

Tuesday, August 23, 2011

The Board of County Commissioners met in regular session on **Tuesday, August 23, 2011 at 9:10 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

Christopher Smeiles

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The Board of Commissioners has rearranged their calendar to allow them to attend the Randolph Fair, which begins today.

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It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles to approve the meeting minutes of the August 18, 2011 meeting. All in favor, motion carries

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Also attending throughout the day: Charlene Badger

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Commissioner Marsilio reported that she met with the United Way representative yesterday to discuss this year's campaign. She suggested that the Board of Commissioners authorize a chance for one of their employees to win three days off with pay in a drawing as an incentive for Board of Commissioners' departmental employees who participate in the United Way Campaign via a monthly payroll deduction. Commissioner Marsilio reported that Attorney Denise Smith has advised that the Board of Commissioners has the authority and discretion to offer this incentive to their departmental employees. The Board of Commissioners agreed to send a letter to the other Elected Officials suggesting that they allow their employees to participate in a similar incentive program/Journal Entry

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Commissioner Smeiles noted that the Airport financial information is in the Share File for Board review. He also reported that he has been advised that the Airport Board of Trustees is concerned with the plan by the FBO to remain closed on weekends, forcing pilots to purchase fuel elsewhere. Commissioner Frederick stated that she would like to move to an Airport Manager facility but the Prosecutor's Office has advised that it is not possible to do so.

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RESOLUTION No. 11-0733

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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 23, 2011 in the total payment

amount of **\$278,848.93 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. 11-0734 - 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:

08/22/11	947	\$ 235,200.00
08/22/11	948	4,922.75
08/22/11	949	335.87
08/22/11	902	11,185.02
08/22/11	901	7,840.00
08/22/11	900	45.00
08/19/11	889	331.78
Total		\$ 259,860.42

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

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

WHEREAS, Resolution 10-0734 accepted and awarded the bid of The Shelly Company for furnishing all labor, materials and equipment necessary to complete the project known as **Lovers Lane Reconstruction**, located in the City of Ravenna and Ravenna Township, Portage County, and

WHEREAS, a contract was entered into with The Shelly Company in the total amount of \$383,056.52, and

WHEREAS, modifications to the **Lovers Lane Reconstruction** plans were required which resulted in additional costs, now therefore be it

RESOLVED, that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract between The Shelly Company covering the **Lovers Lane Reconstruction Project**, and be it further

RESOLVED, that this Contract Change Order, in the amount of **\$67,273.00**, increases the contract between The Shelly Company and Portage County to **\$450,329.52** and be it further

RESOLVED, that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between The Shelly Company and Portage County; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 11-0737 ~ **RE: APPROVE SPECIFICATIONS AND SET DATE FOR BID FOR THE ALTERATIONS FOR COLEMAN PROFESSIONAL SERVICES, 133 VINE STREET, RAVENNA, OHIO, 44266**

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

RESOLVED, that the bid specifications, as submitted for receiving bids to remove and replace roof, 3 exterior doors and 3 storm doors, 16 windows, bilco door, 2 furnaces

(Units 1 & 2) and paint all window sills located at 133 Vine Street in the City of Ravenna for Coleman Professional Services, be approved;

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 7th floor, Room 701, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., September 14, 2011 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on August 28, 2011 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

RESOLVED, that a pre-bid meeting will be held on September 7, 2011 at 2:00 p.m. at the site.

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. 11-0738 - RE: CREATE FUND 5706, StS BIO SOLIDS REDUCTION FACILITY

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

WHEREAS, it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the Streetsboro Bio Solids Reduction Facility Construction Project, and

WHEREAS, the County Auditor has assigned fund number 5706 to the Streetsboro Bio Solids Reduction Facility Construction Project; now therefore be it

RESOLVED, that Fund 5706, StS Bio Solids Reduction Facility be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department; 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

the lease term sheet outlining the specific terms of the lease of the hospital to a new not-for-profit by October 1, 2011.

3. August 12, 2011 memo from Michael Hiler, Ohio Department of Development, regarding FY2012 Ohio Consolidated Plan Citizen Participation Process/Information only.
4. Discussion: The Board of Commissioners agreed to hold the discussion about their departments' records retention policies for the October Leadership meeting.
5. Brimfield Historical Society & Kelso House Museum invite the Board to attend the dedication of the reconstructed archway on the Society's ground on Saturday, September 10, 2011 at 1:00 PM on the Kelso House grounds, 4158 SR 43, Brimfield. Reservations requested by Monday, August 29th/Each Commissioner to respond

The Society is also sponsoring a Memorial Arch Brick project and order forms will be available at the dedication site after the event.

