

**Tuesday, August 2, 2011**

The Board of County Commissioners met in regular session on **Tuesday, August 2, 2011 at 9:32 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

Christopher Smeiles

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It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles to approve the meeting minutes of the July 28, 2011 meeting. All in favor, motion carries

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

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### **PROSECUTOR**

Present: Denise Smith, Judee Genetin

9:45 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(3), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to conference with an attorney for the public body about a pending litigation matter. **Also present: Attorney Denise Smith; JFS Director Judee Genetin.** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:50 AM Director Genetin left the Executive Session

10:57 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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### **Prosecutor's Pending Items**

1. Participation with Sourcing Office - Denise Smith advised that Brian Kelley gave her a contact that she intends to call

2. Leigh Prugh will investigate the Ohio Public Defender reimbursement issue

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### **THE WOODLANDS AT ROBINSON**

Present: Christa Mayes, Allison Goudy, Jill Nelson, Karen U'Halie, Denise Smith

The Nursing Home Administrator reported a census of 91 plus one today with one admission coming.

The DON highlighted the changes to the *Disaster Evacuation Policy and Procedures for The Woodlands at Robinson*, which the Board of Commissioners approved today by Journal Entry. The Board of Commissioners noted that the Human Resources Department has reviewed the final document.

The Board of Commissioners agreed to amend the July 26<sup>th</sup> Journal Entry acknowledging the retirement of James Kline, Environmental Services Worker at The Woodlands at Robinson, effective August 5, 2011, to an August 6, 2011 effective date, as recommended by staff/Journal Entry

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT - cancelled**

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**WATER RESOURCES**

Present: Jeff Lonzrick

**Owner Request**

The Director reported that Evergreen Communities, owner of Valley Hills MHP in Rootstown, contacted the department asking that all of the late penalties and interest that have accrued on their account since their last payment in January 2008 be removed and that they make a lump sum payment to bring the account to a “paid in full” status. The company would then remain current on the existing account. The Director advised that the unpaid sewer charge, including amounts certified to the real estate taxes, is approximately \$274,000 without the late fee penalties. Some of the late fees have been certified to the taxes since 2008 and there is a \$53,000 balance as of today.

Commissioner Frederick asked how a customer can get that far behind? Commissioner Smeiles asked if the Board of Commissioners has the authority to waive a late fee; it is on the books and the customer was late in paying. While he appreciates that the customer wants to finally pay the bill, he is not sure if it would be legal to waive the fees. The Board of Commissioners agreed that the department “pull the trigger” on the tax bills much more quickly.

Commissioner Marsilio asked if there is ever a shut off considered. The Director replied that there are 200 homes in this development and he would come to the Board of Commissioners before cutting off service. Commissioner Smeiles commented that noted that there must be some motivation for the customer to pay the bill. Commissioner Smeiles stated that he would support not waiving the fee and creating a shut-off policy after a 30/60/90 day non-payment. Jeff Lonzrick responded that the rules and regulations allow a shut off but that section has never been used. The Board of Commissioners agreed that Mr. Lonzrick should look at all of the accounts and determine if there are other large outstanding accounts that would require a termination of service due to lack of payment.

The Director has not yet reviewed the Kotkowski proposal.

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11:45 AM Lunch Recess

1:20 PM Board of Commissioners reconvened

DOG WARDEN - Cancelled

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**OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT**

Present: Jon Barber, Charlene Badger

The Board of Commissioners agreed that Director Barber should work with the Executive Assistant so that she can learn the access/badging system to assist the Human Resources Department while they are short-staffed. Mr. Barber stated that someone must be available to physically get into the building with a key if the power goes out and then work with the company to reset the system. There was a power outage on Friday before the Board of Elections had building access issues. He added that this does not happen often but occasionally. Commissioner Smeiles asked if Mr. Barber could teach the Sheriff's deputies or the Human Resources Department to respond with a key in case of an issue. Commissioner Frederick replied that she does not think it is practical to ask the Human Resources Department to come in on a weekend and would rather discuss this with the Sheriff. Commissioner Smeiles agreed noting Mr. Barber's dedication to the Department of Homeland Security & Emergency Management job and that he did what had to be done.

