

**Tuesday, November 23, 2010**

The Board of County Commissioners met in regular session on **Tuesday, November 23, 2010 at 8:30 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 November 18, 2010 meeting. Commissioner Keiper abstaining, motion carries

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT  
Work Session**

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**THE WOODLANDS AT ROBINSON - Cancelled**

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**PROSECUTOR - Cancelled**

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The Board of Commissioners agreed to ask Maintenance Director Tim Miller and Internal Services Director JoAnn Townend how they plan to handle the snow plowing at the Justice Center.

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**EXECUTIVE ASSISTANT**

The Executive Assistant attending to discuss the delinquent tax bill for the Veterans Service Building in Ravenna. The Board of Commissioners directed her to contact Robinson Memorial Hospital to discuss the past due charges.

There is also an issue with a Sunny Slopes home site in Streetsboro, which shows a mortgage lien held by Board of Commissioners. The Board of Commissioners most likely approved a low interest loan for a repair of some sort. The Executive Assistant to contact the Neighborhood Development Services for additional information.

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**WATER RESOURCES**

Present: Harold Huff and Jeff Lonzrick

- 1. RESOLUTION -** Extension of Drug and Alcohol Consortium Agreement between Robinson Health Affiliates Inc. & the Portage County Water Resources/10-1083.

- 2. **RESOLUTION** - Approving the General Plan of Water Supply and Waterworks for the Portage County Regional Sewer District and Amending the General Plan as Approved by Resolution No. 74-204 adopted September 5, 1974, and Amended by Resolution No. 99-091 adopted February 9, 1999/Hold for Board of Commissioners to review
  
- 3. **RESOLUTION** - Determining to proceed with the construction of Project No. PC-W (08-121), PC-W (08-122), and PC (08-130) Ravenna Training and Logistics (Ravenna Ordnance Plant) Potable Water System and Facilities & Sanitary Sewer System and Facilities, in the Portage County Regional Sewer District, Windham Township/Pulled by Water Resources Department
  
- 4. **SIGNATURES** - Final application and certificate for payment to AAA Flexible Pipe for County Wide Line Maintenance Program: Cleaning & Jet Flushing, Zone 4 – Streetsboro West, ST-4 (10-010)/Journal Entry
  
- 5. **SIGNATURES** - Approval to pay second half fiscal year 2011 dues for NEFCO/approved by Journal Entry on November 18, 2010.

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The Board of Commissioners accepted the letter of retirement from Director Huff effective December 31, 2010.

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The County Auditor attending to discuss the Water Resources Department Biosolids Facility. She noted that the Robinson Memorial Hospital has advised her that they want to refinance \$7.7 million and, if the county goes for a borrowing, that would affect the county. Commissioner Keiper responded that if the Robinson Memorial Hospital borrowing puts the county over the cap, the hospital must pay the fee. Commissioner Smeiles noted that the Board of Commissioners authorized about \$400,000 for the engineering for this facility a while ago. Director Huff noted that the project is scheduled to go forward next year and would take care of the county’s sludge needs, possibly leading to a partnering with other entities. He added that the facility will use the best available technology; the EPA seems to be heading toward this process. In order to extend the project, the county would need EPA approval. Commissioner Keiper confirmed that the county may be borrowing up to \$8 million for this facility next year. The Auditor will contact Robinson Memorial Hospital.

Commissioner Frederick asked Director Huff to provide a five year plan update in the near future so that the Board of Commissioners will know what the department has planned.

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## DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

### Resolutions

#### **1. General Fund Amendments to the Annual Appropriation Resolution/10-1081:**

- a. Commissioners Other, Supplemental – Recorder Prior Service Credit and Adjust to Actual
- b. Auditor, Transfer – Projected Need
- c. Prosecutor, Supplemental – Adjust to Projected Revenue
- d. Recorder, Supplemental – Prior Service Credit BOC Approved
- e. Clerk of Courts, Transfer – Projected Need
- f. Municipal Court, Transfer – To Cover Shortage
- g. Common Pleas Court, Transfer – Projected Need
- h. Sheriff's Department, Transfer – To Cover Year End Deficits
- i. Board of Election, Transfer – Projected Need

