

Tuesday, March 22, 2011

The Board of County Commissioners met in regular session on Tuesday, March 22, 2011 at 9:50 AM with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

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Absent: Christopher Smeiles

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It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick to approve the meeting minutes of the March 17, 2011 meeting. Commissioner Smeiles absent, motion carries

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

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PROSECUTOR

Present: Denise Smith

Review of Prosecutor's Pending List

1. **Airport** – the Board of Commissioners advised Attorney Smith that Commissioner Frederick is sending a list of questions for John Trew for a response and asking for copies of contracts that bring in Airport revenue. Commissioner Frederick noted that she read Attorney Smith's email regarding the land donation to the Airport and her conversation with the FAA. Attorney Smith replied that, if the county donates the land it becomes the Airport's land and the Board of Commissioners would most likely not be able to take the land back.
2. **APL Humane Officer issue**
Commissioner Marsilio reported that she met with Doug Sendry and Karen Carmany yesterday. They indicted that Humane Officer Hartung was on probation and they let him go. He was paid monthly by the county, paid directly. Denise Smith advised the Board of Commissioners that the Humane Officer is an APL employee, who is approved by the Probate Court judge. The county pays at least \$25/month by statute.

Attorney Smith suggested that instead of paying the Humane Officer at the beginning of the month, the Board of Commissioners pay at the end of the month to avoid a situation like this currently where the Officer has been paid in full but only worked for two weeks. Sind getting the money back from Mr. Hartung would be difficult, Attorney Smith recommended that the Board of Commissioners reduce the new Humane Officer salary by one-half of the first month's salary and have the APL pay the remainder.

Commissioner Marsilio reported that she also had a conversation with the APL representatives about the ducks at Aurora Farms. The APL had no idea that Aurora Farms still perceived there is a problem and they agreed to contact Aurora Farms.

Prosecutor's Correspondence - None

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10:05 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(3), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present: Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:35 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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THE WOODLANDS AT ROBINSON

Present: Barb Fleischmann, Allison Goudy, Cathie Eggleston, Karen U'Halie

The Nursing Home Administrator reported that the census today is at 66.

The Nursing Home Administrator reported that money is now coming in from the collections program. They have received about \$10,000 after the attorneys sent out 36 letters. The Nursing Home has received 10 calls in response to those letters and eight (8) payments have been made. Should the Nursing Home Administrator receive any other calls from families who want to discuss a deal, the Board of Commissioners asked that she refer them to the program attorney.

Lawn Care Contract

The Nursing Home Administrator reported that the contract for lawn care is due. The Board of Commissioners discussed possibly using the County Maintenance Department to provide lawn and snow plowing services. JoAnn Townend and Tim Miller to make a recommendation since the nursing home does not have any lawn care equipment or a storage facility for that equipment.

Donation

Commissioner Frederick suggested that staff use donations for items that will benefit all residents. The Nursing Home Administrator reported that the family who recently made a donation does not now want to purchase a large screen TV since the resident was not a TV watcher. The family would like instead to purchase items for the outside of the facility like a retractable awning, outside patio furniture, umbrellas for tables, or large planters. Ms. Fleischmann agreed to meet with the family to finalize their wishes and then the county will work to fit the wishes with the available monies.

The Board of Commissioners asked that staff complete the travel forms to allow the Nursing Home Administrator and DON to attend the Ohio Health Care Association Meeting on Wednesday and the Ohio County Homes Association Spring Conference next Tuesday.

Billing Issue

The Director reported a mistake made by staff when admitting a resident in December 2010 when the first insurance was listed as Medicare and the secondary insurance listed as Anthem. It turns out that the insurance coverage should be reversed. Two staff members and Management Options missed the error in billing of this resident. The resident has moved out of the area and will not seek admission again. The Nursing Home Administrator advised that this is a costly billing mistake. She added that staff is still training on the PointClickCare program and will soon be able to bill internally. Commissioner Frederick asked that the Nursing Home Administrator provide the Board of Commissioners with the details of the situation.

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BUILDING DEPARTMENT

Present: Bob Wrentmore

2011 Proposed permit fee schedule amendment

The CBO noted that he met with the Board of Commissioners a year ago and asked the Board of Commissioners to consider a slight fee increase to cover expenses, which continue to rise. He is making the same recommendation today noting that a small increase would avoid a larger increase later on. The CBO noted that fees were last increased in January 2008.

