

Tuesday, November 17, 2009

The Board of County Commissioners met in regular session on **Tuesday, November 17, 2009 at 7:57 AM** with the following members present:

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 November 12, 2009 meeting. Commissioner Keiper absent, motion carries

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

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Commissioner Keiper attending at 8:10 AM

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ELECTED OFFICIAL BUDGET DISCUSSIONS

Board of Commissioners met with various elected officials and departments to discuss the 2010 budgets.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Other

Discussion Items:

- a. The Director advised that the Nursing Home FY 2010 Budget is based on an estimated Census of 83.25. The Board of Commissioners agreed to discuss this issue with Gary Mitrisin today.
- b. Building Maintenance – Health Benefits Election Change/Journal Entry

Updates

BOC Pending Requests

- a. The Park District is processing the loan payment of \$150,000 due 12/31/2009
- b. The Director met with Dr. Macke to discuss the MRDD Indirect Costs. Dr. Macke is checking with his legal Counsel.
- c. The Director has checked with Maximus regarding the Indirect Costs for the Motor Vehicle & Gas Tax – no change per Maximus
- d. The Director discussed the allocating of Audit Costs with the Portage County Auditor. The Board of Commissioners will discuss this today with the Auditor.
- e. The Director will meet with the Auditor regarding the closing of Fund 4003 – County Engineers Building
- f. Should the Nursing Home require a Cash Advance, the Director will prepare the necessary resolution

The Board of Commissioners discussed with Director Tillis the possible application to the Ohio Department of Development, Ohio Energy Office, for a grant to implement renewable energy projects limited to solar electric, wind electric and solar thermal systems for governmental agencies in Ohio. The Grants Administrator to bring this back for a Board discussion on November 19, 2009. Application deadline is November 20th.

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Commissioner Keiper noted that he is meeting with Regional Planning Commission Executive Director Todd Peetz to discuss the role and responsibilities of the Regional Planning Commission. Director Peetz is concerned with the

turnover on the Commission after the November election. Commissioner Keiper is considering a leadership role on that board.

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THE WOODLANDS AT ROBINSON

Present: Gary Mitrising, Karen U'Halie

9:45 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 discipline issue at The Woodlands at Robinson. **Also present: Nursing Home Administrator Gary Mitrising and Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:06 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 took action by Journal Entry.

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10:09 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 an employment issue. **Also present: CBO Bob Wrentmore; General Services Director Jim Manion; and Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:30 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick** seconded by **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 took no action.

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10:30 AM Recessed to Solid Waste Management District
11:10 AM Board of Commissioners Reconvened

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11:12 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 an employment issue. **Also present: Internal Services Director JoAnn Townend; Director of Microfilming Frank Whitney and Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:25 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 took no action.

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The Board of Commissioners agreed to meet with Director of Senior Services Sally Kelly to discuss an issue with a senior citizen on a recent bus trip.

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DEPARTMENTAL BUDGET DISCUSSIONS

The Board of Commissioners met with various departments to discuss their budgets.

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RESOLUTION No. 09-1057 - 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 November 17, 2009 in the total payment amount of **\$637,563.86 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. 09-1058 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

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

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor's Office:

11/02/09	36	\$ 555,000.00
11/16/09	895	300.00

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RESOLUTION No. 09-1060 - RE: APPOINTMENT TO THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES.

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

WHEREAS, The mission of the Portage County Board of Developmental Disabilities (PCBDD) is to identify and to provide necessary services by establishing policies, administering and operating facilities, programs, and services that will continue to benefit the citizens of Portage County; and

WHEREAS, Ohio Revised Code 5126 identifies the membership of the county boards of Developmental Disabilities and HB 405, effective December 12, 2001, increased board member terms to three (3) consecutive terms subject to approval of the County Commissioners;

Now, therefore, be it

RESOLVED, that the Portage County Board of Commissioners does hereby appoint the following to serve on THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES commencing January 1, 2010 and expiring December 31, 2014:

Ralph Kletzien
205 Overlook Dr.
Kent, OH 44240

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. 09-1061 - RE: DETERMINING TO PROCEED WITH THE CONSTRUCTION OF PROJECT NO. PC (07-143), OPERATIONS & MAINTENANCE EQUIPMENT GARAGE, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, SHALERSVILLE TOWNSHIP.