#### **2. Other Funds Amendments to the Annual Appropriation Resolution/10-1082:**

- a. Fund 1001, Certificate of Title Administration – Transfer, Projected Need
- b. Fund 1004, DRETAC – Treasurer - Transfer, Projected Need
- c. Fund 1006, Comp Legal Research Muni Crt – Transfer, Cover Shortage
- d. Fund 1009, Comp Legal Research Probate Ct – Transfer, Cover Cost for Cartridge
- e. Fund 1101, Enforcement and Education – Transfer, Projected Need
- f. Fund 1102, Marine Patrol Grant – Transfer, Year End Adjustment per Grant
- g. Fund 1149, Felony Delinquent Care & Custody – Supplemental, Employee Transfer to Grant
- h. Fund 1340, PCBDD General Administration – Transfer, Projected Need
- i. Fund 1390, Women Infants and Children – Transfer, To Meet Yearly Expenses
- j. Fund 1410, Job and Family Services – Transfer, Projected Need
- k. Fund 1412, JFS Help Me Grow Allocation – Transfer, Projected Need
- l. Fund 1470, Area Agency on Aging – Supplemental, Adjust to Actual
- m. Fund 3000, County Notes – Supplemental, Adjust to Actual
- n. Fund 5200, PCS General Administration – Transfer, Projected Need
- o. Fund 5400, PCW General Administration – Transfer, Projected Need
- p. Fund 5600, Sts General Administration – Transfer, Projected Need
- q. Fund 7000, Central Services (Purchasing) – Transfer, To Pay Final Cash Advance Payment
- r. Fund 8102, Senior Center Activities – Supplemental, Transition Senior to FCS
- s. Fund 8104, PCBDD Gifts & Donations – Supplemental, Adjust to Actual Revenue

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The Director advised the Board of Commissioners that the Coroner may need a \$20,000 increase in his contract services line to finish 2010. The Director will update the Board of Commissioners on November 30<sup>th</sup>.

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The Director recommended that the Board of Commissioners agree to push the two payments that are due for FY 2009 and FY 2010 to the end of the loan, extending the loan due to the County by two years. The Director will ask the Regional Planning Commission to check with the Prosecutor’s Office to determine if a resolution should be completed for this action or if a Journal Entry will provide the proper documentation. If a resolution is required, the Regional Planning Commission should work with the Prosecutor’s Office to prepare the resolution and bring it to the Board of Commissioners as an agreement signed by the Regional Planning Commission Board before year end.

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The Board of Commissioners discussed the request from the Deerfield Fire Chief for their assistance with a Building Department issue. Commissioner Frederick had asked the CBO to contact the Fire Chief, which he has done. The Board noted that the Fire Chief had emailed the CBO several times and they expressed concern that the emails have ended in the Junk files. The Board of Commissioners agreed to ask the CBO to forward his response to the Fire Chief to them for their files.

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**RESOLUTION No. 10-1075 - 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 Department of Budget and Financial Management or other designee on November 23, 2010 in the total payment amount of **\$787,534.78 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-1076 - RE: WIRE TRANSFER 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 Department of Budget and Financial Management or other designee on November 23, 2010 in the total payment amount as follows:

- 1) \$680,150.00 to the Bank of New York Mellon for various purpose bond, PORVAR01; and
- 2) \$675,333.13 to The Bank of New York Mellon general PORTGOB2004; and
- 3) \$1,106,100.00 to Huntington National Bank for various purpose improvement refunding bond series 2006 PORTGEVPRF06; and
- 4) \$244,213.75 to Huntington National Bank for various purpose bond PORTAGEVP07; and

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 authorizes the wire transfers for the payment of bond principal and interest costs as follows, as presented by the Portage County Auditor's Office:

Wire Transfer on Monday, November 29, 2010	\$ 680,150.00
Wire Transfer on Monday, November 29, 2010	\$ 675,333.13
Wire Transfer on Monday, November 29, 2010	\$ 1,106,100.00
Wire Transfer on Monday, November 29, 2010	\$ 244,213.75

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;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-1077**

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**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 Maureen T. Frederick, seconded by Christopher Smeiles 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 23, 2010 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 in 2010 for the 1997 bond issue as presented by the Portage County Auditor's Office as follows:

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

For a total payment of \$ 31,788.77

Wire Transfer on Wednesday, December 1, 2010                     \$ 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, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-1078**

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**RE: WIRE TRANSFER 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 Department of Budget and Financial Management or other designee on November 23, 2010 in the total payment amount as follows:

