

**Thursday, November 19, 2009**

The Board of County Commissioners met in regular session on **Thursday, November 19, 2009 at 8:05 AM** with the following members present:

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 November 17, 2009 meeting. Commissioner Keiper absent, motion carries

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Absent: Commissioner Keiper attending the Solid Waste Advisory Council Meeting in Columbus

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

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**JUDGE OSWICK - BUDGET DISCUSSION**

Present: Judge Oswick, Kevin Poland, Nicole Jones, Audrey Tillis

Board of Commissioners met with Judge Oswick and Judge-Elect Poland to review the 2010 Municipal Court Budget.

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**INTERNAL SERVICES**

Present: JoAnn Townend

**DISCUSSION**

**EAP Services**

The Board of Commissioners discussed how to proceed in awarding the bid for the Employee Assistance Program. LifeServices has presented the lowest bid; if the Board of Commissioners does not accept this bid, they must reject all bids per Attorney Denise Smith. The Director noted that in 2009, Coleman conducted 13 sessions for various county departments, each lasting about one hour, in Stress Management , Sexual Harassment, Workplace Violence, Critical Incident and Debriefing. Under the 2009 contract, Coleman did not charge the county for those classes as it was included in the contract. According to the current quote, Coleman would be charging \$175/hour for the same amount of training. County supervisors are in need of Reasonable Suspicion training (i.e., drug abuse in the workplace training) and the Human Resources Director plans to hold at least eight sessions to accommodate all supervisors. This training should be done by a certified trainer, of which both LifeServices and Coleman can offer. However, Coleman will be charging \$175/hour and it would be included in the LifeServices contract.

The Coleman contract has been renewed until November 30, 2009 and will need to be extended again next week. If the Board awards the contract to LifeServices, there is still a need for a grace period to allow those employees using the EAP services at Coleman to transition to the new company. The Director advised that LifeServices provides service to 17 NE Ohio communities including Kent, Hudson and Tallmadge and 83 companies within the United States; the company only deals in Employee Assistance Program (EAP) services. The Board of Commissioners agreed that the Director should contact LifeServices references.

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**RESOLUTIONS**

1. Enter into amendment no. 2 with Family & Community Services for Domestic Violence Services (Safer Solutions/Peaceful Solutions) November 1, 2009 through October 31, 2010/09-1070.
2. Enter into amendment no. 2 with Family & Community Services for Parenting Services – November 1, 2009 through October 31, 2010/09-1071
3. Enter into a legal access services agreement for inmates with Paul Earle – January 1, 2010 through December 31, 2011/09-1072
4. Designation of Financial Institutions as Depositories for Public Moneys of Portage County/09-1073
5. Set the date for receiving bids for the maintenance & repair of the County wide SCADA (Supervisory Control and Data Acquisition) system for Water Resources/09-1074
6. Resolution for the use of the Courthouse Lawn by the Ravenna Area Chamber of Commerce on November 27, 2009/09-1076
7. Resolution for the use of the Courthouse Lawn by the Ravenna Area Chamber of Commerce on November 28, 2009/09-1080
8. Resolution to accept and award the bid for providing inmate food services for the Portage County Sheriff for this five year contract. The Board of Commissioners noted that the Sheriff is recommending that Aramark be hired without commissary services. JoAnn Townend has discussed this issue with Aramark who has agreed to work with the county on the transition and to consider providing commissary services if this does not work out/09-1081

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The Board of Commissioners agreed to interview three to five architectural companies for the design of the Kent Courthouse. Once they decide on those companies, Director Townend will forward those proposals to Kevin Poland for his review. The Board of Commissioners noted that Judge-Elect Poland is replacing Judge Oswick as the Municipal Court Judge for this project.

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The Director noted that she has contacted Attorney Denise Smith to determine if there can be a separate certification for the Dog Warden and APL portion of the asphalt contract for the Water Resources Department O & M Building.

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**HUMAN RESOURCES**

Present: Karen U’Halie

10:30 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 employment, discipline, and compensation issues. **Also present: Human Resources Department Director Karen U’Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

10:48 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, Absent; Maureen T. Frederick, Yea.

