

Tuesday, September 1, 2009

The Board of County Commissioners met in regular session on **Tuesday, September 1, 2009 at 9:30 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the August 27, 2009 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; resident David Gross

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PROSECUTOR

Present: Denise Smith

Review of Prosecutor Pending List

1. Denise Smith advised that she is still looking at the statute regarding payment of old court costs, as presented by the Clerk of Courts.

Prosecutor's Correspondence

1. August 24, 2009 correspondence from Leigh Prugh to Kenneth Coffman, Pecot, Inc., regarding Whispering Meadows Subdivision, Suffield Township/Information only.

10:05 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action and a discipline matter. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:40 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** 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.

After exiting Executive Session, the Board of Commissioners took no action.

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SENIOR CENTER DIRECTOR

Present: Sally Kelly, Attorney Leigh Prugh

The Board of Commissioners discussed the proposed Code of Conduct as drafted by Attorney Prugh and approved it by Journal Entry today.

The Board of Commissioners discussed the request by outside agencies for use of the senior kitchen. Director Sally Kelly noted that the seniors are not in favor of allowing others to use the kitchen. The Board of

Commissioners agreed that Attorney Prugh should review the Family & Community Services lease to make certain that there is no language allowing F&CS to use the kitchen,

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WATER RESOURCES

Present: Harold Huff, Jeff Lonzrick, JoAnn Townend, Anita Herington

- 1. RESOLUTION** - Determining to proceed with the construction of Project No. ST-4 (06-260), Streetsboro Trunk Sewer Rehabilitation, Phase 1, in the Streetsboro Sanitary Sewer District No. 4./09-797
- 2. RESOLUTION** - Accept bids and award contract for Project No. ST-4 (06-260), Streetsboro Trunk Sewer Rehabilitation, Phase 1, in the Streetsboro Sanitary Sewer District No. 4./09-798
- 3. SIGNATURES** - Final Certification of Delinquent Account, Jacob Brastine – Time Payment Tap-in Fee ./Journal Entry
- 4. SIGNATURES** - Final Certification of Delinquent Account, David Peters – Time Payment Tap-in Fee./Journal Entry
- 5. JOURNAL ENTRY** - Royal Moose Lodge Sewer Bills./Journal Entry
- 6. DISCUSSION ITEMS** -
 - a. The Board of Commissioners discussed the Spring Lakes Delinquency Notice for sanitary sewer charges and agreed that the disputed amount should not be certified to the County Auditor. Apparently, Spring Lakes allowed homes to tie into his line and the charges come through the Spring Lakes account, even though Spring Lakes did not get the service. The Board of Commissioners agreed that the unquestioned charges should be certified and that Harold Huff should work with Attorney Leigh Prugh to work this out.
 - b. The Board of Commissioners discussed the request from C & D Plumbing for payment of an invoice for a repair made at 3996 Sappwood Road due to the Water Resources Department capping a service line. The Director noted that as a part of the flushing program, staff notices and capped the pipe. When the homeowner returned home, the problem was discovered./Journal Entry and work with Prosecutor on the necessary Settlement Agreement.

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The Board of Commissioners discussed the draft Asset Policy for Financial Reporting. JoAnn Townend noted that the new policy separates the policy from the procedures and that the new policy remove the required tagging of assets worth \$500 - \$4999 with the department responsible for filing the required inventory in January yearly. There is a Consumable Asset section added to the new policy. The Water Resources Department piece says that there will be attempts to bring the Water Resources Department “onboard” to be integrated into the MUNIS system. Harold Huff would like to add to the policy that the department wants to head toward being on the MUNIS system but they may need a transition period. The County Auditor does not have the staff to enter the Water Resources Department items into MUNIS at this time. From this point forward, the Water Resources Department will correctly categorize purchases to allow an easy transition to MUNIS. The Water Resources

Department volume is more than the rest of the county combined in water, sewer and Streetsboro inventory, especially when the fixed asset is shared.