He is recommending slight commercial increases and almost no residential increases; none for small construction jobs. The CBO added that Portage County is 15-20% below other jurisdictions in fees.

Commissioner Marsilio commented that she would not characterize Portage County as being in a building boom and would want to be careful in increasing fees. She asked how much money the increases would raise? The CBO responded about \$50,000 to be used to pay for fuel increases, vehicles, increases for union workers, utilities, etc.

The Board agreed that they need an idea as to what the current permit and fee cost is and the proposed cost for an average project before agreeing to move forward or not. The CBO will prepare the detailed information and get back to the Board.

Commissioner Frederick also recalled that Commissioner Smeiles had some questions about the proposed increase when Bob Wrentmore brought this up last year. Bob Wrentmore confirmed that Commissioner Smeiles just did not want to increase the fees.

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The CBO reported that in February the department collected \$12,000 in fees with a YTD amount collected of \$33,000. In January and February 2011, there was \$912,000 in new construction (\$682,000 in residential, \$210,000 in commercial and \$20,000 in agricultural construction). The department conducted 320 inspections in February and issued 5300 permits. There were 17 new contractors registered in February bringing the total to 126 registered contractors.

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The CBO reported that he has pamphlets to hand out during the Administration Building Open House on April 12th.

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Commissioner Frederick noted that at the CCAO Legislative Update last week staff advised that there is a possibility of the responsibility for plumbing inspections to be moved from county health departments to the county building departments so that there is condensing and consolidating of the inspection process from a user perspective.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

RESOLUTIONS

- 1. Cash Advance Repayment from Fund 1471, Senior Farmers Market Nutrition to Fund 0001, General Fund/11-261
- 2. Transfer from Fund 7201, WC RR P General Administration to Fund 7219, WC Retro Rating Plan 2010/11-262
- 3. Close Fund 1493, Collaboration Advocates Grant/11-263

OTHER

- 4. Discussion Memos (2025)
 - a. Senior Center – Unused funding for senior activity classes/Journal Entry.

UPDATES

- 5. The Director presented her comments on the State budget proposal and an update on the impact to the General Fund
- 6. Workers Compensation Charges – Recommended time frame for General Fund adjustment for department shortages in benefit lines as the result of the chargeback.

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11:40 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential hire. **Also present: Department of Budget & Financial Management Director Audrey Tillis.** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

11:55 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took action by Journal Entry.

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Noon Lunch Recess

1:15 PM Board of Commissioners reconvened

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MAINTENANCE

Present: Tim Miller

The Director noted that he needs additional time and perhaps outside assistance in order to comply with the Board’s request for a preventative maintenance program for all county property and conduct a survey of all county owned buildings including all systems. He has gone through some of the building and has some ideas as to how to proceed but the outside assistance is needed for the long term issues. The Board of Commissioners agreed that the Director should have come to them sooner requesting assistance.

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1:45 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential disciplinary action. **Also present: Internal Services Director JoAnn Townend.** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:02 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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WATER RESOURCES

Present: Jeff Lonzrick

2:05 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential reorganization of Commissioners’ departments. **Also present: Human Resources Department Director Karen U’Halie and Water Resources Department Interim Director Jeff Lonzrick.** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:25 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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- 1. **RESOLUTION** - Approving a Request for Installment Payments of Connection Charges for Connection to the Sanitary Sewer System in the Streetsboro Sewer District and Establishing the Terms and Conditions of the Same./11-264

2. **SIGNATURES** - Acceptance by Portage County of State Route 59 Sewer – Penny’s Auto Body Project, Project No. RV-0 10-070./Journal Entry
3. **SIGNATURES** - Acceptance by Portage County of Brimfield Elementary School Project, Project No. BR-2 05-350./Journal Entry
4. **JOURNAL ENTRY** - Approval to Purchase a Hydraulic Powered Pickup Broom for the Cat Multi Purpose Skid Loader./Journal Entry
5. **JOURNAL ENTRY** - Approval to Fill Equipment Operator I position./Journal Entry
6. **JOURNAL ENTRY** - Resignation of Treatment Plant Operator III./Journal Entry

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2:27 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential disciplinary action. **Also present: Internal Services Director JoAnn Townend and Director of Maintenance Tim Miller.** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:45 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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RESOLUTION No. 11-0258 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Tommie Jo Marsilio, 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 Department of Budget and Financial Management or other designee on March 22, 2011 in the total payment amount of **\$ 326,872.14 for Funds 0001-7219** 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:

