS,** the Family and Children First Council of Portage County is in need of an Administrative Agent; and

**WHEREAS,** the Board of Commissioners has agreed to designate the Director of the Portage County Department of Job & Family Services to serve as the Family and Children First Council of Portage County's Administrative Agent; and

**WHEREAS,** the Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and the Family and Children First Council of Portage County; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Family and Children First Council of Portage County for a term of sixty (60) months from the date of signature; and be it further

**RESOLVED,** that the agreement may be terminated upon ninety (90) days written notice by the Family and Children First Council of Portage County; and be it further

**RESOLVED,** that this Agreement will continue to renew every twelve (12) months until the expiration unless a notice to terminate is provided; 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;

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**RESOLUTION No. 09-0296                      -                      RE:                      ENTER INTO AMENDMENT NO. 1 FOR IN-HOME INTERVENTION SERVICES (“FAST TRACK”) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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

**WHEREAS,**                      an agreement between the parties was entered into and known as Portage County Contract No. 20080453 (the “Original Contract”) by Resolution No. 08-1188 to provide immediate in-home services to stabilize a family and prevent removal of children from their homes (referred to as “FAST TRACK”); and

**WHEREAS,**                      the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,**                      that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for the period November 1, 2008 through October 31, 2009; and be it further

**RESOLVED,**                      that the parties agree that services shall be rendered at a rate not to exceed a total of One thousand eight hundred and 00/100 dollars (\$1,800.00) per family for FAST TRACK for the first one hundred twenty (120) days of service for a maximum of one hundred (100) families; and, if a ninety (90) days extension is approved by PCDJFS, a payment of an additional One thousand one hundred and 00/100 dollars (\$1,100.00) will be made per family for a maximum of fifty (50) families; and be it further

**RESOLVED,**                      that the total amount of this Agreement is not to exceed Two hundred thirty-five thousand and 00/100 dollars (\$235,000.00); and be it further

**RESOLVED,**                      that if services are not appropriate or the family does not engage in FAST TRACK services after five (5) working days, FCS will notify PCDJFS by e-mail that written notification is being faxed regarding client refusal, avoidance or cessation of services; and be it further

**RESOLVED,**                      that FCS agrees to furnish PCDJFS a report of all individuals receiving service each month on the PCDJFS Roster of Services Delivered, which shall include dates of class



**APPROXIMATELY 32 ACRES BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS AND STANLEY  
SAYRE.**

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

- WHEREAS,** the Board of Commissioners entered into a Ground Lease Agreement by and between the Board of Commissioners and Stanley Sayre, 4406 Winchell Rd., Mantua, OH 44255 for approximately thirty-two (32) tillable acres to be used on for farming purposes, and used normally incident thereto, and for no other purpose, said land located at the Old County Home Site (Lots 61 & 62) in Shalersville Township on March 14, 2006 through resolution 06-0096; and
- WHEREAS,** an amendment 1 was entered into on April 17, 2007 by resolution 07-0144 for the term January 1, 2007 to December 31, 2007 and
- WHEREAS,** an amendment 2 was entered into on August 19, 2008 by resolution 08-0427 for the term April 1, 2008 to December 31, 2008 and
- WHEREAS,** the parties desire to amend the original Ground Lease Agreement to continue such services; not therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 3 with Stanley Sayre for a term of twelve months(12) months beginning January 1, 2009 and ending December 31, 2009 for Nine hundred sixty and 00/100 dollars (\$960.00) per annum; 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. 09-0299**

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**RE:**

**ENTER INTO AMENDMENT NO. 8 WITH GARY KAPUSTA FOR PERMISSION TO USE TWO (2) ACCESS DRIVES (GAS-WELL ROAD DRIVES), PARK AND WALK ON PORTAGE COUNTY PROPERTY.**

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

- WHEREAS,** an agreement between the parties was entered into on June 1, 2000 granting Gary Kapusta and his son, Michael, permission to walk behind the Portage County Water Resources



**RESOLUTION No. 09-0300**

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**RE: DECLARE PORTAGE COUNTY PERSONAL PROPERTY OBSOLETE OR UNFIT AND AUTHORIZE THE DISPOSAL OF THE ITEMS LOCATED AT THE WOODLANDS.**

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

**WHEREAS,** the Woodlands at Robinson has personal property which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such; and