The Board of Commissioners approved the draft policy as presented; JoAnn Townend to bring back the resolution to amend 05-0168.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

RESOLUTIONS

1. Create Fund 5216, PCS Revenue Bonds 2009 (USDA)/09-799
2. Cash Advance from Fund 5600, STS General Administration to Fund 5705, STS Streetsboro Trunk Sewer Rehabilitation, Phase 1/09-800
3. Transfer from Fund 5400, PCW General Administration to Fund 5507, PCW Cleveland to Aurora Water Line, Phase 1/09-801
4. Transfer from Fund 5600, STS General Administration to Fund 5705, STS Streetsboro Trunk Sewer Rehabilitation, Phase 1/09-802
5. Close Fund 4208, Center Street Bridge Replacement/09-803

UPDATES

6. BOC Pending Requests
 - a. Audrey Tillis is monitoring the Nursing Home Cash issue
 - b. Water Resources Sheriff Training Facility Billing – JoAnn Townend processing the agreement
 - c. The Director spoke with Jon Barber and agreed that the Board of Commissioners must discuss the 911 Fund but not before the September 15th 911 Planning Committee meeting.
 - d. The Department of Budget & Financial Management is working with Mike Sharb on the FY 2010 Note Issuance
 - e. The Director noted that the Board of Elections and Judge Carnes have been in contact regarding the Board of Commissioners’ request to pull down their budgets.

11:40 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a personnel change. **Also present:** Department of Budget & Finance Director Audrey Tillis, Internal Services Director JoAnn Townend, Grants Administrator Dan Banks. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:55 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** 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 reassignment of the Internal Auditor responsibilities.

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11:55 AM Lunch recess
2:10 PM Board of Commissioners reconvened

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DBFM WORK SESSION

Present: Audrey Tillis, Karen U'Halie

2:10 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider compensation issues. **Also present:** Department of Budget & Finance Director Audrey Tillis and Human Resources Department Director Karen U'Halie. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

2:55 PM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** 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 took no action.

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RESOLUTION No. 09-0792 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 September 1, 2009 in the total payment amount of **\$302,118.77 for Funds 0001-8101** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 09-0793 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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RESOLUTION No. 09-0796 - **RE: APPROVE SPECIFICATIONS FOR TWO (2) HEAVY DUTY SINGLE AXLE ROAD MAINTENANCE TRUCKS FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

- WHEREAS,** Specifications have been submitted to this Board of Portage County Commissioners for approval for two (2) Heavy Duty Single Axle Road Maintenance Trucks for use by the Portage County Engineer; now therefore be it
- RESOLVED,** that the specifications as submitted for said two (2) Heavy Duty Single Axle Road Maintenance Trucks for use by the Portage County Engineer, be and are hereby approved; and be it further
- RESOLVED,** that sealed bids for the aforementioned two (2) Heavy Duty Single Axle Road Maintenance Trucks will be accepted by the Portage County Director of Internal Services until **3:00 P.M. on September 23, 2009** and publicly opened and read; and be it further
- RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **September 4, 2009** and **September 11, 2009** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board; 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. 09-0797 - **RE: DETERMINING TO PROCEED WITH THE CONSTRUCTION OF PROJECT NO. ST-4 (06-260), STREETSBORO TRUNK SEWER REHABILITATION, PHASE 1, IN THE STREETSBORO SANITARY SEWER DISTRICT No. 4.**

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

WHEREAS, pursuant to authorization by the Board contained in Resolution 06-0809 adopted September 19, 2006, the Portage County Water Resources Department has prepared plans, specifications and estimate of cost for Project No. ST-4 (06-260), Streetsboro Trunk Sewer Rehabilitation, Phase 1, hereinafter referred to as the "PROJECT"; and

WHEREAS, plans, specifications and estimate of cost were approved and setting a date and time for acceptance of bids for the PROJECT have been approved by this Board by Resolution No. 09-0604 adopted June 30, 2009; and

WHEREAS, bids were received on August 5, 2009; and

WHEREAS, an estimate of total project costs, based on actual received bids for the PROJECT is on file in the office of the clerk of this Board; now therefore be it

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

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

Section 2. That it is hereby determined to proceed with the construction of the PROJECT as provided for in the aforesaid Resolution No. 09-0604, adopted on June 30, 2009 and in accordance with the plans and specifications, provided therefore.

Section 3. That the total cost of the PROJECT is estimated to be \$ 1,263,737.00, which will be funded by utilizing the Ohio Public Works Commission grant funds of \$ 349,900.00 and Ohio Public Works Commission loan funds of \$ 150,000.00, the remaining costs of approximately \$ 763,837.00 shall be financed from the Streetsboro Sanitary Sewer District No. 4, Fund 5600. No part of such costs shall be specially assessed.

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

Section 5. That the County Auditor is requested to assign a construction fund number for the Streetsboro Trunk Sewer Rehabilitation, Phase 1 and forward such assignment to the Department of Budget and Financial Management for processing.