Maureen T. Frederick, Yea; Tommie Jo Marsilio, Yea; Christopher Smeiles, Absent;

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RESOLUTION No. 11-0259 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick 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:

03/22/11	846	\$ 23,085.00
03/22/11	845	275.00
Total		\$ 23,360.00

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:

Maureen T. Frederick, Yea; Tommie Jo Marsilio, Yea; Christopher Smeiles, Absent;

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RESOLUTION No. 11-0260 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick 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 **\$6,238.62** as set forth in Exhibit "A" dated **March 22, 2011** 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:

Maureen T. Frederick, Yea; Tommie Jo Marsilio, Yea; Christopher Smeiles, Absent;

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RESOLUTION No. 11-0261 - RE: CASH ADVANCE REPAYMENT- FROM FUND 1471, SENIOR FARMERS MARKET NUTRITIO TO FUND 0001, GENERAL FUND.

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, on June 25, 2002, the Portage County Board of Commissioners adopted Resolution No. 02-0624, approving a cash advance in the amount of \$12,000.00 to the Senior Service Center for the Farmers Market Grant to be repaid when grant funds are received from the Area Agency on Aging, and

WHEREAS, revenues have been received from the Area Agency on Aging; now therefore be it

RESOLVED, that the following cash advance repayment be made in the amount of \$12,000.00:

FROM:
FUND 1471, SENIOR FARMERS MARKET NUTRITIO

ORGCODE - 14710559
Debit Expense Account
Object 921000 – Advances Out-Return \$ 12,000.00

TO:
FUND 0001, GENERAL FUND
ORGCODE - 00100002
Credit Revenue Account
Revenue Source 291000 – Advances In – Repayment \$ 12,000.00

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 and the Department of Budget and Financial Management, and be it further

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

Roll call vote as follows:

Christopher Smeiles, Absent; Maureen T. Frederick, Yea; Tommie Jo Marsilio, Yea;

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RESOLUTION No. 11-0262 - RE: TRANSFER FROM FUND 7201, WC RR P GENERAL ADMINISTRATION TO FUND 7219, WC RETRO RATING PLAN 2010.

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, the WC RR P General Administration Fund 7201, was created to close out plan years after all requirements have been meet, and

WHEREAS, the cash balance in this fund is used to provide additional funding where required for active plan years that have obligations that exceed cash balances, and

WHEREAS, an operating transfer is necessary in order to provide the necessary cash to pay for projected obligations in Fund 7219; now therefore be it

RESOLVED, that the following transfer be made in the amount of \$ 220,000.00

RESOLVED,

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

Voice Vote as Follows:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Absent;

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RESOLUTION o. 11-0264

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RE:

APPROVING A REQUEST FOR INSTALLMENT PAYMENTS OF CONNECTION CHARGES FOR CONNECTION TO THE SANITARY SEWERAGE SYSTEM IN THE STREETSBORO SEWER DISTRICT NO. 4 AND ESTABLISHING THE TERMS AND CONDITIONS OF THE SAME.

It was moved by Tommie Jo Marsilio, and seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS,

this Board by **Resolution No. 09-0007** adopted January 06, 2009 and amended by **Resolution No. 10-1017** adopted November 2, 2010, has established connection charges for connection to the sanitary sewerage system in the Streetsboro Sewer District No. 4 and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS,

the following named applicant, being the owner of the property hereafter described applied for a sanitary sewer permit and have now requested in writing the option of paying the connection charges, applicable to the following described property in installments;

Applicant: Joseph H. Adams and Danielle B. Adams (Owners)

Service Address: 8701 State Route 43
Streetsboro, Ohio 44241

Parcel Numbers: 35-065-00-00-011-000

Property Deed Description:

Situated in the City of Streetsboro, County of Portage, and State of Ohio: And known as being a 1.864 acre parcel of land located in the City of Streetsboro Original Lot 66.

Property deed recorded under Instrument Number 200104379 of the Portage

County Official Records of Deeds.

WHEREAS,

this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate now therefore be it

RESOLVED,

by the Board of County Commissioners, Portage County, Ohio (COMMISSIONERS):

Section 1. That determinations set forth in the second preamble of this resolution are hereby incorporated herein.