Director Barber stated that it is simple to make a key available for an officer to open the doors in case of a power outage. The Sheriff most likely would not be opposed to taking on that responsibility. The second piece of this question is that someone has to then reboot the system. The Sheriff would most likely not want to take on that responsibility and it has been assigned to the Human Resources Department.

Mr. Barber noted that Maintenance also has keys to the Administration Building. Commissioner Frederick suggested that the Board of Commissioners talk to JoAnn Townend to ask that she facilitate having someone on-call from Maintenance 24/7. The Executive Assistant agreed that she would not want to come to the building to let people in as described by the Director in case of a power outage. The Executive Assistant would simply be assigned to take photos for ID badges and work in the building access part of the system. The Director added that power outages are not common; the vendor noted that the newer version of the software would not allow a power outage to stop the access.

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**Hazard Mitigation Assistance Grant**

The Director commented that he has received permission from the Board of Commissioners to apply for Hazard Mitigation Assistance Grant monies to update the mitigation plan. The state now has grant money available for the flooding disaster several months ago and now grant money is available for the same purpose. The Director will research which money he will apply for. The Director noted that he keeps the Aurora East flooding in mind when he is looking for grant monies.

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The Director received the First Energy expansion information and has no issue with that expansion.

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## 911 Funding Question

The Director advised that Mayor Scott contacted him and City Manager Ruller has advised that they are okay with the Sheriff spending the Portage County PSAP money as he has suggested. The Sheriff has the 16 page Certification and Major Missimi is working on completing the document.

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## Kent Courthouse

Commissioner Marsilio remarked that she has given monumental thought to the Kent Courthouse issue trying to be thoughtful and honest. She has spent hours meeting with city leaders and constituents. She has had concerns about the East Main Street site from the beginning. She thanked Commissioner Smeiles for his thoughtful leadership in this matter and his willingness to take a stand. Commissioner Marsilio stated that she is disappointed in Commissioner Frederick's refusal to show leadership in this matter. She added that the Board of Commissioners cannot wait for Commissioner Frederick to decide on the site.

Commissioner Marsilio continued, stating that the land swap will not be completely orchestrated through governmental entities but a private non-profit entity will be involved, which is the Downtown Kent Corporation. The Downtown Kent Corporation has a great reputation and has assured that the city will eventually be paid back the tax dollars that are put in. She has personally worked with others to bring private sector investment into downtown Kent, which will help protect any and all governmental investment made downtown. In addition, the Ohio Revised Code requires that the Board build a courthouse in Kent.

For those reasons, motion by Commissioner Marsilio to locate the Kent Courthouse on the Kent Main Street site; seconded by Commissioner Smeiles.

Commissioner Frederick stated that she had hoped for unity in this matter but is a bit surprised by the sudden leadership expressed by Commissioner Marsilio, since she was opposed to this site from the start. Commissioner Frederick added that she also takes issue with Commissioner Marsilio's comments since she took the time and thought she was diligent in talking to individuals and business owners about their concern about the lack of parking at the Dome site, which Commissioner Marsilio heralded as the only alternative. Because the county owned the land, the Dome site was attractive to her. However, business owners encouraged her not to place the courthouse on the Dome site due to their parking concerns. Commissioner Frederick had already made the decision to vote for the Main Street site, which she shared with a handful of people. She also had asked Dave Ruller if it was possible that the county could benefit from the sale of the Main street site. She allowed Mr. Ruller the opportunity to discuss that with his council. Commissioner Frederick added that she is gravely disappointed by the grandstanding by Commissioner Marsilio today. All in favor, motion carries/Resolution 11-0682.

Commissioner Smeiles suggested that the record clearly state that the site is 303 East Main Street. Commissioner Frederick applauded Commissioner Marsilio's delving into this matter and reassessing the Main Street site.

Commissioner Smeiles suggested that the Board of Commissioners let the city of Kent know that the decision has been made. Kent's legal counsel must work with the Prosecutor's Office to get to the next

step. The architect should be advised so that he can now focus on the 303 Main Street site. The Clerk will email the Judges, Clerk of Courts, city of Kent and the architect.