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

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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. 09-1064 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on November 19, 2009 in the total payment amount of **\$320,747.07 for Funds 0001-7217** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions 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, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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**RESOLUTION No. 09-1065 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on November 19, 2009 in the total payment amount as follows:

1. \$137,606.96 for Medical Mutual Claims-Fund 7101; and
2. \$ 750.00 Wage Works, Inc. (MHM Resources, Inc.) for processing Admin Fees for Medical Mutual; and

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









- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20090276 (the "Original Contract") by Resolution No. 09-0422 to provide services to stabilize a family and prevent removal of children from their homes by providing domestic violence counseling and other treatment ("Safer Solutions/Peaceful Solutions"); and
- WHEREAS,** an Amendment No. 1 was entered into on November 10, 2009 through Resolution No. 09-0991; 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. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services ("PCDJFS") and Family & Community Services, Inc. ("PROVIDER") to extend the agreement one (1) additional year from November 1, 2009 through October 31, 2010; and be it further
- RESOLVED,** that PCDJFS agrees to pay PROVIDER for Diagnostic Assessment services at a unit rate of One hundred twenty-nine and 99/100 dollars (\$129.99) per hour for a maximum of seventy (70) units, or a total service cost of Nine thousand ninety-nine and 30/100 dollars (\$9,099.30); and be it further
- RESOLVED,** that PCDJFS agrees to pay PROVIDER for Individual Counseling services at a unit rate of Ninety and 00/100 dollars (\$90.00) per hour for maximum of seventy (70) units, or a total service cost of Six thousand three hundred and 00/100 dollars (\$6,300.00); and be if further
- RESOLVED,** that PCDJFS agrees to pay PROVIDER for Group Counseling services at a unit rate of Thirty-nine and 48/100 dollars (\$39.48) per hour for maximum of nine hundred twenty (920) units, or a total service cost of Thirty-six thousand three hundred twenty-one and 60/100 dollars (\$36,321.60); and be if further
- RESOLVED,** that PCDJFS agrees to pay PROVIDER for FTM and Court Appearance services at a unit rate of Ninety and 00/100 dollars (\$90.00) per hour for a maximum of one hundred sixty (160) units, or a total service cost of Fourteen thousand four hundred and 00/100 dollars (\$14,400.00); and be if further
- RESOLVED,** that PCDJFS agrees to pay PROVIDER for In-Home PTS Booster services at a unit rate of Ninety and 00/100 dollars (\$90.00) per hour for a maximum of sixty (60) units, or a total service cost of Five thousand four hundred and 00/100 dollars (\$5,400.00); and be if further
- RESOLVED,** that the total amount of this Agreement is not to exceed Sixty-six thousand one hundred twenty and 90/100 dollars (\$66,120.90); and be it further







**RESOLUTION No. 09-1074 - RE: APPROVE SPECIFICATIONS AND SET THE BID DATE FOR THE MAINTENANCE AND REPAIR OF THE COUNTY WIDE SCADA SYSTEM FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.**

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

**RESOLVED,** that the bid specifications for receiving bids for the maintenance and repair of the County wide SCADA (Supervisory Control and Data Acquisition) system; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Purchasing, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on December 16, 2009; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on November 27, 2009, posted on the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 09-1075 - RE: CASH ADVANCE REPAYMENT- FROM FUND 1210, SAFETY STUDIES TO FUND 0001, GENERAL FUND**

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

**WHEREAS,** On October 15, 2009, the Board of Commissioners adopted Resolution No. 09-0960 approving a cash advance in the amount of \$68,415.41 until grant revenues were received, and

**WHEREAS,** Fund 1210 has received grant revenues; now therefore be it

**RESOLVED,** that the following cash advance be made in the amount of \$ 68,415.41:

**FROM:**  
FUND 1210, SAFETY STUDIES  
ORGCODE -12108101  
Debit Revenue Account

Revenue Source 290000 - Advances-In \$ 68,415.41

**TO:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Credit Expense Account

Object 920000 - Advances-Out \$ 68,415.41

and be it further,

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the County Engineer and the Department of Budget & 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.