1. \$172,848.69 for Medical Mutual Claims-Fund 7101; and
2. \$ 5,651.61 to WageWorks, Inc. for processing claims 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

**RESOLVED,** that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor’s Office:

Wire Transfer on Friday, November 24, 2010	\$ 172,848.69
Wire Transfer on Friday, November 24, 2010	\$ 5,651.61

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

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**RESOLUTION No. 10-1079 - 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:

11/22/10	1278	\$ 110,149.30
11/22/10	1270	28,172.15
11/22/10	1271	936.00
11/22/10	1272	17,850.53
11/22/10	1275	16,554.37
11/22/10	1273	10,584.42
11/22/10	1276	643,009.60
11/18/10	1027	16,193.41
Total		\$ 843,449.78

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

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**RESOLUTION No. 10-1080 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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

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

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

**WHEREAS,** a listing of expenditures, attached hereto as Exhibit “A” and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$14,215.40** as set forth in Exhibit “A” dated **November 23, 2010** shall be paid; 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;	Christopher Smeiles, Yea;	Maureen T. Frederick, Yea;
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RESOLUTION No. 10-1081

RE: AMENDMENT TO THE GENERAL FUND 2010 ANNUAL APPROPRIATION RESOLUTION NO. 09-1169 ADOPTED DECEMBER 17, 2009

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

RESOLVED, that it has become necessary to amend the General Fund 2010 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below:

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 0001</b>	<b>General Fund</b>		
	<b>010 Commissioners Other</b>		
00107	Commissioner Other OE	0	4,035
00109	Commissioner Other ME	0	22,240
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 26,275</u>

Note: Adjust to Projected Recorder Prior Serv Credit.

<b>100 Auditor</b>			
01104	Auditor Financial Managmt CS	0	170
01124	Auditor Real Property CS	170	0
	<b>MEMO TOTAL</b>	<u>\$ 170</u>	<u>\$ 170</u>

Note: Projected Need

<b>300 Prosecutor</b>			
03014	Prosecutor Support CS	10,000	0
0301D	Prosecutor Support Full Time	12,240	0
	<b>MEMO TOTAL</b>	<u>\$ 22,240</u>	<u>\$ -</u>

Note: Adjust To Projected

<b>400 Recorder</b>			
04003	Recorder Fringes	4,035	0
	<b>MEMO TOTAL</b>	<u>\$ 4,035</u>	<u>\$ -</u>

Note: Prior Service Credit BOC Approved

		<u>Increase</u>	<u>Decrease</u>
<b>500 Clerk of Courts</b>			
05005	Clerk Common Pleas Ct MS	5,900	0
05024	Clerk-Civil/Criminal CS	0	1,000
05025	Clerk-Civil/Criminal MS	3,800	0
0502D	Clerk-Civil/Criminal Full Time	0	8,700
	<b>MEMO TOTAL</b>	<u><u>\$ 9,700</u></u>	<u><u>\$ 9,700</u></u>

Note: Projected Need

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<b>520 Municipal Court</b>			
05204	Municipal Court CS	3,557	0
05205	Municipal Court MS	0	3,557
	<b>MEMO TOTAL</b>	<u><u>\$ 3,557</u></u>	<u><u>\$ 3,557</u></u>

Note: To Cover Shortage

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<b>530 Common Pleas Court</b>			
05303	Common Pleas Fringes	3,220	0
05304	Common Pleas Court CS	4,500	7,720
	<b>MEMO TOTAL</b>	<u><u>\$ 7,720</u></u>	<u><u>\$ 7,720</u></u>

Note: Projected Need

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	<u>Increase</u>	<u>Decrease</u>
<b>700 Sheriff's Department</b>		
07003 Sheriff-General Fringes	500	0
07004 Sheriff-General Admin CS	500	500
07005 Sheriff-General Admin MS	6,000	0
0700D Sheriff-General Full Time	0	6,000
0700E Sheriff-General Part Time	8,000	0
0700M Sheriff-General Overtime	0	1,000
07103 Sheriff-Corrections Fringes	4,000	0
07104 Sheriff-Corrections CS	5,000	5,000
07105 Sheriff-Corrections MS	2,000	25,000
07203 Sheriff-Detectives Fringes	500	2,000
0720E Sheriff-Detectives Part Time	0	500
0720M Sheriff-Detectives Overtime	2,000	0
07303 Sheriff-Road Deputies Fringes	0	5,000
0730E Sheriff-Road Deputies Part Time	20,000	0
0730M Sheriff-Road Deputies Overtime	0	5,000
07403 Sheriff-Dispatch Fringes	500	0
0740E Sheriff-Dispatch Part Time	0	1,000
0740M Sheriff-Dispatch Overtime	1,000	0
07603 Sheriff - Children Srv Fringes	5,000	0
07605 Sheriff - Children Svcs MS	0	2,000
0760D Sheriff - Children Sv FullTime	1,000	0
0760M Sheriff - Children Sv Overtime	0	3,000
<b>MEMO TOTAL</b>	<b><u>\$ 56,000</u></b>	<b><u>\$ 56,000</u></b>