Commissioner Smeiles noted that the Downtown Kent non-profit group still needs to secure the site from the property owner. He had heard that the property owner was in negotiations for the sale of that property.

Commissioner Frederick stated that things should be weighed carefully as expected by the public and she will not apologize if this interfered with any political agenda.

Commissioner Smeiles commented that he had considered abstaining in this matter since he has owned property on Main Street in Kent since the 1980s. However, he has been informed verbally by the Prosecutor's Office that there is not a conflict for him in this matter.

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**RESOLUTION No. 11-0675 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Tommie Jo Marsilio, 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 August 2, 2011 in the total payment amount of **\$413,652.80 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:

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

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**RESOLUTION No. 11-0676 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Tommie Jo Marsilio, 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:

08/02/11	104	\$ 23,085.00
08/01/11	87	51,054.03
08/01/11	86	29,889.16
08/01/11	77	1,345.94
08/01/11	75	88.65
08/01/11	74	40,732.40
08/01/11	73	1,214.90
08/01/11	72	10,584.42
08/01/11		\$ 157,994.50

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, Yea;

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**RESOLUTION No. 11-0677**

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**RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Tommie Jo Marsilio, 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





Burton, Ohio 44021, be accepted as the lowest and best bid received; now therefore be it

**RESOLVED,** that the bid of **Ronyak Paving, Inc.** be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **Cable Line Road Resurfacing Project**; and be it further

**RESOLVED,** that a contract be entered into with **Ronyak Paving, Inc.** in the total amount of **\$432,859.91**, 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:

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

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**RESOLUTION No. 11-0680 - RE: RECOMMENDATION FOR APPOINTMENT TO THE PORTAGE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC).**

It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles that the following Resolution be adopted:

**WHEREAS,** Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans, and

**WHEREAS,** ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district, and

**WHEREAS,** the State Emergency Response Commission, which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term;

now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby recommend the following to serve on the Portage County LEPC for the term starting August 14, 2011 and ending August 15, 2013:

	<u>Nominee</u>	<u>Representing</u>	<u>Officer</u>
1.	Jon Barber	OHS/EMA	Emergency Coordinator
2.	Kellie Kepple	OHS/EMA	Information Coordinator
3.	Michael Burrows	Industry	
4.	Charlene Badger	Media/PIO	
5.	Jim Smith	Transportation	
6.	Dennis Missimi	Law Enforcement	Chairperson
7.	Robert Walker	Hospital	Vice Chairperson
8.	Cindy Hazelett	Environmental	
9.	Victor Grimm	Elected Official	
10.	Jack Madved	Health	
11.	Amie Cajka	Behavioral Health	Secretary
12.	Chad Knowlton	First Aid (Red Cross)	
13.	Bryan Ford	County Engineer	
14.	James DiPaola	Fire	
15.	Maureen T. Frederick	Elected Official	
16.	Tommie Jo Marsilio	Elected Official	
17.	Christopher Smeiles	Elected Official	

**Ex Officio Member:**

18. Craig Peeps; HaZmat Coordinator

and be it further

**RESOLVED,** that all Applications for Appointment to the Portage County LEPC will be forwarded to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; 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, Yea;

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**RESOLUTION No. 11-0681 - RE: APPOINTMENT TO THE PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY (EMA) ADVISORY COUNCIL.**

It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles that the following Resolution be adopted:

**WHEREAS,** the Portage County EMA Advisory Council assists and provides direction to the Portage County Emergency Management Agency to reduce the loss of life and property and protects institutions from all hazards by leading and supporting Portage County in a comprehensive, risk-based emergency management program; and

**WHEREAS,** In accordance with Portage County Commissioners Resolution 89-122 creating the Portage County Emergency Management Agency, and the Ohio Revised Code, the Board of Commissioners agreed that the Council will be comprised of the specified officials and private citizens appointed or required; and;