Roll call vote as follows:

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

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**RESOLUTION No. 09-1076 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA AREA CHAMBER FOR MIDNIGHT MADNESS**

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

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

**WHEREAS,** the Ravenna Area Chamber wishes to use the Courthouse Lawn, on Friday, November 27<sup>th</sup>, 2009 between the hours of 5:00 PM to 9:00 PM for Midnight Madness; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Area Chamber 135 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Friday, November 27<sup>th</sup>, 2009 between the hours of 5:00 PM to 9:00 PM for Midnight Madness; 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, Absent;                      Maureen T. Frederick, Yea;                      Christopher Smeiles, Yea;

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**RESOLUTION No. 09-1077                      -                      RE:                      WIRE TRANSFER TO UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**WHEREAS,**                      the invoice for the principal and interest payments related to the 1997 United States Department of Agriculture Rural Development bonds were approved and certified to the County Auditor for payment, contingent upon the review of the Department of Budget and Financial Management or other designee on November 19, 2009 in the amount of \$ 31,788.77 as set forth in the Invoice Entry Proof List on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**                      that the Board of Commissioners authorizes the wire transfer to the United States Department of Agriculture Rural Development for the principal and interest payments for the 1997 bond invoice as presented by the Portage County Auditor’s Office:

Loan 97-01                      \$ 22,573.86  
Loan 97-03                      \$ 9,214.91

For a total payment of \$ 31,788.77

Wire Transfer on Tuesday, December 1, 2009                      \$ 31,788.77

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, Absent;                      Maureen T. Frederick, Yea;                      Christopher Smeiles, Yea;

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**RESOLUTION No. 09-1078                      -                      RE:                      WIRE TRANSFER APPROVED AND CERTIFIED TO THE**







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**RESOLUTIONS**

November 19, 2009

1. Approval of Meeting Minutes from the November 17, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor/09-1064
3. Approve the wire transfer as presented by the County Auditor/09-1065.
4. Approve the Journal Vouchers as presented by the County Auditor/09-1066.
5. Approve Then & Now as presented by the County Auditor/09-1067.
6. Accept bid for furnishing #9 gravel for use by the Portage County Engineer/09-1068.
7. Authorize the acquisition of one (1) temporary easement and authorize the issuance of County warrants to acquire said right of way to allow for the temporary relocation of AT&T Ohio’s utility lines during construction of the Brady Lake Road Bridge (FRA 115 CH162A) replacement project over CSX Railroad and Breakneck Creek in Franklin Township, Portage County. (County Engineer) /09-1069.

Grants Administrator Attending

8. Resolution to authorize the grant application to the Ohio Department of Development, Ohio Energy Office, for the Renewable Energy Program, as presented by the Grants Administrator/Dan Banks to bring back the resolution for Board consideration next week

The Grants Administrator attending to discuss the grant application for the Portage County Administration Building, the Regional Planning Commission, and the Family & Community Services building to the Ohio Department of Development, Ohio Energy Office, for the Ohio Energy Efficiency & Conservation Block Grant Program.

When submitting the application, additional points will be given for the hire of a company located within a 100 mile radius of the project and for the submission of an estimate of project costs. Matt Testa, currently in partnership with Dovetail Solar & Wind, is approved by both the federal government & state of Ohio to do energy efficiency projects; both are also NABCEP (North America Board of Certified Energy Practitioners) certified. They have been working with the Ohio Department of Energy and the Ohio Department of Development on several projects on an ongoing basis. They are currently doing projects in six states & primarily use USA manufacturers. Mr. Testa advised that the county would need a site visit and an estimate ASAP to meet the grant deadline. The site visit would cost \$250 per site for all the detail information needed for both the grant and the determining of the energy benefits.

The Board of Commissioners authorized the Grants Administrator to work with the Department of Budget & Financial Management to find a funding source for the County \$250 payable to Matt Testa in 2010 for this service/Journal Entry.

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**INVITATIONS/MEETING NOTICES**

November 19, 2009

1. Invitation from the Greater Akron Chamber for an information meeting about exploring China on Monday, November 16, 2009, 4:30-6:00 PM, Akron Summit County Public Library.