**WHEREAS,** the items both obsolete and unfit consist of:

- 8 Air mattress overlays
- 10 Egg crate mattresses
- 1 Invacare raised toilet seat
- 1 Manual hooyer lift
- 1 4 wheeled rollator
- 17 Personal wheelchairs
- 3 Fax machines
- 2 Electric wheelchairs

now therefore be it,

**RESOLVED,** that the Board of County Commissioners declares the above items as obsolete and unfit personal property items belonging to Portage County and that the items shall be disposed of by being included and sold at the next County auction; 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;

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**RESOLUTIONS**

April 2, 2009

1. Approval of Meeting Minutes from the March 31, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-286
3. Approve the wire transfer as presented by the County Auditor./09-287
4. Approve the Journal Vouchers as presented by the County Auditor./09-288
5. Approve the Then & Now as presented by the Portage County Auditor./09-289

6. Public Announcement of Available Contracts for guardrail location inventory and inspection study (County Engineer)./09-290
7. Public Announcement of Available Contracts for roadside hazard inventory study (County Engineer)./09-291
8. Authorize the Portage County Engineer to execute Local Public Agency (LPA) Agreement No. 22541 with the Director of the Ohio Department of Transportation for the 2009 Crash Data/High-Hazard location analysis study on all county highways in Portage County./09-292
9. Appointment to the Portage County Regional Airport Authority Board of Trustees – Richard Badger commencing immediately and expiring April 2, 2012./09-293

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**INVITATIONS/MEETING NOTICES**

April 2, 2009

1. Invitation to the Portage County WIC Open House on Tuesday, April 7, 2009, 12:00 Noon-2:00 PM.
2. Invitation from Summa Health Systems for the Run for the Roses 2009 Men Who Cook – Thoroughbred Chefs race for the People’s Choice Award on Friday, May 1, 2009, 5:00-9:00 PM, St. Joseph’s Family Center, Akron.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

April 2, 2009

1. Does the March 30, 2009 e-mail from Brian Kelley, ITS, regarding wireless access/the Board of Commissioners agreed to ask Director Kelley to price the purchase of one system that all four computers could access.
2. March 27, 2009 e-mail from Bob Wrentmore, Building Department, regarding House Bill 2 Stimulus Funds/Discuss again on April 7<sup>th</sup>.
3. The Board of Commissioners received the Newsletter Reader Survey for completion as presented by Roetzel & Andress/Information only
4. March 30, 2009 memo from Carol Kurtz, Internal Auditor, regarding Neighborhood Development Services Inc. payment request of \$28,238.49 for Fund 1275 June-September 2008 second request/Forward a copy to JoAnn Townend. Hold for information from Neighborhood Development Services.
5. March 31, 2009 e-mail from Michelle Ripley, Human Resources Department, regarding an AED Unit. (1) Does the Board wish to authorize the purchase of a replacement on the 3<sup>rd</sup> floor? (2) Who should pay the invoice/Bring back with additional information
6. Board wish to meet with Bruce Tegg regarding the Ohio Jobs & Growth Plan/The Board of Commissioners agreed that a meeting is not necessary

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**JOURNAL ENTRIES**

April 2, 2009

1. Board of Commissioners' authorization requested to have Commissioner Keiper sign the US Department of Justice and US Department of Treasury Federal Annual Certification Report (FACR) indicating the balance of Justice Funds (DEA, FBI, etc) at the end of 2008 is \$5,905.00, as presented by the Portage County Sheriff. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to be correct and properly authorized.
2. Board of Commissioners' signature requested on the payment authorization form for \$11,813.00 payable to 24/7 Mechanical Company LLC for installation of HVAC for Residential Resource Group Home located at 3899 Alexander Road, Atwater as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #05 Private Rental Rehab is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be accurate, appropriate for the circumstances and properly authorized.
3. Board of Commissioners' signature requested on the payment authorization form for \$19,386.00 payable to Wright Heating Inc. for installation of HVAC for Head Start Building located at 4833 Harding Avenue, Ravenna as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #03 Neighborhood Facility/Community Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be complete and correct.
4. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 29, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$850.00 in Court Donations.
5. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, April 27, 2009 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
6. The Commissioners received the March 31, 2009 Amended Certificate of Estimated Resources for the year beginning January 1, 2009 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).

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**REFERRED**

April 2, 2009

1. March 25, 2009 correspondence from Sally Kelly, Senior Center, regarding a donation from Tell Realty (Silver Oaks Place) for \$1,000.00. Referred to Internal Auditor to bring back the required resolution.

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**PLEASE ADD TO THE AGENDA**

April 2, 2009

1. Board of Commissioners authorization requested to allow Commissioner Keiper and Commissioner Frederick to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of

Funds Report, Draw No. 419 for Acquisition and General Administration County Fire Protection, Inc., as presented by Neighborhood Development Services Inc. as follows:

B-E-08-062-1 Acquisition	\$185,000.00
B-E-06-062-1 General Administration	\$ 5,000.00
Total	\$ 190,000.00

Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and authorized/Journal Entry.