Note: To Cover Year End Deficits

<b>902 Board Of Elections</b>		
09024 Board Of Elections CS	440	0
09027 Board Of Elections OE	0	440
<b>MEMO TOTAL</b>	<b><u>\$ 440</u></b>	<b><u>\$ 440</u></b>

Note: Projected Need

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<b><u>\$ 103,862</u></b>	<b><u>\$ 103,862</u></b>
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; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the 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 as Follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 10-1082

RE: AMENDMENT TO THE NON GENERAL FUND  
2010 ANNUAL APPROPRIATION RESOLUTION  
NO 09-1170 ADOPTED DECEMBER 17, 2009

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2010 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below:

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 1001</b>	<b>Certificate Of Title Administr</b>		
<b>500</b>	<b>Clerk of Courts</b>		
10014	Certificate Of Title Admin CS	0	2,915
10015	Certificate Of Title Admin MS	2,915	0
1001D	Certificate Of Title Full Time	0	50
1001E	Certificate Of Title Part Time	50	0
	<b>MEMO TOTAL</b>	<u><u>\$ 2,965</u></u>	<u><u>\$ 2,965</u></u>

Note: Projected Need

<b>Fund: 1004</b>	<b>DRETAC - Treasurer</b>		
<b>200</b>	<b>Treasurer</b>		
10043	DRETAC Treasurer Fringes	1,050	0
10044	DRETAC Treasurer CS	0	1,590
10045	DRETAC Treasurer MS	0	10,000
1004D	DRETAC Treasurer Full Time	10,540	0
	<b>MEMO TOTAL</b>	<u><u>\$ 11,590</u></u>	<u><u>\$ 11,590</u></u>

Note: Projected Need

<b>Fund: 1006</b>	<b>Comp Legal Research Muni Crt</b>		
<b>520</b>	<b>Municipal Court</b>		
10065	Comp Lgl Res-Muni MS	4,990	4,990
	<b>MEMO TOTAL</b>	<u><u>\$ 4,990</u></u>	<u><u>\$ 4,990</u></u>

Note: Cover Shortage

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 1009</b>	<b>Comp Legal Research Probate Ct</b>		
<b>560</b>	<b>Probate Court</b>		
10095	Comp Lgl Research Probat Ct MS	625	0
10096	Comp Lgl Research Probat Ct CO	<u>0</u>	<u>625</u>
	<b>MEMO TOTAL</b>	<b><u>\$ 625</u></b>	<b><u>\$ 625</u></b>

Note: COVER COST FOR CARTRIDGES

<b>Fund: 1101</b>	<b>Enforcement And Education</b>		
<b>700</b>	<b>Sheriff's Department</b>		
11014	Enforcement & Education CS	400	0
11015	Enforcement & Education MS	<u>0</u>	<u>400</u>
	<b>MEMO TOTAL</b>	<b><u>\$ 400</u></b>	<b><u>\$ 400</u></b>

Note: Projected Need

<b>Fund: 1102</b>	<b>Marine Patrol Grant</b>		
<b>700</b>	<b>Sheriff's Department</b>		
11024	Sheriff-Marine Patrol CS	346	893
11025	Sheriff-Marine Patrol MS	<u>3,547</u>	<u>3,000</u>
	<b>MEMO TOTAL</b>	<b><u>\$ 3,893</u></b>	<b><u>\$ 3,893</u></b>

Note: Year end adj. per grant

<b>Fund: 1149</b>	<b>Felony Delinque Care &amp; Custody</b>		
<b>570</b>	<b>Juvenile Court</b>		
11493	Juv Feny Delnq Care Fringes	1,584	0
1149D	Juv Feny Delnq Care Full Time	<u>5,604</u>	<u>0</u>
	<b>MEMO TOTAL</b>	<b><u>\$ 7,188</u></b>	<b><u>\$ -</u></b>