**WHEREAS,** the Board of Commissioners accepted the recommendation of the Office of Homeland Security & Emergency Management Director and the General Services Director and adopted Resolution 07-603 updating the mandated disciplines to be represented on the Portage County Emergency Management Agency Advisory Committee;

now therefore be it

**RESOLVED,** that the following are hereby appointed to serve two year terms commencing Aug. 2, 2011 through Aug. 1, 2013 and representing the following:

<u>Name</u>		<u>Representing</u>
Maureen T. Frederick	County Commissioner	County Commissioner
Tommie Jo Marsilio	County Commissioner	County Commissioner
Chris Smeiles	County Commissioner	County Commissioner
Dennis Missimi	County Sheriff's Office	Portage County Sheriff
Bryan Ford	County Engineer's Office	County Engineer
Geoffrey Cleveland	Fire Chief, Ravenna	Fire Chief's Association
Seth Riewaldt	Aurora Police Dept.	Police Chief's Association
Robert Walker	EMS Coordinataor RMH	EMA at RMH
Chad Knowlton	Red Cross	Red Cross
DuWayne Porter	County Health Commissioner	Public Health
James M. Smith	PARTA	Public Transportation
Michael Bakes	retired Medical Transportation	Portage County City
Vacant	Portage County Village	
Susan White	Randolph Twp. Trustee	Township Trustees Assoc
John Peach	Chief of Police KSU	University
Kali Gauer	Public Safety/Security NEO Med. Univ.	University
Amie Cajka	Mental Health & Recovery Bd.	Mental Health Professional
Michelle Ripley	County Safety & Loss Control	Citizen
Jon Barber	Director OHS/EMA	Ex Officio as Director
Charlene Badger	Ex. Assistant Bd. of Commissioners	Commissioners' Alternate

;and be it further



4. Approve the Then & Now Certification, as presented by the County Auditor./11-677
5. Accept the Deed of Agricultural easement from Jean C. Mackenzie and agree to co hold the easement with the Ohio Department of Agriculture./11-678
6. Accept and award the bid of Ronyak Paving, Inc. for the Cable Line Road Resurfacing Project (County Engineer)./11-679
7. Appointment to the Portage County EMA (Emergency Management Agency), as presented by the Executive Assistant. Commissioner Marsilio noted that she thought this would come back later than today, after she had time to recruit members. She is not comfortable appointing volunteer members who do not attend board meetings. Commissioner Smeiles responded that the Board of Commissioners has seen this resolution twice already and the deadline for making this recommendation to the state is approaching.

*Executive Assistant attending*

The Board of Commissioners discussed appointments to both the EMA and the LEPC agreeing to increase the LEPC by three spots for citizens, remove the Community Group appointment and leave it vacant and add Charlene Badger as the PIO/Media person. The Board of Commissioners agreed to add Susan White as the Trustee Appointment to the EMA and add the Village appointment but leave it blank until the Board of Commissioners can find a volunteer/11-680 and 11-681

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**INVITATIONS**

August 2, 2011

1. Invitation from The Ohio State University for the 2011 Vice President’s Luncheon at the 49<sup>th</sup> Annual Farm Science Review on Tuesday, September 20, 2011, 10:30 AM at the Molly Caren Agricultural Center.

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**INCOMING CORRESPONDENCE**

August 2, 2011

1. The Board of Commissioners received the July 22, 2011 Invoice No. 2011-010 from Portage Development Board, requesting quarterly payment (3<sup>rd</sup> Quarter, August 1, 2011) pursuant to the Agreement between the Portage Development Board and Portage County \$50,000.00/Journal Entry
2. Discussion: The Board of Commissioners agreed to hold the Brady Lake Sewer Debt fund question until the Department of Budget & Financial Management hears from Attorney Mike Sharb’s input.
3. July 26, 2011 correspondence from Julia Herron, OSU Extension, including Invoice No. 10197 dated July 22, 2011 for labor and service call to repair entrance door at the Columbiana County Extension Office, Lisbon \$55.00/Journal Entry.