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**INCOMING CORRESPONDENCE  
DISCUSSION**

November 19, 2009

1. The Board of Commissioners received the November 13, 2009 Notice of Receipt of Isolated Wetland Permit Application (Level 2) for the projected located within the Ravenna Army Ammunition Plant at the Ramsdell Quarry Landfill, Portage County. If interested, comments are requested within 20 days of the public notice/Forward to the County Engineer, the Water Resources Department and Soil & Water for review and comment.
2. November 16, 2009 email from Bob Herbst of Aurora regarding the operation of the LifeFlight helicopters at the Portage County Regional Airport/Forwarded to the Executive Assistant to prepare a response. Mr. Herbst is asking that the helicopters fly a little higher.
3. Board of Commissioners' authorization requested to pay the October 31, 2009 Christley, Herington & Pierce Statement No. 32357, for professional services rendered for October 2009 for the Portage County Sheriff for 2008 negotiations in the amount of \$437.50 and research on mandated services in the amount of \$6,868.75 for a total invoice of \$7,306.25/The Board of Commissioners agreed to pay the \$437.50 for labor negotiations and send the remaining bill to the Sheriff for payment. The Board also agreed that, beginning in 2010, the Sheriff should make payment on all of these types of invoices. Clerk to draft a letter for Board review/Journal Entry.

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**JOURNAL ENTRIES**

November 19, 2009

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending November 15, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$400.00 in Court Donations and \$240.00 in License Sales.
2. Board of Commissioners' authorization requested to use the Portage County Courthouse Lawn on Friday, November 27 and Saturday, November 28, 2009 for Midnight Madness and a Christmas Parade as requested by the Ravenna Area Chamber of Commerce. (Total of \$2.00 received).
3. The Board of Commissioners received the Portage County Investment Reconciliation report for the month of October 2009 as presented by the County Auditor and County Treasurer.
4. Board of Commissioners' authorization requested to pay the Hummel Construction Company Invoice No. 090064-1 dated November 13, 2009 for the installation of engraved pavers at the Veterans Memorial on November 9, 2009 in the amount of \$1,250.00, as presented by the Commissioners' Executive Assistant.
5. Board of Commissioners' authorization requested to approve Change Order No. 19 for \$29.58 for Item Code 603E98300 (Reference No. 155) State Route 59 Project [County/Route/Sect POR SR-59 004.04],

Contract No. 080120, as requested by the Ohio Department of Transportation and presented by the Portage County Water Resources Department. Commissioner Keiper to sign the Change Order.

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**REFERRED**

November 19, 2009

1. The Board of Commissioners received a Complaint Jury Demand in the case of Theresa Donovan vs. Portage County and Bureau of Workers' Compensation. Referred to Human Resources Department and Prosecutor's Office.
2. November 13, 2009 correspondence from Joseph Hadley Jr., NEFCO, regarding the CY2010 General Policy Board appointment. (Approved by Resolution NO. 08-1235 for 2009) Referred to Executive Assistant.

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**INFORMATION ONLY**

November 19, 2009

1. The Board of Commissioners received the draft final report entitled Business and Strategic Development Plan for the Portage County Regional Airport dated November 2009.
2. November 2, 2009 correspondence from Thomas Waltermire, Team NEO, including the Cleveland Plus Economic Review, Volume 3, Issue 3, dated September 2009.
3. November 9, 2009 correspondence from Woodrow Whitlow Jr., National Aeronautics and Space Administration (NASA), including the NASA Glenn Research Center: An Economic Impact Study Fiscal Year 2008 report.
4. November 17, 2009 e-mail from Harold Huff, Water Resources Department, in response to the Board's request for review and comment on the Village Gate Subdivision (resident Schulda inquiry) noting that the area is located within the Hiram Village Service Area and not in the Portage County Regional Sewer District.

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**PROSECUTOR**

November 19, 2009

1. November 12, 2009 email from Denise Smith in response to the Board of Commissioners' request for a listing of mandated services they must provide for the Portage County Health Department/Information only.
2. On November 5, 2009, the Board of Commissioners authorized Human Resources Department Director Karen U'Halie to request a legal opinion from the Prosecutor's Office regarding the use of the County's Health Benefits Reserve.

On November 5, 2009 Attorney Denise Smith emailed the Clerk to ask if "this is a special fund for which the Auditor of State's permission was requested per 1999 Auditor of State Bulletin No. 6? Or was the health benefit fund merely an administrative function utilized to enhance disclosure of the fund and the ability to cover outstanding costs under employee benefits package?"