Section 6. 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 was as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0798 - RE: ACCEPT BIDS AND AWARD CONTRACT FOR PROJECT NO. ST-4 (06-260), STREETSBORO TRUNK SEWER REHABILITATION, PHASE 1, IN THE STREETSBORO SANITARY SEWER DISTRICT No. 4.

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

WHEREAS, this Board by Resolution No. 09-0604 adopted June 30, 2009, set the date and time for bidding of Project No. ST-4 (06-260), Streetsboro Trunk Sewer Rehabilitation, Phase 1, hereinafter referred to as the PROJECT; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on July 13 and July 20, 2009; and

WHEREAS, sixteen potential bidders received plans and specifications for the PROJECT; and

WHEREAS, this Board received three bids for the PROJECT on August 5, 2009, as named below; and

West Michigan Cable Contractors, Inc. dba Midwest Trenchless Services	\$ 997,437.00
Wenger Excavating, Inc.	\$ 1,091,863.50
Utilicon Corporation	\$ 1,679,682.00

WHEREAS, based upon the analysis of the bids received (bid tabulation attached), the Portage County Water Resources has made a recommendation for award; and

WHEREAS, the Portage County Board of Commissioners has received approval to award from the Ohio Public Works Commission; now therefore be it

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

Section 1. That this Board hereby award the Contract for the PROJECT to the responsive bid of West Michigan Cable Contractors, Inc. dba Midwest Trenchless Services, 351 West 136th Street, Grant, Michigan 49327-9646, in the bid amount of \$997,437.00.

Section 2. That the Water Resources is hereby authorized and directed to issue the Notice Of Award to the contractor named in Section 1.

Section 3. That the funds to cover the cost of the PROJECT are budgeted in the "Streetsboro Trunk Sewer Rehabilitation, Phase 1", Fund 5705 Org 57050606 Object 684000 Project No. 06260.

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

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and of any of its committees on or after November 28, 1975, that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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RESOLUTION No. 09-0799 - RE: CREATE FUND 5216, PCS REVENUE BONDS 2009 (USDA)

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

WHEREAS, it has become necessary to create a new fund in order to properly control the processing of financial related transactions involving the September, 2009 bond obtained thru USDA, for the State Route 44 Vacuum Sewer Installation Construction Project, Project Number RA-3 (05-020); now therefore be it

RESOLVED, that Fund 5216, PCS Revenue Bonds 2009 (USDA) be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor and the Department of Budget and Financial Management, and be it further

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

Voice vote was as follows:

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

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RESOLUTION No. 09-0800 - RE: CASH ADVANCE - FROM FUND 5600, STS GENERAL ADMINISTRATION TO FUND 5705, STS STREETSBORO TRUNK SEWER REHABILITATION, PH 1

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

WHEREAS, interim financing is needed to commence construction on the Streetsboro Trunk Sewer Rehabilitation, PH 1 Construction Project until funds are received from the Ohio Public Works Commission and permanent financing is in place; now therefore be it

RESOLVED, that the following cash advance be authorized in the amount of \$ 763,737.00

FROM:
FUND 5600, STS GENERAL ADMINISTRATION,
ORG CODE - 560040S9
Project: 06260
Debit Expense Account
Object: 920000 - Advances Out \$ 763,737.00

TO:
FUND 5705, STS TRUNK REHABILITATION
ORG CODE - 57050602
Project: 06260
Credit Revenue Account
Revenue Source: 290000 - Advances In \$ 763,737.00

and be it further

RESOLVED, that the cash advance will be repaid when funds from the Ohio Public Works Commission are received and the permanent financing is in place, and be it further

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

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

Roll call vote as follows:

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

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RESOLUTION No. 09-0801 - RE: TRANSFER FROM FUND 5400, PCW GENERAL ADMINISTRATION TO FUND 5507, PCW CLEVELAND TO AURORA WATER LINE, PH 1

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

WHEREAS, in order to buy down the current note and pay the interest, it is necessary to transfer funds in the amount of \$100,000.00 to Fund 5507, PCW Cleveland to Aurora Water Line, Phase 1; now therefore be it

RESOLVED, that the following transfer of funds in the amount of \$100,000.00 be made as follows:

FROM:
FUND 5400 PCW GENERAL ADMINISTRATION
ORG CODE - 54004009
Debit Expense Account
Object 910000 - TRANSFERS OUT \$100,000.00