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

WHEREAS, pursuant to authorization by the Board contained in Resolution 07-0638, 07-0639 and 07-0640 adopted July 3, 2007, the Portage County Water Resources Department has prepared

plans, specifications and estimate of cost for Project Nos. PC (07-140), ST-4 (07-141) & PC-W (07-142) Operations & Maintenance Equipment Garage, 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. 09-0921 adopted October 6, 2009; and

WHEREAS, bids were received on November 2, 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; and

WHEREAS, by Resolution No. 09-1041 adopted November 10, 2009 combined Project Nos. PC (07-140), ST-4 (07-141) & PC-W (07-142) into Project No. PC (07-143) hereinafter referred to as the "PROJECT"; 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. 09-0921, adopted on October 6, 2009 and in accordance with the plans and specifications, provided therefore.

Section 3. That the total cost of the PROJECT is estimated to be \$1,666,313.00, which will be funded by utilizing the Ohio Water Pollution Control Loan Fund (American Recovery Reinvestment Act) of \$288,000.00 and the remaining costs of approximately \$1,378,313.00 shall be financed from the Portage County Regional Sewer District, Fund 5200. 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 Operations & Maintenance Equipment Garage 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-1062 - **RE: AUTHORIZE APPLICATION TO THE LAMSON & SESSIONS FOUNDATION GRANT PROGRAM**

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

- WHEREAS,** our Portage County Dog Warden is seeking ways to address problems including spread of diseases in the Portage County Dog Shelter and Kennel; and
- WHEREAS,** Lamson & Sessions Foundation has a grant program providing funds for animal welfare projects to non-profit and government organizations; and
- WHEREAS,** the Portage County Dog Warden’s Office is seeking the support and authorization of the Portage County Board of Commissioners to apply for this grant program; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby support the application to the Lamson & Sessions Foundation Grant Program on behalf of the Portage County Dog Warden’s Office in the amount of \$5,000.00 with **no local match**; and be it further
- RESOLVED,** that the Portage County Board of Commissioners authorizes Dave McIntyre as the Portage County Chief Dog Warden to sign all documentation regarding the grant application; 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. 09-1063 - **RE: AUTHORIZE THE APPROVAL OF THE BUDGET MODIFICATION TO BYRNE/JAG SUBGRANT #2006-JG-D01-6467A FOR THE CHILDREN’S ADVOCACY CENTER OF PORTAGE COUNTY**

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

- WHEREAS,** the Board of Commissioners adopted Resolution No. 08-0064 accepting for The Children’s Advocacy Center of Portage County, Inc., funding under the JAG/Edward G. Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program for the project period of January 1, 2009 to December 31, 2009 **in a total amount of \$53,340.00**, that includes **a local match in the amount of \$13,335.00, Grant #2006-JG-D01-6467A**; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the submission by The Children’s Advocacy Center of Portage County, Inc., a Budget Modification Request to the Ohio Office of Criminal Justice Services, for the above-mentioned grant as follows:

RESOLVED, that contingent upon receiving a JAG/Byrne Program approval of the Budget Modification, the Board of County Commissioners designates the Children's Advocacy Center of Portage County as the administering organization, and be it further

RESOLVED, **that the Children's Advocacy Center of Portage County shall be completely responsible for providing the total local match funds in the amount of \$13,335.00,** and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County Auditor's Office, the Portage County Department of Budget & Financial Management and the Children's Advocacy Center of Portage County, 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTIONS

November 17, 2009

1. Approval of Meeting Minutes from the November 12, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-1057
3. Approve the Journal Vouchers as presented by the County Auditor./09-1058
4. Approve Then & Now as presented by the County Auditor./09-1059
5. Appointment to the Portage County Board of Developmental Disabilities – Ralph Kletzien (Executive Assistant)./09-1060
6. Determining to proceed with the construction of Project No. PC (07-143), operations and maintenance equipment garage, in the Portage County Regional Sewer District and the Streetsboro Sanitary Sewer District No. 4, Shalersville Township. (Water Resources Department)./09-1061
7. Authorization to apply for a grant on behalf of the Dog Warden (Grants Administrator)./09-1062

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INVITATIONS/MEETING NOTICES

November 17, 2009

1. Invitation from Self-Insurance Institute of America, Inc. (SIIA) for the 24th Legislative/Regulatory Conference, Wednesday-Friday, March 10-12, 2010, Washington, DC.
2. Invitation from Kent State University for the Ribbon Cutting Ceremony for the Air Traffic Control Center on Thursday, December 3, 2009, 3:00-5:00 PM, Van Duesen Hall, 2nd Floor, 375 Terrace Drive, Kent.

3. Invitation from Hiram Village for the joint swearing in ceremony for the newly elected Village Council members and Trustees on Tuesday, December 22, 2009, 7:00 PM at the Garfield Institute Meeting House SR 305, 82 & 700), with reception to follow.

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INCOMING CORRESPONDENCE

DISCUSSION

November 17, 2009

1. November 5, 2009 correspondence from Amy Gombergm, Office of the Ohio Consumers' Counsel, regarding SB 162 and HB 276. Ohio Consumers' Counsel encourages the Board to contact State Senators and State Representatives about the importance of reasonable telephone rates and consumer protections/Forward to the Executive Assistant to investigate and prepare a Board response.
2. November 11, 2009 e-mail from Brian Kelley, ITS, regarding receipt of the 2009 NEOSA IT Team of the Year Award and CIO of the Year for government in Northeast Ohio/The Board of Commissioners informed Record Courier Reporter Mike Sever about this award.
3. The Board of Commissioners received the September 1, 2009 Report of Dog Warden's Investigation of animal(s), fowl or poultry killed or injured by dogs for owner of livestock, Terry Krauss, 613 Mishler, Suffield, for the loss of six (6) rabbits with a fair market value of \$ 20.00 each from a dog attack, as presented by Dave McIntyre, Portage County Dog Warden. Dog Warden McIntyre is disallowing the claim for the following reasons: (1) At time of loss, Claimant had unlicensed dogs; (2) Claimant is claiming three rabbits that were killed in 2008 but never reported; (3) Value of the 3 rabbits is \$60.00 per Farm Service Agency of Portage County, not the request \$220.00/The Board of Commissioners asked that the Dog Warden check with the Prosecutor's Office regarding his recommendation before the Board moves forward.

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JOURNAL ENTRIES

November 17, 2009

1. Board of Commissioners' authorization requested to pay Neighborhood Development Services for CDBG Housing RLF Administration for \$3,480.00 as requested by Neighborhood Development Services. Documents reviewed by Department of Budget and Financial Management with no exceptions noted.
2. Board of Commissioners' authorization requested to pay Portage Marble and Granite \$4,230.00 for the following expense for the Portage County Veterans Memorial as presented by the Commissioners' Executive Assistant:
 - (A) Engrave 36 8x8 pavers
 - (B) Engrave 5 12x12 pavers
 - (C) Order and engrave 1 12x12 granite paver
 - (D) On site engraving of 2 pavers
3. Board of Commissioners' authorization requested to renew its membership with the Portage County Township Association/Ohio Township Association for calendar year 2010 for \$10.00/Each Commissioner to pay this individually.
4. Board of Commissioners' signature requested on the payment authorization form for Melvin Harris for travel reimbursements to attend the 2010 Fair Housing Committee meeting on October 20-21, 2009 for \$193.40 as requested by the Regional Planning Commission. The B-F-09-062-1 Formula Grant Activity #06 Fair Housing is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.