4. July 26, 2011 correspondence from Ted Yates, Christley Herington & Pierce, regarding The Woodlands at Robinson/Information only.
5. July 29, 2011 e-mail from Commissioner Frederick to JoAnn Townend, Internal Services, regarding the site survey/Information only.
6. July 29, 2011 e-mail from Commissioner Frederick regarding The Woodlands At Robinson labor issue/Information only.
7. Discussion: The Board of Commissioners agreed to adjust the August 23<sup>rd</sup> and August 25<sup>th</sup> calendars during Fair Week.
8. July 29, 2011 e-mail from Michelle Ripley, Safety Loss Control, regarding a telephone call from Kirk Ressler, regarding a pot hole complaint on Sheldon Road/Forwarded to the County Engineer.

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## JOURNAL ENTRY

August 2, 2011

1. Board of Commissioners' authorization requested to allow payment of Invoice No. 10039, dated July 22, 2011 for the Economic Development RLF **\$5,990.76** as requested by the Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
2. Board of Commissioners' authorization requested to pay the Portage County Regional Airport Authority Invoice No. 2011-041 dated July 27, 2011 for **\$580.66** for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008, for the life of the 60 month lease with Metro Life Flight not to exceed \$6,000 annually.
3. The Board of Commissioners received a Motion for Enlargement of Time (Unopposed) for the Hiram Annexation of 139.3981 acres, Case No. 2011 CV 00634.
4. Board of Commissioners' signature requested on the payment authorization form for the Hummel Construction Company for demolition of existing retaining wall area and asphalt; construction of the bio-retention cell; asphalt shaving and repaving, parking lot striping for **\$1,7150.00** as requested by the Regional Planning Commission. The #10SWIF-111 EPA grant is funding this expense.
5. Board of Commissioners' signature requested on the purchase requisition for Emerald Environmental Inc. for an asbestos assessment for the Park District demolition on 5795 Lakewood Road, Ravenna for **\$1,390.00** as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 Parks and Rec Facilities will fund this expense.
6. July 27, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011 as presented by the Portage County Budget Commission.

7. The Board of Commissioners received the June 2011 Portfolio Report as presented by County Treasurer Steve Shanafelt.
8. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office (Room 361) on Monday, August 29, 2011 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
9. Board of Commissioners' authorization requested to allow payment of the invoice for **\$1,429.71** for Apiary services provided during June 2011 as presented by the Portage County Apiary Inspector, James Just.
10. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from Grant No. B-Z-08 Neighborhood Stabilization Program for costs not previously billed from May 2, 2011 through June 26, 2011 **\$1,354.66** as requested by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
11. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from Grant No. B-F-10 Administration for period May 30, 2011 to June 26, 2011 not previously billed **\$1,820.64**. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
12. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period May 30, 2011 to June 26, 2011 not previously billed **\$515.73**. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

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**REFERRED**

August 2, 2011

1. July 28, 2011 e-mail from Saber Healthcare Group, regarding The Woodlands At Robinson. Referred to JoAnn Townend, Internal Services.

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**PLEASE ADD TO THE AGENDA**

**August 2, 2011**

1. July 29, 2011 email from Kent City Manager Dave Ruller in response to the Board of Commissioners' request for his comment on the possible use by the Sheriff of the Portage County PSAP 911 funds for dispatch personnel costs (covering 911 calls) for 2011.

Streetsboro Mayor Scott also advised that he has no problem approving the Sheriff's request as long as the money is used for training for 911 as opposed to dispatch.

The Board of Commissioners agreed to wait for the Sheriff to complete the required Certification for the state and to hear from the state as to whether or not the other PSAPs have sent their Certifications directly to the state.

2. August 1, 2011 request from the Human Resources Department Director that the Board of Commissioners consider alternatives to that department overseeing the duties with the badge/access system/The Board of Commissioners agreed that the Executive Assistant should temporarily assist the Human Resources Department while they are short staffed.
3. August 1, 2011 email from Roger Obenauf, Laurel Health Care Company, expressing interest in bidding on the lease of the nursing home/Information only at this time.