TO:
FUND 5507, PCW CLEVELAND TO AURORA
ORG CODE - 55070602
Project Code - 06290
Credit Revenue Account
Revenue Source 280000 - TRANSFERS IN \$100,000.00

and be it further

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

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

Roll call vote as follows:

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

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RESOLUTION No. 09-0802 - RE: TRANSFER - FROM FUND 5600, STS GENERAL ADMINISTRATION TO FUND 5705, STS, STREETSBORO TRUNK SEWER REHABILITATION, PH1

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

WHEREAS, the Streetsboro Trunk Sewer Rehabilitation, Phase 1 Construction Project is being funded from Ohio Public Works Commission Funds and from Fund 5600, Streetsboro Sanitary Sewer District No. 4, and

WHEREAS, it is necessary to transfer funds from Fund 5600, Streetsboro Sanitary Sewer District No. 4, for a portion of our local match; now therefore be it

RESOLVED, that the following transfer of funds in the amount of \$ 500,000.00 be made as follows:

FROM:

FUND 5600 GENERAL ADMINISTRATION

ORGCODE - 56004009

Debit Expense Account

Object: 910000 - TRANSFERS OUT \$ 500,000.00

TO:

FUND 5705, STS TRUNK REHABILITATION

ORGCODE - 57050602

PROJECT CODE - 06260

Credit Revenue Account

Revenue Source: 280000 - TRANSFERS IN \$ 500,000.00

and be it further

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

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

Roll call vote as follows:

Charles W. Keiper, II Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0803

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RE:

CLOSING OF FUND 4208, CENTER STREET BRIDGE REPLACEMENT

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

WHEREAS, fiscal activity has ceased in Fund 4208, Center Street Bridge Replacement Project, all payments have been made and the Treasurer's Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 4208, Center Street Bridge Replaceme is hereby closed; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the County Engineer, and be it further

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

Voice Vote as Follows:

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

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RESOLUTIONS

September 1, 2009

1. Approval of Meeting Minutes from the August 27, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-792
3. Approve the Journal Vouchers as presented by the County Auditor./09-793
4. Approve Then & Now as presented by the County Auditor./09-794
5. Acceptance of donation to Children Services, a division of the Portage County Department of Job and Family Services./09-795
6. Approve specifications for two (2) heavy duty single axle road maintenance trucks for use by the Portage County Engineer./09-796

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INVITATIONS/MEETING NOTICES

September 1, 2009

1. Notice of the Kent State University Homecoming on October 10, 2009.
2. Notice of the 2009 Annual AMATS meeting on Friday, October 16, 2009 from 9:30 AM – 2:00 PM in Cuyahoga Falls.
3. Notice of the Greater Akron Chamber's Leadership Planning Summit on Monday, November 2, 2009, 12:00 Noon-5:00 PM, location TBD.

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**INCOMING CORRESPONDENCE
DISCUSSION**

September 1, 2009

- 1. Discussion: Does the Board wish to attend a meeting on Wednesday, September 9, 2009 at 10:40 AM at the Regional Planning Commission to discuss opportunities to develop brownfields in Portage County/The Board of Commissioners agreed to forward this invitation to Bill Ulik so that he can attend.
- 2. August 24, 2009 correspondence from Angelo Battaglia, regarding the Portage County Building Department/Forward to the CBO for investigation and comment. The Board of Commissioners would like to meet with the CBO to discuss his recommendation as to how to proceed.
- 3. August 21, 2009 correspondence from the City of Kent regarding the Portage County Municipal Courthouse/Forward to the Muni Court Judges and Clerk of Courts for their files and information. The Board of Commissioners agreed to discuss the RFQ for architectural services with JoAnn Townend and also to consider what model the Board would like to use: construction manager wit architect, owner’s rep, etc.
- 4. Does the Board of Commissioners want to renew the subscription for the Gateway News for \$42.00/year/The Board of Commissioners agreed not to renew this subscription.
- 5. August 13, 2009 notice from the Ohio Water Development Authority that the county has completed Loan 1836 payments. Original given to the Department of Budget and Financial Management to keep in the Debt File/Information only.
- 6. August 30, 2009 e-mail from Jon Barber, Office of Homeland Security and Emergency Management Agency, regarding Ohio’s National Preparedness Month campaign/Board of Commissioners agreed to ask the Executive Assistant to create a press release.
- 7. August 24, 2009 correspondence from Rick Hawksley, Design with a Vision, regarding the Portage County Senior Center hood tie in/Hold for Mr. Hawksley to respond.