5. Board of Commissioners' signature requested on the payment authorization form for Schalmo Builders Inc. for rehabilitation to the Coleman Professional apartment building located at 463 & 465 South Chestnut Street for \$17,698.00 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
6. Board of Commissioners' signature requested on the payment authorization form for Schalmo Builders Inc. for rehabilitation to the Coleman Professional apartment building located at 463 & 465 South Chestnut Street for \$25,760.00 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
7. The Board of Commissioners received the November 12, 2009 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2009 as presented by the Portage County Auditor's Office.
8. Board of Commissioners' authorization requested to pay Advanced Contracting \$498.00 for 2008 Portage County CHIP Home Repair for William Baldwin as requested by Neighborhood Development Services. No review required.
9. Board of Commissioners' authorization requested to pay Invoice No. 09-210 dated November 2, 2009 to Portage County Regional Planning Commission in the amount of \$95.87 for 2008 Aurora CHIP Fair Housing from October 19, 2009-November 1, 2009 as requested by Neighborhood Development Services. No review required.
10. Board of Commissioners' authorization requested to pay soft costs for the following homeowners, payable to the Neighborhood Development Services, from the 2008 CHIP in a total amount of \$1,117.75.

2008 CHIP Private Rehab Soft Costs

Address	Owner/ Mortgage	Soft Costs	Payee
6239 N. Spring St. Ravenna, OH 44266	Albert Marstiller	\$1,117.75	Neighborhood Development Services
9928 St. Rte. 224 Deerfield, OH 44411	Patrick McConnaughy	\$4,250.00	Neighborhood Development Services
3870 St. Rte. 14 Rootstown, OH 44272	William Baldwin	\$2,160.00	Neighborhood Development Services
1209 Apache Pass, Streetsboro, OH 44241	Stephen Ausra	\$2,160.00	Neighborhood Development Services

11. Board of Commissioners' authorization requested to pay soft costs for the following homeowners payable to the Neighborhood Development Services, from the 2008 Aurora CHIP as follows:

2008 Aurora CHIP/County CDBG Match

Address	Owner/ Mortgage	Soft Costs	Payee
1025 Parker Rd., Aurora, OH 44202	Dorothy Nuske	\$ 5,453.50	Neighborhood Development Services
1170 Moneta Ave, Aurora, OH 44202	Lucille O'Donnell	\$5,357.25	Neighborhood Development Services

12. Board of Commissioners' signature requested on the November 17, 2009 correspondence to LTC Daniel Snead, US Army Corps of Engineers, regarding the Letter of Intent for the Streetsboro Trunk Sewer Rehabilitation Phase 2 and 3, Project Nos. ST-4 (06-270) & ST-4 (06-280), Project Participation Agreement as requested by the Water Resources Department.
13. Board of Commissioners' authorization requested to utilize Cioca Electric to rebuild/repair the Capacitor Bank at the Shalersville Water Treatment Plant back to industrial standards for a cost not to exceed \$12,750.00 as requested by the Water Resources Department.

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REFERRED

November 17, 2009

1. November 4, 2009 correspondence from Marie McCullough, Department of the Army, regarding the Ravenna Training and Logistics Site Sanitary Sewer and Water Main Installation Phase I. Referred to Department of Budget and Financial Management and Water Resources Department.
2. November 6, 2009 correspondence from Wendell Schulda, regarding Village Gate Development and the location of a pump station. Referred to Water Resources Department, the Regional Planning Commission, Prosecutor's Office and the County Engineer for their files and information.