Note: EMP. TRANSFER TO GRANT

<b>Fund: 1340</b>	<b>PCBDD General Administration</b>		
<b>905</b>	<b>Mental Ret &amp; Dev Disability Bd</b>		
13403	MRDD General Admin Fringes	3,000	3,000
1340D	MRDD General Admin Full Time	0	80,000
1340E	MRDD General Admin Part Time	70,000	0
1340I	MRDD General Admin Substitute	<u>10,000</u>	<u>0</u>
	<b>MEMO TOTAL</b>	<b><u>\$ 83,000</u></b>	<b><u>\$ 83,000</u></b>

Note: Projected Need

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 1390</b>	<b>Women Infants And Children</b>		
053	<b>Women, Infants &amp; Children</b>		
13903	Women Infant Children Fringes	1,000	0
1390D	Women Infant Childrn Full Time	0	4,000
1390E	Women Infant Childrn Part Time	3,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 4,000</u></u>	<u><u>\$ 4,000</u></u>

Note: Meet yearly expenses

<b>Fund: 1410</b>	<b>Job And Family Services</b>		
051	<b>Job And Family Services</b>		
14104	Job & Family Services CS	0	10,000
1410M	Job & Family Service Overtime	10,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 10,000</u></u>	<u><u>\$ 10,000</u></u>

Note: Projected need

<b>Fund: 1412</b>	<b>JFS Help Me Grow Allocation</b>		
051	<b>Job And Family Services</b>		
14123	JFS Help Me Grow Fringes	0	9,200
14124	JFS Help Me Grow CS	18,434	0
14125	JFS Help Me Grow MS	3,766	0
1412D	JFS Help Me Grow Full Time	0	10,000
1412E	JFS Help Me Grow Part Time	0	3,000
	<b>MEMO TOTAL</b>	<u><u>\$ 22,200</u></u>	<u><u>\$ 22,200</u></u>

Note: Projected need

<b>Fund: 1470</b>	<b>Area Agency On Aging</b>		
055	<b>Senior Center</b>		
14707	Area Agency On Aging OE	0	636
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 636</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 3000</b>	<b>County Notes</b>		
001	<b>Commissioners</b>		
30008	County Notes DE	0	2,077
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 2,077</u></u>

Note: ADJUST TO ACTUAL

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 5200</b>	<b>PCS General Administration</b>		
060	<b>Water Resources</b>		
52004	Portage County Sewer CS	0	240,000
52007	Portage County Sewer OE	240,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 240,000</u></u>	<u><u>\$ 240,000</u></u>

Note: Projected Need

<b>Fund: 5400</b>	<b>PCW General Administration</b>		
060	<b>Water Resources</b>		
54003	Portage County Water Fringes	100	0
54004	Portage County Water CS	12,000	0
54005	Portage County Water MS	21,000	0
54009	Portage County Water ME	650,000	683,100
	<b>MEMO TOTAL</b>	<u><u>\$ 683,100</u></u>	<u><u>\$ 683,100</u></u>

Note: Projected Need

<b>Fund: 5600</b>	<b>StS General Administration</b>		
060	<b>Water Resources</b>		
56003	Streetsboro Sewer Fringes	2,000	0
56004	Streetsboro Sewer CS	30,300	0
56009	Streetsboro Sewer ME	0	42,600
5600D	Streetsboro Sewer Full Time	10,000	0
5600M	Streetsboro Sewer Overtime	300	0
	<b>MEMO TOTAL</b>	<u><u>\$ 42,600</u></u>	<u><u>\$ 42,600</u></u>

Note: Projected Need

<b>Fund: 7000</b>	<b>Central Services (Purchasing)</b>		
012	<b>Central Purchasing Services</b>		
70004	Central Services Purchasing CS	0	25,000
70009	Central Services Purchasing ME	25,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 25,000</u></u>	<u><u>\$ 25,000</u></u>

Note: To Pay Final Cash Adv Repayment

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		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 8102</b>	<b>Senior Center Activities</b>		
055	<b>Senior Center</b>		
81024	Senior Center Activities CS	7,600	0
81025	Senior Center Activities MS	<u>0</u>	<u>5,000</u>
	<b>MEMO TOTAL</b>	<u><u>\$ 7,600</u></u>	<u><u>\$ 5,000</u></u>