A thorough search of the Commissioners' Journals led to Resolution No. 90-427 adopted on December 6, 1990 creating a Health Benefits Sub-Fund within the Internal Service Fund No. 610. There is no mention of renaming or numbering the fund to Fund 625 as named in a 2002 resolution/The Board of Commissioners agreed to let Attorney Smith know that the fund was created as "an administrative function utilized to enhance disclosure of the fund and the ability to cover outstanding costs under employee benefits package" and not as a special fund.

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**PLEASE ADD TO THE AGENDA  
November 19, 2009**

1. JFS Director Anita Herington requests Board permission to email all Portage County Mailboxes asking for support for Dress Down Days on Monday through Wednesday, November 23-25, 2009 (\$1.00 per day to dress down) to raise money for the Foster Children's Christmas Party on December 6, 2009/Board of Commissioners agreed that the Director should send out the countywide email.
2. Resolution presented by the Department of Budget & Financial Management to Cash Advance from Fund 1210, Safety Studies to Fund 0001, General Fund/09-1075.
3. Resolution presented by the Department of Budget & Financial Management to Cash Advance from Fund 0001 General Fund to Fund 1251, County Formula/09-Hold upon the recommendation of Department of Budget & Financial Management Director Audrey Tillis
4. Resolution presented by the Department of Budget & Financial Management to approve the wire transfers for the USDA/09-1077.
5. Resolution presented by the Department of Budget & Financial Management to approve wire transfers for bond payments/09-1078.
6. Resolution presented by the Department of Budget & Financial Management to Create Fund 5315, PCS O&M EQUIPMENT GARAGE. /09-1079

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**Journal Entry  
November 19, 2009**

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

1. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending November 15, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$400.00 in Court Donations and \$240.00 in License Sales.
2. The Board of Commissioners approved the request to use the Portage County Courthouse Lawn on Friday, November 27 and Saturday, November 28, 2009 for Midnight Madness and a Christmas Parade, as presented by the Ravenna Area Chamber of Commerce. Forwarded to the Internal Services to process.
3. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation report for the month of October 2009, as presented by the County Auditor and County Treasurer.

4. The Board of Commissioners authorized payment of the Hummel Construction Company of Ravenna Invoice No. 090064-1, dated November 13, 2009 for the installation of engraved pavers at the Veterans Memorial on November 9, 2009 in the amount of \$1,250.00, as presented by the Commissioners' Executive Assistant.
5. The Board of Commissioners approved Change Order No. 19 for \$29.58 for Item Code 603E98300 (Reference No. 155) State Route 59 Project [County/Route/Sect POR SR-59 004.04], Contract No. 080120, as requested by the Ohio Department of Transportation and presented by the Portage County Water Resources Department. The Board of Commissioners authorized Commissioner Keiper to sign the Change Order in accordance with Board of Commissioners' Resolution No. 08-0008.
6. The Board of Commissioners authorized payment of a portion of the October 31, 2009 Christley, Herington & Pierce Statement No. 32357, for professional services rendered for October 2009 for the Portage County Sheriff for 2008 negotiations in the amount of \$437.50. The portion of this invoice for the research on mandated services in the amount of \$6,868.75 will be forwarded to the Sheriff for payment.
7. The Board of Commissioners authorized payment of \$250 in 2010 to Matt Testa/ Dovetail Solar & Wind for the site visit and an estimate for the green energy project at the Portage County Administration Building funded through the Ohio Department of Development, Ohio Energy Efficiency & Conservation Block Grant Program. The Board of Commissioners noted that Portage County, the Regional Planning Commission and Family & Community Services will make a joint application for a solar and/or wind project at each site.
8. The Board of Commissioners authorized a transfer of \$12,000 to the Clerk of Courts to allow the purchase of files, as recommended by the Department of Budget & Financial Management Director. Forwarded to the Department of Budget & Financial Management for budget action.
9. The Board of Commissioners authorized a transfer to the Board of Elections to allow the separation payout for Director Lois Enlow upon her retirement, as recommended by the Department of Budget & Financial Management Director. Forwarded to the Department of Budget & Financial Management for budget action.

Commissioner Keiper absent, 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 19, 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 **11:40 AM**. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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