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JOURNAL ENTRIES

September 1, 2009

- 1. Board of Commissioners’ signature requested on the payment authorization for \$600.00 payable to Richard Hawksley dba Design with a Vision, for architectural services for Phase II for the Portage County Senior Center located at 705 Oakwood St., Ravenna as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
- 2. Board of Commissioners’ authorization requested to have Commissioner Keiper sign the State of Ohio Office of Housing and Community Partnerships Certificate of Completion for the CDBG Formula Grant No. B-F-07-062-1 as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

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REFERRED

September 1, 2009

1. August 13, 2009 correspondence from the Ohio Air Quality Development Authority giving notice regarding 2009 Qualified Energy Conservation Bond Allocations/Referred to the Executive Assistant to investigate and bring back to the Board of Commissioners.
2. Undated correspondence (received August 26, 2009) from Scott Larch, Columbia Gas Transmission, regarding Columbiana County gas transmission lease. Referred to the Executive Assistant.
3. August 26, 2009 e-mail from Pat Macke, Portage County MR/DD, regarding its name to the Portage County Board of Developmental Disabilities (PCBDD) effective August 20, 2009. Referred to Department of Budget and Financial Management.
4. August 25, 2009 memo from the Ohio Department of Development regarding Citizen Participation in FY 2010 Ohio Consolidated Plan Process. Copy sent to Grants Administrator, Regional Planning Commission, Neighborhood Development Services.
5. The Board of Commissioners received a Portage County Common Pleas Court Summons on Civil Complaint regarding case number 2009 CV 01276. Copy sent to Attorney Denise Smith, the Portage County Treasurer and Neighborhood Development Services.

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INFORMATION ONLY

September 1, 2009

1. The Ohio Department of Transportation presents the August 28, 2009 Portage County Weekly Traffic Advisory.

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Journal Entry

September 1, 2009

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

1. The Board of Commissioners signed the payment authorization for \$600.00 payable to Richard Hawksley dba Design with a Vision, for architectural services for Phase II of the Portage County Senior Center project, 705 Oakwood Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
2. The Board of Commissioners authorized Commissioner Keiper to sign the State of Ohio Office of Housing and Community Partnerships Certificate of Completion for the CDBG Formula Grant No. B-F-07-062-1, as presented by the Regional Planning Commission. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.

3. The Board of Commissioners signed the September 1, 2009 correspondence to Janet Esposito, County Auditor, requesting the final certification of a delinquent time tap-in payment be collected with real estate taxes in the amount of \$52.21 from Jacob Brastine, Shady Acres, Part I, Sublot 5, Parcel No. 35-044-10-00-037-000, as presented the Portage County Water Resources Department.
4. The Board of Commissioners signed the September 1, 2009 correspondence to Janet Esposito, County Auditor, requesting the final certification of a delinquent time tap-in payment be collected with real estate taxes in the amount of \$12.93 from David Peters, Shady Acres, Part I, Sublot 12, Parcel No. 35-044-10-00-005-000 as presented the Portage County Water Resources Department.
5. After meeting today in an Executive Session with Department of Budget & Financial Management Director Audrey Tillis, Internal Services Director JoAnn Townend and Grants Administrator Dan Banks, the Board of Commissioners, noting the retirement of Internal Auditor Carol Kurtz effective September 1, 2009, approved the reassignments of the Internal Auditor responsibilities on both a temporary and permanent basis.
6. After meeting today with Senior Center Director Sally Kelly and Attorney Leigh Prugh, the Board of Commissioners approved the ***Portage County Senior Center Patron Code of Conduct*** for immediate use.
7. The Board of Commissioners accepted the recommendation of Portage County Water Resources Department Director Harold Huff and authorized a sewer credit for past due bills (due to a water leak) in the amount of \$22,643.37 and \$6,173.99 on the current sewer bill for the Royal Moose Lodge #1234, 3090 State Route 59 in Ravenna. The Board of Commissioners noted that the remaining current balance due is \$32,330.93. Of this amount, \$26,448.15 will be certified to the tax duplicate and \$5,882.78 is the current balance.
8. The Board of Commissioners authorized Water Resources Department Director Harold Huff to work with Attorney Leigh Prugh, homeowner Dale Allen and C & D Plumbing of Chippewa Lake to pay an invoice for a repair made at 3996 Sappwood Road in Rootstown Township due to the Water Resources Department capping a service line.

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 September 1, 2009. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official meeting at 2:55 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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