Note: Transition Senior to FCS

<b>Fund: 8104</b>	<b>PCBDD Gifts &amp; Donations</b>		
905	<b>Mental Ret &amp; Dev Disability Bd</b>		
81044	MRDD Gifts & Donations CS	0	10,000
81046	MRDD Gifts & Donations CO	<u>0</u>	<u>10,000</u>
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 20,000</u></u>

Note: Adjust to Actual Revenue

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<u><u>\$ 1,149,151</u></u>	<u><u>\$ 1,162,076</u></u>
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; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the 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 as Follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-1083**

**RE: EXTENSION OF DRUG AND ALCOHOL TESTING CONSORTIUM AGREEMENT BETWEEN ROBINSON HEALTH AFFILIATES INC. & THE PORTAGE COUNTY WATER RESOURCES.**

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

**WHEREAS,** on January 1, 1998 the Board of Portage County Commissioners/Portage County Water Resources joined a consortium to achieve compliance with federal drug and alcohol testing regulations; and

**WHEREAS,** Robinson Health Affiliates, Inc. has agreed to act as a third party Administrator by performing the required testing for the consortium members; and

**WHEREAS,** the parties wish to amend and extend the agreement for a period of two years, to expire on December 31, 2012, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a testing agreement on behalf of the Portage County Department of Water Resources for the referenced testing within the Scope of Services and in the amounts indicated in this agreement in a total amount not to exceed \$1800.00 for a two year agreement period; 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 adopted in an open meeting of this Board and that all deliberations of this Board 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:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTIONS**

November 23, 2010

1. Approval of Meeting Minutes from the November 18, 2010 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/10-1075.
3. Approve the wire transfer, as presented by the County Auditor. (Bonds) /10-1076

4. Approve second wire transfer, as presented by the County Auditor. (USDA) /10-1077
  5. Approve third wire transfer, as presented by the County Auditor/10-1078 (Human Resources)
  6. Approve the Journal Vouchers as presented by the County Auditor/10-1079.
  7. Approve Then & Now as presented by the County Auditor/10-1080.
- \*                      \*                      \*                      \*                      \*

**INVITATIONS/MEETING NOTICES**

November 23, 2010

1. Invitation to the Sourcing Office Annual Meeting 2010 at the KSU Student Center on Friday, December 17, 2010 at 11:00 AM.
2. Notice of the Aurora Chamber of Commerce Holiday Party on Thursday, December 9<sup>th</sup> from 5:30 – 8:00 PM at ThornCreek Winery & Gardens.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

November 23, 2010

1. November 16, 2010 correspondence from Kent City Manager Dave Ruller regarding the Kent Muni Court site selection/Clerk to schedule a meeting.
2. November 17, 2010 request from Penney’s Auto Body Inc. for permission to advertise on line that they perform collision work for Portage County/Board of Commissioners agreed to give permission.
3. November 16, 2010 correspondence from the Western Reserve Resource Conservation & Development Council (RC&D) requesting \$250 in county dues for 2011/Journal Entry.
4. Undated memo (received November 19, 2010) from the CCAO requesting payment of dues for 2011 in the amount of \$8,859 (Amount based on 4.5% of the statutory salary of the three Commissioners) /Journal Entry
5. November 18, 2010 recommendation from the Executive Assistant that the Board of Commissioners sign the election ballot voting for Adam Timmons of Garrettsville to serve in the Portage County seat on the Farm Service Agency County Committee/Journal Entry
6. November 18, 2010 correspondence from Attorney Timothy Thomas as the representative of an employee of the Portage County Water Resources Department/Forward to Harold Huff, Karen U'Halie and Denise Smith for review and comment.