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PLEASE ADD TO YOUR AGENDA

November 17, 2009

1. DRAFT RESOLUTION: November 12, 2009 e-mail from Lucy Wagener, The Children's Advocacy Center, including a draft resolution to authorize the approval of the budget modifications to Bryne/JAG Subgrant #2006-JG_D01-6467A for the Children's Advocacy Center of Portage County. Local match: \$13335./09-1063
2. November 13, 2009 correspondence from the Wayne County Commissioners, regarding the Water Quality Trading Proposal meeting for the Upper Muskingum Watershed on Monday, November 23, 2009, 7:00 PM at Frontier Power Company, Coshocton/The Board of Commissioners forwarded the information to James Bierlair of the Portage Soil & Water Conservation District and to David Gross of Streetsboro.
3. November 13, 2009 e-mail from Todd Peetz, Regional Planning Commission, regarding end of the year funding/The Board of Commissioners discussed this request for funding with Department of Budget & Financial Management Director Audrey Tillis. Director Tillis to prepare a resolution for the November 19, 2009 agenda for Board consideration.
4. November 13, 2009 e-mail from Denise Smith, Prosecutor's Office, regarding Commissioner Keiper's signature on an affidavit for S.A. Comunale Co/Journal Entry.
5. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2008 Portage County CHIP in a total amount of \$ 5,135.00 as requested by Neighborhood Development Services/Journal Entry

2008 Portage County CHIP Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
12823 Washburn Rd., Hiram, OH 44234	Joyce Plesotis	\$5,135.00	Neighborhood Development Services

INFORMATION ONLY

November 17, 2009

1. November 6, 2009 correspondence from John Kohlstrand, Ohio Department of Taxation, including the 2008 edition of the department's Annual Report.
2. October 31, 2009 (received November 12, 2009) from Orion Petro Corporation, regarding a new website regarding oil & natural gas production at www.safeohioengery.com.
3. The Board of Commissioners received the November 13, 2009 Portage County Weekly Traffic Advisory as presented by Ohio Department of Transportation.

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Journal Entry

November 17, 2009

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

1. The Board of Commissioners authorized payment to the Neighborhood Development Services for CDBG Housing RLF Administration in the amount of \$3,480.00, as presented by Neighborhood Development Services. Documents reviewed by Department of Budget and Financial Management with no exceptions noted.
2. The Board of Commissioners authorized payment to Portage Marble and Granite of Kent, Ohio for \$4,230.00 for the following expense for the Portage County Veterans Memorial as presented by the Commissioners' Executive Assistant:
 - a. Engrave 36 - 8"x8" pavers
 - b. Engrave 5 - 12"x12" pavers
 - c. Order and engrave 1 - 12"x12" granite paver
 - d. On site engraving of two (2) pavers
3. After meeting today in an Executive Session with Nursing Home Administrator Gary Mitrisin and Human Resources Department Director Karen U'Halie, the Board of Commissioners agreed to a three day suspension for a nursing home bargaining unit employee.
4. The Board of Commissioners signed the payment authorization form for Regional Planning Commission employee Melvin Harris for travel reimbursements to attend the 2010 Fair Housing Committee meeting on October 20-21, 2009 in the amount of \$193.40, as presented by the Regional Planning Commission. The B-F-09-062-1 Formula Grant Activity #06 Fair Housing is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
5. The Board of Commissioners signed the payment authorization form for Schalmo Builders Inc. of Canal Fulton, Ohio for the rehabilitation to the Coleman Professional apartment building located at 463 & 465 South Chestnut Street in the amount of \$17,698.00, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
6. The Board of Commissioners signed the payment authorization form for Schalmo Builders Inc. of Canal Fulton, Ohio for the rehabilitation to the Coleman Professional apartment building located at 463 & 465 South Chestnut Street in the amount of \$25,760.00, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.