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**JOURNAL ENTRY**  
August 2, 2011

Motion by Tommie Jo Marsilio, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners authorized payment of Invoice No. 10039, dated July 22, 2011 from the Economic Development RLF for \$5,990.76, as presented by the Neighborhood Development Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
2. The Board of Commissioners authorized payment of the Portage County Regional Airport Authority Invoice No. 2011-041 dated July 27, 2011 for \$580.66 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008, for the life of the 60 month lease with Metro Life Flight not to exceed \$6,000 annually.
3. The Board of Commissioners acknowledged the receipt of a Motion for Enlargement of Time (Unopposed) for the Hiram Annexation of 139.3981 acres, Case No. 2011 CV 00634.
4. The Board of Commissioners signed the payment authorization form for the Hummel Construction Company of Ravenna for the demolition of the existing retaining wall area and asphalt; construction of the bio-retention cell; asphalt shaving and repaving, and parking lot striping for \$17150.00, as presented by the Regional Planning Commission. The #10SWIF-111 EPA grant is funding this expense.
5. The Board of Commissioners signed the purchase requisition for Emerald Environmental Inc. of Kent for an asbestos assessment for the Park District demolition project at 5795 Lakewood Road, Ravenna for \$1390.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 Parks and Rec Facilities will fund this expense.
6. The Board of Commissioners acknowledged the receipt of the July 27, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended

Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Budget Commission.

7. The Board of Commissioners acknowledged the receipt of the June 2011 Portfolio Report, as presented by Portage County Treasurer Steve Shanafelt.
8. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office (Room 361) on Monday, August 29, 2011 from 4:30 PM - 7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
9. The Board of Commissioners authorized payment of the invoice for \$1,429.71 for Apiary services provided during June 2011, as presented by the Portage County Apiary Inspector, James Just. Document reviewed by Department of Budget & Financial Management with no exceptions noted.
10. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from Grant No. B-Z-08, Neighborhood Stabilization Program, for costs not previously billed from May 2, 2011 through June 26, 2011 in the amount of \$1,354.66, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
11. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from Grant No. B-F-10 Administration for period May 30, 2011 to June 26, 2011 not previously billed in the amount of \$1,820.64. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
12. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period May 30, 2011 to June 26, 2011 not previously billed in the amount of \$515.73. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
13. The Board of Commissioners authorized payment of the July 22, 2011 Invoice No. 2011-010 for \$50,000 from the Portage Development Board for the 3<sup>rd</sup> Quarter (August 1, 2011), pursuant to the Agreement between the Portage Development Board and Portage County.
14. The Board of Commissioners authorized payment of \$55.00 to Lisbon Lock & Safe, Inc. of Invoice No. 10197 dated July 22, 2011 for labor and service call to repair entrance door at the Columbiana County Extension Office, Lisbon, as presented by Julia Herron, OSU Extension. The Board of Commissioners forwarded the invoice to the Internal Services Director to facilitate payment.
15. The Board of Commissioners accepted The Woodlands at Robinson staff recommendation and approved the revised *Disaster Evacuation Policy and Procedures for The Woodlands at Robinson*, effective immediately.

16. On July 26, 2011, the Board of Commissioners acknowledged the retirement of James Kline, Environmental Services Worker at The Woodlands at Robinson, effective August 5, 2011, as presented by Woodlands staff.

Today, the Board of Commissioners accepted staff recommendation and changed the effective date of Mr. Kline's retirement from August 5, 2011 to August 6, 2011.

17. The Board of Commissioners acknowledged the receipt of the electronic funding allocation reports for the following grants, as submitted by Homeland Security and Emergency Management Office Director Jon Barber on August 1, 2011. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

- A. Portage County Emergency Management FY 2004 State Homeland Security Program (BSIR)
- B. Portage County Emergency Management FY 2006 State Homeland Security Program (BSIR)
- C. Portage County Emergency Management FY 2007 State Homeland Security Program (BSIR)
- D. Portage County Emergency Management FY 2008 State Homeland Security Program (BSIR)
- E. Portage County Emergency Management FY 2009 State Homeland Security Program (BSIR)
- F. Portage County Emergency Management FY 2010 State Homeland Security Program (BSIR)

All in favor, motion carries.

\* \* \* \* \*

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **August 2, 2011**. There being no further business to come before the Board, it was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles to adjourn the official meeting at **1:45 PM**. All in favor, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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