Section 2. That request of the above named applicant for the installment payment of the connection charges established pursuant to Resolution No. **09-0007**, adopted January 6, 2009, and **Resolution No. 10-1017** adopted November 2, 2010 with respect to the property described in the preamble to this resolution is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges is \$4,673.00.
- B. The connection charges shall be payable in 32 quarterly installments beginning with the first sanitary sewer billing after connection to the sanitary sewer, unless pursuant to Paragraph H of this section, if the applicant is delinquent twice in any calendar year on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 2.61 percent per annum (based on Ohio Water Development Authority for the month of March 2011) on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as a separate quarterly bill.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of 10 percent of the amount then due and owing shall be charged.
- F. The applicant, prior to the issuance of the permit, may be required by the Board of County Commissioners to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The applicant or his successors, in title to the property identified in the

preamble (hereinafter referred to as "her successor"), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charge provided for herein, provided that if such prepayment option is elected, the carrying charge provided for herein shall be computed and paid only to the date of payment of the unpaid balance.

- H. In the event the applicant or her successors are delinquent twice in any calendar year on paying quarterly installments and carrying and the carrying charge thereon, the Board may by notice in writing to the applicant or her successors, declare the unpaid balance of the connection charge to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the applicant or her successors, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the applicant or her successors, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the applicant or her successors to notify the County Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

Section 3. The Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Revised Code, for the Sewer District and maintain such record until the connection charges are paid in full.

Section 4. The County Sanitary Engineer shall present a certified copy of this resolution to the applicant referred to herein. The applicant shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the applicant and that the resolution and the terms and conditions thereof, constitute an agreement between the applicant and the County. Upon the execution by the applicant of the approval of such terms and conditions, the applicant can execute an affidavit pursuant to Section 5301.252, Revised Code, for recording

INVITATIONS

March 22, 2011

- 1. Invitation from OSU Extension for a special meeting planned for all County Commissioners included in the Western Reserve Extension and Education Research Area (EERA) on Monday, May 16, 2011, 10:00 AM-12:00 PM, Canalway Center, Ohio & Erie Canal Reservation, 4524 E. 49th St., Cuyahoga Heights.
- 2. Invitation from Sourcing Office for An Overview of the Shared Telecommunications Managed Services Program on Wednesday, March 23, 2011, 8:30 AM-10:00 AM, City of Hudson Barlow Community Center, 41 S. Oviatt Street, Hudson.
- 3. Invitation from the Human Resources Department for the Ohio Ethics Commission Seminar at Reed Memorial Library, Haymaker-Jenkins Room on Wednesday, April 13, 2011, 10:00 AM or 1:30 PM; Monday, April 18, 2011, 10:00 AM or 1:30 PM; Tuesday, April 26, 2011, 10:00 AM or 1:30 PM.

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INCOMING CORRESPONDENCE

March 22, 2011

- 1. March 14, 2011 e-mail from Dennis Lager, Public Defender, regarding a budget modification request for a replacement copier/Information only at this time. The Board of Commissioners has asked the Internal Services Director to investigate options.
- 2. March 15, 2011 e-mail from Jeff Hartung, regarding the Humane Officer position/Information only.
- 3. Discussion: Donation of land to Regional Airport Authority. (Commissioner Frederick directing questions to John Trew).

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JOURNAL ENTRY

March 22, 2011

- 1. Board of Commissioners' signature requested on the payment authorization form for GSC Industrial Services for asbestos abatement change order for 9539 Community Road, Windham for \$4,262.50 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Demolition Activity is funding this expense.
- 2. Board of Commissioners' signature requested on the payment authorization form for Ty Tan Construction for installation of a handicap accessible bathroom for homeowner, Christine Webb for \$5,000.00 which includes the retainage as this grant is scheduled to close May 31, 2011 as requested by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #5.
- 3. Board of Commissioners' authorization requested to use the Courthouse lawn on Saturday, June 18, 2011 from 7:00 AM-5:00 PM for Summer Fest as requested by Barbara Burner, Ravenna Merchants/Ravenna Area Chamber of Commerce.

4. Board of Commissioners' authorization requested to pay the March 10, 2011 Invoice for Professional Retainer services rendered for February 2011 for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
5. Board of Commissioners' authorization requested to have Commissioner Maureen T. Frederick, President of the Board, to sign the Ohio Department of Public Safety Subgrant Award Agreement for the Portage Drug Task Force Confidential Funds Project No. 2011-DL-LEF-5846 from February 1, 2011-January 31, 2012 for \$28,345.64 as presented by the Prosecutor's Office. (Resolution No. 11-0172 dated February 24, 2011 authorized the application and accepted the award). Documents reviewed by the Department of Budget & Finance with no exceptions noted.
6. Board of Commissioners' signature requested on the personnel action form requesting reinstatement of Brandy Johnson as Social Service Worker III returning to work March 31, 2011 from educational leave January 19, 2011 through March 30, 2011 as presented by the Department of Job & Family Services Director Judee Genetin.
7. The Board of Commissioners received the Portage County Investment Reconciliation for the month of February 2011 as presented by the County Auditor and County Treasurer.