7. November 10, 2010 correspondence from the Ohio Department of Development regarding the Henkan, LLC project/Journal Entry

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**JOURNAL ENTRY**

November 23, 2010

1. The Board of Commissioners received the DS5 Request #451 prepared by the Regional Planning Commission to draw available funding from the 09 Formula Grant B-F-09-1CJ-1 in the amount of \$125,161.00, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
2. The Board of Commissioners received the DS5 Request #452 prepared by the Regional Planning Commission to draw available funding from the 10 Formula Grant B-F-10-1CJ-1 in the amount of \$7,500.00, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
3. The Portage County Engineer presents the Inventory of Road Machinery, Tools and Equipment as of November 15, 2010 submitted in accordance with Ohio Revised Code 5549.01. The Engineer recommends the purchase of two (2) single axle dump trucks in 2011.
4. The Board of Commissioners acknowledged the receipt of the monthly operating expenses and caseload report for Portage County Public Defender's Office for August 2010, as presented by the County Auditor.
5. The Board of Commissioners signed the Satisfaction of Mortgage for Carl Lind, as presented by Neighborhood Development Services. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. The Board of Commissioners authorized payment to Barrel Run Crossing Winery and Vineyard, Inc. of Rootstown for an Economic Development Loan CDBG ED RLF for Barrel Run Crossing Winery and Vineyard, Inc. in the amount of \$13,917.74, as presented by Neighborhood Development Services.
7. The Board of Commissioners authorized reimbursement to the Regional Planning Commission from Grant B-Z-08-062-1, Neighborhood Stabilization Program, for administrative fees not previously billed for the time period November 1, 2010 to November 14, 2010 for \$984.90, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
8. The Board of Commissioners received the Portage County Investment Reconciliation for the month of October 2010, as presented by the County Treasurer and County Auditor.
9. The Board of Commissioners signed the Payment Authorization Form for the City of Ravenna for contractor Residential Rehab for the rehabilitation of 536 East Highland Avenue in Ravenna in the

amount of \$12,520, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Housing Development Activity funds this expense.

10. The Board of Commissioners authorized the electronic filing of the Office of Homeland Security and Emergency Management FY 2007 SHSP Draw Request for the Talon Shield Exercise (2007-GE-T7-0030) for \$22,949.03, as presented by the Office of Homeland Security and Emergency Management Director. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
11. The Board of Commissioners authorized the electronic filing of the Office of Homeland Security and Emergency Management FY 2008 SHSP Draw Request for the Structural Collapse Exercise (2008-GE-T8-0025) for \$13,703.92, as presented by the Office of Homeland Security and Emergency Management Director. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
12. The Board of Commissioners acknowledged receipt of the Portage County Sheriff's Office Transporting Report for October 2010 in accordance with Ohio Revised Code Section 325.07.

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**REFERRED**

November 23, 2010

1. November 16, 2010 correspondence from the Western Reserve Resource Conservation & Development Council (RC&D) to Commissioner Frederick regarding the expiration of her term on December 31, 2010. Referred to the Executive Assistant.

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**PROSECUTOR'S CORRESPONDENCE**

November 23, 2010

1. November 19, 2010 email from Attorney David Brode including his review of the draft Designation Agreement/The Board of Commissioners agreed that JoAnn Townend and Bill Steiner should work together to update the agreement including those recommendations.

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**PLEASE ADD TO THE AGENDA**

November 23, 2010

1. November 22, 2010 correspondence from Commissioner Elect Tommie Jo Marsilio regarding the Portage Development Board/Commissioner Keiper noted that he has not asked nor sought appointment to that Board, adding that he does have a broad, deep economic development background. Forward to Steve Colecchi for his files and information.
2. The State Auditor presents the cost proposals for the Portage County Audits for years 2010 through 2014/The Board of Commissioners agreed to ask the County Auditor for her comments ASAP.

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## **Journal Entry**

November 23, 2010

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

1. The Board of Commissioners authorized Commissioner Keiper to sign the DS5 Request #451 to draw available funding from the 09 Formula Grant B-F-09-1CJ-1 in the amount of \$125,161.00, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
2. The Board of Commissioners authorized Commissioner Keiper to sign the DS5 Request #452 to draw available funding from the 10 Formula Grant B-F-10-1CJ-1 in the amount of \$7,500.00, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
3. The Board of Commissioners acknowledged the receipt of the Portage County Engineer's Inventory of Road Machinery, Tools and Equipment as of November 15, 2010 submitted in accordance with Ohio Revised Code 5549.01. The Board of Commissioners also noted that the Engineer recommends the purchase of two (2) single axle dump trucks in 2011.
4. The Board of Commissioners acknowledged the receipt of the monthly operating expenses and caseload report for Portage County Public Defender's Office for August 2010, as presented by the County Auditor.
5. The Board of Commissioners signed the Satisfaction of Mortgage for Carl Lind, as presented by Neighborhood Development Services. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. The Board of Commissioners authorized payment to Barrel Run Crossing Winery and Vineyard, Inc. of Rootstown for an Economic Development Loan CDBG ED RLF for Barrel Run Crossing Winery and Vineyard, Inc. in the amount of \$13,917.74, as presented by Neighborhood Development Services.
7. The Board of Commissioners authorized reimbursement to the Regional Planning Commission from Grant B-Z-08-062-1, Neighborhood Stabilization Program, for administrative fees not previously billed for the time period November 1, 2010 to November 14, 2010 for \$984.90, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
8. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of October 2010, as presented by the County Treasurer and County Auditor.