2. April 1, 2009 fax from Financial Network of America, requesting Commissioner Keiper's signature on Correspondence to Prudential Financial regarding mailing instructions and website access/Journal Entry.
3. April 1, 2009 e-mail from Dave Vaughan, Neighborhood Development Services Inc., including a draft proposed loan agreement for Windham Daycare project. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted/Forward to the Prosecutor for immediate review.

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**INFORMATION ONLY**

April 2, 2009

1. March 30, 2009 e-mail from Harold Huff, Water Resources Department, in response to the Board's request for review and comment on Lincoln Commons Senior Village.
2. March 30, 2009 memo from Diana Fierle, Economic Development, regarding annual reports for enterprise zones, community reinvestment areas and tax increment financing.
3. March 30, 2009 e-mail from Anita Herington, regarding tax refunds.
4. February 25, 2009 correspondence from Center of Hope Advisory Board, requesting donation.

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**PROSECUTOR**

April 2, 2009

1. March 30, 2009 e-mail from Leigh Prugh, regarding Ben Energy/Information only

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**Journal Entry**

April 2, 2009

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

1. The Board of Commissioners authorized Commissioner Keiper to sign the US Department of Justice and US Department of Treasury Federal Annual Certification Report (FACR) indicating the balance of Justice Funds (DEA, FBI, etc) at the end of 2008 is \$5,905.00, as presented by the Portage County Sheriff. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to be correct and properly authorized.

2. The Board of Commissioners signed the payment authorization form for \$11,813.00 payable to 24/7 Mechanical Company LLC of Diamond, Ohio for the installation of an HVAC system for the Residential Resource Group Home located at 3899 Alexander Road, Atwater, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #05 Private Rental Rehab is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be accurate, appropriate for the circumstances and properly authorized.
3. The Board of Commissioners signed the payment authorization form for \$19,386.00 payable to Wright Heating Inc. for the installation of the HVAC system for the Head Start Building located at 4833 Harding Avenue, Ravenna, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #03 Neighborhood Facility/Community Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to be complete and correct.
4. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending March 29, 2009, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$850.00 in Court Donations.
5. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, April 27, 2009 from 4:30-7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
6. The Board of Commissioners acknowledged the receipt of the March 31, 2009 Amended Certificate of Estimated Resources for the year beginning January 1, 2009, as submitted by the Portage County Budget Commission.
7. The Board of Commissioners authorized Commissioner Keiper and Commissioner Frederick to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 419 for the Acquisition and General Administration County Fire Protection, Inc., as presented by Neighborhood Development Services Inc. as follows:

B-E-08-062-1 Acquisition	\$185,000.00
B-E-06-062-1 General Administration	\$ 5,000.00
<b>Total</b>	<b>\$ 190,000.00</b>

Documents reviewed by Internal Auditor Carol Kurtz, who noted that the form is sufficiently complete for processing.

8. After meeting today in an Executive Session with Internal Services Director JoAnn Townend, the Board of Commissioners authorized the hire of Attorney Ron Habowski as the lead negotiator representing Portage County in the upcoming Motor Pool labor negotiations with Teamsters Local 436.
9. On March 31, 2009, the Board of Commissioners authorized the temporary part-time hire of Richard Knerem Jr. as an Electrician for the Portage County Water Resources Department pending the successful completion of a pre-employment drug and alcohol screening. Funding for this position is available in the 2009 budget. Today, Director Huff advised the Commissioners that this candidate chose not to accept the position.

The Board of Commissioners accepted today's recommendation from Director Huff and authorized the temporary part-time hire of Ronald Keller as an Electrician for the Portage County Water Resources

Department pending the successful completion of a pre-employment drug and alcohol screening. Funding for this position is available in the 2009 budget.

This will be a temporary part-time position until the county's full-time employee returns to work by June 1, 2009 by Journal Entry on February 26, 2009. The position will consist of an eight hour work day, three days per week, for a total of 24 hours per week until June 1, 2009 or until the full-time employee returns to work The Board of Commissioners approved a rate of pay of \$19.65 per hour.

- 10. The Board of Commissioners approved the April 1, 2009 request from Financial Network of America and authorized Commissioner Keiper to sign a correspondence to Prudential Financial of Philadelphia including mailing instructions and website access for Portage County employee transactions.

All in favor, motion carries

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **April 2, 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 3:35 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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