7. The Board of Commissioners acknowledged the receipt of the November 12, 2009 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2009, as presented by the Portage County Auditor.
8. The Board of Commissioners authorized payment to Advanced Contracting of Atwater, Ohio in the amount of \$498.00 for the 2008 Portage County CHIP Home Repair for William Baldwin, 3870 State Route 14 in Rootstown, as presented by the Neighborhood Development Services. No review required.
9. The Board of Commissioners authorized payment of Invoice No. 09-210 dated November 2, 2009 as submitted by the Portage County Regional Planning Commission in the amount of \$95.87 for 2008 Aurora CHIP Fair Housing from October 19, 2009-November 1, 2009, as presented by Neighborhood Development Services. No review required.
10. The Board of Commissioners authorized payment of soft costs for the following homeowners, payable to the Neighborhood Development Services, from the 2008 CHIP Private Rehab, as presented by the Neighborhood Development Services as follows:

2008 CHIP Private Rehab Soft Costs

	Address	Owner/ Mortgage	Soft Costs	Payee
A.	6239 N. Spring St. Ravenna, OH 44266	Albert Marstiller	\$1,117.75	Neighborhood Development Services
B.	9928 State Route 224 Deerfield, OH 44411	Patrick McConnaughy	\$4,250.00	Neighborhood Development Services
C.	3870 State Route 14 Rootstown, OH 44272	William Baldwin	\$2,160.00	Neighborhood Development Services
D.	1209 Apache Pass, Streetsboro, OH 44241	Stephen Ausra	\$2,160.00	Neighborhood Development Services

11. The Board of Commissioners authorized payment of soft costs for the following homeowners payable to the Neighborhood Development Services, from the 2008 Aurora CHIP, as presented by the Neighborhood Development Services as follows:

2008 Aurora CHIP/County CDBG Match

	Address	Owner/ Mortgage	Soft Costs	Payee
A.	1025 Parker Road Aurora, OH 44202	Dorothy Nuske	\$ 5,453.50	Neighborhood Development Services
B.	1170 Moneta Ave. Aurora, OH 44202	Lucille O'Donnell	\$5,357.25	Neighborhood Development Services

12. The Board of Commissioners signed the November 17, 2009 correspondence to LTC Daniel Snead, US Army Corps of Engineers, confirming the county's intent to participate in the Streetsboro Trunk Sewer Rehabilitation Phase 2 and 3, Project Nos. ST-4 (06-270) & ST-4 (06-280), as presented by Water Resources Department Director Harold Huff.
13. The Board of Commissioners accepted the recommendation of Portage County Water Resources Department Director Harold Huff and authorized Cioca Electric to rebuild/repair the Capacitor Bank at the Shalersville Water Treatment Plant back to industrial standards at a cost not to exceed \$12,750.00.

14. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2008 Portage County CHIP in a total amount of \$5,135.00, as presented by Neighborhood Development Services:

2008 Portage County CHIP Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
12823 Washburn Road, Hiram, OH 44234	Joyce Plesotis	\$5,135.00	Neighborhood Development Services, Inc.

15. The Board of Commissioners authorized Commissioner Keiper to sign the Affidavit presented by Attorney Denise Smith, Portage County Prosecutor’s Office, for litigation for the Portage County Senior Center and S.A. Comunale Co. Inc.
16. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized a supplemental budget transfer of \$3,240 for the Portage County Building Maintenance Department for a Health Benefits Election Change.
17. The Board of Commissioners accepted the recommendation of Portage County Water Resources Department Director Harold Huff and agreed to perform the driveway/parking lot work at the site of the new Operations & Maintenance Equipment Garage on Infirmary Road including the Dog Warden driveway and parking area at an additional cost of \$16,573 (Alternate #4) and the Animal Protective League (APL) pavement sealing (Alternate #5) at an additional cost of \$2,280. The Board of Commissioners noted that this work will be added into the project contract at award time and that both the Dog Warden and the APL will reimburse the Water Resources Department in 2010 for this service, once the project is completed.
18. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Judith Sheaffer as a Clerical Specialist (replacing Suzanne Bunning), as presented by Human Resources Department Director Karen U’Halie and approved by JFS Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.

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 **November 17, 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 11:40 AM. 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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