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REFERRED

March 22, 2011

1. The Board of Commissioners received the Order allowing compensation and reimbursement of expenses for Case No. 09-51628 Twin Lakes Country Club as presented by the US Bankruptcy Court. Referred to Treasurer's Office.
2. March 14, 2011 correspondence from James Demboski, Suffield Township Trustee, regarding the Northeast Ohio Four County Regional Planning and Development Board. Referred to Executive Assistant.
3. March 16, 2011 correspondence from Rick Bissler, PARTA, regarding Richard Brockett's term expiration on June 30, 2011. Referred to Executive Assistant.

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INFORMATION ONLY

March 22, 2011

1. March 17, 2011 e-mail from Michael Sharb, Squires Sanders, regarding the President's 2011 proposed budget.
2. March 16, 2011 e-mail from Dennis Lager, Public Defender, including the March 15, 2011 memo from Tim Young, Office of the Ohio Public Defender, regarding Fiscal Years 2012-2013 State Budget.

3. March 14, 2011 correspondence from the Fulton County Commissioners, regarding the Ohio Turnpike.

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PLEASE ADD TO THE AGENDA

March 22, 2011

1. Board of Commissioners' authorization requested for Commissioner Frederick to sign the Maplewood Use of School Facilities Request Form for the public meeting on April 4, 2011 at 6:00 PM. Reserve the microphone, podium, stage/Journal Entry
2. March 18, 2011 email from Paul Schleis regarding a sink hole issue in Brimfield/The Board of Commissioners responded to Ms. Schleis.
3. Does the Board of Commissioners want to confirm Auditor of State Certified Public Records Training on Friday, October 21, 2011 or Friday, October 28, 2011? The state will present to any number of attendees but would prefer a large group. Board of Commissioners to determine a location and a budget/Board of Commissioners agreed to host the meeting on either Friday and contact Reed Memorial Library for room availability.

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JOURNAL ENTRY

March 22, 2011

Motion by Tommie Jo Marsilio, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners signed the payment authorization form for GSC Industrial Services of Brimfield for asbestos abatement change order for 9539 Community Road, Windham for \$4,262.50, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Demolition Activity is funding this expense.
2. The Board of Commissioners signed the payment authorization form for Ty Tan Construction of Lakewood for the installation of a handicap accessible bathroom for homeowner, Christine Webb, 2155 Summers Avenue in Streetsboro for \$5,000.00. The Board of Commissioners noted that this amount includes the retainage as this grant is scheduled to close May 31, 2011, as presented by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #5 Home/Bldg Repair is funding this expense.
3. The Board of Commissioners authorized the use of the Ravenna Courthouse lawn on Saturday, June 18, 2011 from 7:00 AM-5:00 PM for Summer Fest, as requested by Barbara Burner, Ravenna Merchants/Ravenna Area Chamber of Commerce. Forwarded to the Internal Services Director to prepare the agreement.
4. The Board of Commissioners authorized payment of the March 10, 2011 Invoice for Professional Retainer services rendered for February 2011 for \$175.00, as presented by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.

5. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Department of Public Safety Subgrant Award Agreement for the Portage Drug Task Force Confidential Funds Project No. 2011-DL-LEF-5846 for the time period February 1, 2011-January 31, 2012 for \$28,345.64, as presented by the Prosecutor's Office. Resolution No. 11-0172 dated February 24, 2011 authorized the application and accepted the award. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
6. The Board of Commissioners signed the personnel action form approving the reinstatement of Brandy Johnson as a Social Service Worker III returning to work March 31, 2011 from educational leave January 19, 2011 through March 30, 2011, as presented by the Department of Job & Family Services Director Judee Genetin.
7. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of February 2011, as presented by the County Auditor and County Treasurer.
8. The Board of Commissioners signed the correspondence to Matthew & Sue Penney, advising that the Portage County Water Resources Department records indicate that Project No. RV-0 (10-070), State Route 59, Sewer-Penney's Auto Body, has been completed including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.
9. The Board of Commissioners signed the correspondence to Brimfield Local School District, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 (05-350), Brimfield Elementary School has been completed including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.
10. The Board of Commissioners authorized the purchase of the a hydraulic powered pick up broom and mounting bracket for use on the two existing CAT 257B multi purpose skid steer loaders to be purchased from The Ohio CAT Company for a cost (including delivery) not to exceed \$6,500.00, as presented by the Portage County Water Resources Department as follows:
 - a. BP-18 CAT Pick Up Broom (241-8234) \$6,189.00
 - b. Broom Bracket for 257B (296-3648) 208.00Funding for this expenditure has been approved in the 2011 operating budget.
11. The Board of Commissioners acknowledged the receipt of the March 18, 2011 notice from Sam Keehn, Equipment Operator II for the Water Resources Department, indicating his last day of work will be March 31, 2011, as presented by Interim Director Jeff Lonzrick.
12. The Board of Commissioners accepted the recommendation of Interim Director Jeff Lonzrick and approved the hire of Jeff Whetsel as a full time permanent Equipment Operator I (replacing Sam

Keehn), as presented by the Interim Director Jeff Lonzrick, Portage County Water Resources. The Board of Commissioners notes that Mr. Whetsel hire is currently working as a temporary Equipment Operator I for the Water Resources Department.

13. The Board of Commissioners authorized Commissioner Frederick to sign the Maplewood Career Center Use of School Facilities Request Form for the use of the dining room on Monday, April 4, 2011 at 6:00 PM for a public meeting to hear comments concerning the proposed Kent Municipal Courthouse.
14. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized a payment of unexpended balance of revenues for senior activity classes to be paid to Family & Community Services, Inc. in the amount of \$146.25. Director Tillis to coordinate.
15. The Board of Commissioners accepted the recommendation of the Department of Budget & Financial Management Director and authorized a supplemental budget amendment for the Portage County Auditor's Real Property Department in the amount of \$5,000 from the General Fund Contingency. This amount was mistakenly left out of the original budget request but is consistent with prior fiscal year funding levels of departmental materials and supplies.
16. The Board of Commissioners signed the following Personnel Requisition as presented by The Woodlands at Robinson:

DEPARTMENT	JOB TITLE	GRADE
The Woodlands at Robinson	LPN Replacement for Carol Weatherspoon	LPN 1
The Woodlands at Robinson	Nursing Assistant Replacement for Lamar Watson	NSAS 2
The Woodlands at Robinson	Environmental Services Worker Replacement for Mary Whittle	CLHE 1

17. After meeting in an Executive Session today with Department of Budget & Financial Management Director Audrey Tillis, the Board of Commissioners approved the following Job Descriptions:

- A. Data and Budget Entry Clerk/ COMOT 04
- B. Accountant and Budget Analyst/DAT 05

18. After meeting in an Executive Session today with Department of Budget & Financial Management Director Audrey Tillis, the Board of Commissioners signed the following Personnel Requisitions, noting that the Board of Commissioners will consolidate the accounting functions in several of their departments under the Department of Budget & Financial Management in a cost saving restructuring:

DEPARTMENT	JOB TITLE	GRADE
Department of Budget &	Data and Budget Entry Clerk	COMOT 4

Financial Management	New Position Part Time	
Department of Budget & Financial Management	Data and Budget Entry Clerk Two New Positions Full Time	COMOT 4
Department of Budget & Financial Management	Accountant and Budget Analyst Two New Positions Full Time	DAT 5

19. The Board of Commissioners signed the Personnel Action Form acknowledging the retirement of Peter Snyder, Social Service Worker 3 for the Portage County Department of Job & Family Services, effective April 30, 2011, as presented by Director Genetin.
20. The Board of Commissioners signed the Personnel Action Form acknowledging the retirement of Jan Jacobs-Donohue, Placement Unit Supervisor for the Portage County Department of Job & Family Services, effective April 14, 2011, as presented by Director Genetin.
21. The Board of Commissioners signed the following Personnel Requisition as presented by Department of Job & Family Services Director Genetin:

DEPARTMENT	JOB TITLE	GRADE
Department of Job & Family Services	Social Service Worker 3	JFS H w/o six months experience
		JFS J w/six months experience

Commissioner Smeiles 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 **March 22, 2011**. There being no further business to come before the Board, it was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick to adjourn the official meeting at 3:05 PM. Commissioner Smeiles absent, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

ABSENT

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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