9. The Board of Commissioners signed the Payment Authorization Form for the City of Ravenna for contractor Residential Rehab for the rehabilitation of 536 East Highland Avenue in Ravenna in the amount of \$12,520, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Housing Development Activity funds this expense.
10. The Board of Commissioners authorized the electronic filing of the Office of Homeland Security and Emergency Management FY 2007 SHSP Draw Request for the Talon Shield Exercise (2007-GE-T7-0030) for \$22,949.03, as presented by the Office of Homeland Security and Emergency Management Director. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
11. The Board of Commissioners authorized the electronic filing of the Office of Homeland Security and Emergency Management FY 2008 SHSP Draw Request for the Structural Collapse Exercise (2008-GE-T8-0025) for \$13,703.92, as presented by the Office of Homeland Security and Emergency Management Director. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
12. The Board of Commissioners acknowledged receipt of the Portage County Sheriff's Office Transporting Report for October 2010 in accordance with Ohio Revised Code Section 325.07.
13. The Board of Commissioners signed the Final Application and Certificate for Payment for \$2,506.10 to AAA Flexible Pipe of Cleveland for the County Wide Line Maintenance Program: Cleaning & Jet Flushing, Zone 4 – Streetsboro West, ST-4 (10-010), as presented by the Water Resources Department.
14. The Board of Commissioners acknowledged the receipt of the November 10, 2010 correspondence from the Ohio Department of Development advising that the CDBG Grant application for Henkan, LLC, authorized by Portage County Board of Commissioners' Resolution 10-0544, is cancelled since funding was provided by the U.S. Department of Agriculture and the project was completed without CDBG assistance.
15. The Board of Commissioners accepted with regret the November 23, 2010 notice of retirement from Portage County Water Resources Department Director Harold Huff, effective December 31, 2010.
16. The Board of Commissioners authorized the posting and job search for the Portage County Water Resources Department Director vacancy.
17. The Board of Commissioners accepted with regret the November 15, 2010 notice of retirement from Portage County Water Resources Department Customer Service Specialist I Louie Munoz, effective January 31, 2011.
18. The Board of Commissioners signed the Personnel Requisition Form authorizing the posting of the Portage County Water Resources Department Customer Service Specialist I vacancy, as presented by the Water Resources Department and reviewed by the Human Resources Department.
19. The Board of Commissioners authorized payment of the November 16, 2010 invoice from the Western Reserve Resource Conservation & Development Council (RC&D) for \$250 in county dues for 2011.

- 20. The Board of Commissioners authorized payment of the November 17, 2010 CCAO Invoice # 18766 for payment of dues for 2011 in the amount of \$8,859.
- 21. The Board of Commissioners accepted the November 18, 2010 recommendation from the Executive Assistant and authorized Commissioner Keiper to sign the election ballot voting for Adam Timmons of Garrettsville to serve in the Portage County seat on the Farm Service Agency County Committee.
- 22. The Board of Commissioners accepted the recommendation of their Clerk Deborah Mazanec and authorized payment of overtime and/or comp time for Board of Commissioners' Assistant Julie Gonzales noting that the Commissioners' Clerical Special is on a layoff and their Administrative Assistant is a leave of absence.
- 23. The Board of Commissioners authorized the retaining of Attorney Ron Habowski of Christley, Herington & Pierce, to act as the collection agent for long outstanding fees owed by residents to The Woodlands at Robinson. The Board of Commissioners agreed to pay Attorney Habowski at the current billable rate from the General Fund and charge the payment back to The Woodlands at Robinson. Internal Services Director JoAnn Townend to work with Attorney Habowski to create an agreement, if necessary.

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 23, 2010**. 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 10:45 AM. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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