4"x 8" bricks with two lines	\$ 40.00
4"x 8" bricks with three lines	\$ 50.00
8" x 8" bricks with six lines	\$100.00

6. Discussion: Possible use of the Delphi building in Ravenna for a county purpose/Clerk to schedule a meeting with Dave Vaughan to discuss.
7. August 20, 2011 e-mail from Steve Colecchi, Robinson Memorial Hospital, regarding Robinson Memorial Hospital proposal/Mr. Colecchi is available on a number of dates for a public meeting with the Board of Commissioners to hear comment on the hospital proposal to lease the hospital to a new not-for-profit entity. The Board of Commissioners agreed to check with Maplewood to determine if their facility is available on September 29th, which will work for Mr. Colecchi.

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JOURNAL ENTRY

August 23, 2011

1. Board of Commissioners' signature requested on the payment authorization form for the Record Publishing Company for Public Hearing advertising for B-F-11 Formula Grant and the Portage County Neighborhood Revitalization Grant for \$136.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
2. Board of Commissioners' signature requested on the payment authorization form for Lisa Reeves for mileage reimbursement to oversee CDBG projects for \$68.25 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
3. Board of Commissioners' signature requested on the payment authorization form for the Ohio Conference of Community Development Spring Quarterly meeting for \$95.00 as requested by the

Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.

4. The Board of Commissioners received the Portage County Investment Reconciliation for the month of July 2011 as presented by the County Auditor and County Treasurer.
5. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from Grant B-Z-08 Neighborhood Stabilization Program for costs not previously billed from June 27, 2011 through August 7, 2011 **\$376.20** as requested by the Regional Planning Commission.
6. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from Grant B-F-10 Administration for costs not previously billed from June 27, 2011 through August 7, 2011 **\$2,504.83** as requested by the Regional Planning Commission.
7. The Board of Commissioners authorized payment of the August 10, 2011 Invoice for Professional Services rendered during August 2011 (retainer) for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
8. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from Grant B-F-10 Fair Housing for period March 7, 2011 through May 29, 2011 not previously billed **\$1,401.61** as requested by the Regional Planning Commission.
9. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period June 27, 2011 through July 24, 2011 not previously billed **\$1,293.76** as requested by the Regional Planning Commission.

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REFERRED

August 23, 2011

1. August 17, 2011 correspondence from Dr. Marcial, Coroner, requesting additional funding for autopsies for the remainder of 2011 \$25,000.00. Referred to Department of Budget & Financial Management.
2. July 29, 2011 (received August 19, 2011) from Michael Colbert, Ohio Department of Job & Family Services regarding OWF Benefits while under hardship legislative report from January 1, 2011 through June 30, 2011. Referred to Director Judee Genetin.

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INFORMATION ONLY

August 23, 2011

1. August 17, 2011 e-mail from County Dog Warden Dave McIntyre, to Gary Phile, regarding nuisance dog barking.

2. August 17, 2011 e-mail from John Trew, Regional Airport Authority, regarding debt payment.
3. Director Barber, Office of Homeland Security and Emergency Management received a thank you card for his assistance and use of the Haz Mat suits during the August 10th complaint call regarding excessive animals at a residence on Cleveland Road.
4. August 22, 2011 e-mail from PUCO, regarding the wireless 911 certification/PUCO has received the Portage County Certification and should finalize the review by the end of this week.

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PROSECUTOR

August 23, 2011

1. August 17, 2011 correspondence from Denise Smith to Ben Sutton, Edward H. Sutton Insurance Agency, Inc., regarding The Woodlands At Robinson (Poland).

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PLEASE ADD TO THE AGENDA

August 23, 2011

1. August 19, 2011 email from the Portage County Airport regarding FAA Application 3-39-0099-2511/Documents forwarded to the Department of Budget & Financial Management for initial review. Information only at this time until the documents arrive from the FAA. The Clerk noted that she has asked the Airport if they intend to provide the required local match with no response yet.
2. DRAFT RESOLUTION: Create Fund 5706 StS Bio Solids Reduction Facility/11-0738.
3. August 22, 2011 correspondence from Portage County Auditor Janet Esposito and Portage County Treasurer Steve Shanafelt, regarding a fee for processing the delinquent recycling and sewer and water bills./The Board of Commissioners discussed this request, noting that this is the first time the Auditor and Treasurer have proposed a fee. Commissioner Frederick commented that each of those offices are charged with providing this service and she would not be in favor of approving this request for payment of fees. Clerk to draft a response for Board review.
4. August 19, 2011 e-mail from Jeff Lonzrick, Water Resources, regarding a delinquency notification mailing to the residents at 4364 Sandy Lake Road, Rootstown (Buckeye Portfolio Mobile Home Park) regarding possible sewer service to the park could be shut off. The Commissioners agreed not to distribute flyers as they had discussed due to the Record-Courier article, which has notified the Park residents.

The Board of Commissioners noted that they authorized the Prosecutor’s Office to send a letter to Buckeye Portfolio MHC, LLC, regarding the current delinquent sewer service balances at the manufactured home park property located at 4364 Sandy Lake Road, Rootstown.

After reading the Record-Courier article on August 21, 2011 about this issue, the Board of Commissioners asked the Clerk to check with the Treasurer's Office to determine if the delinquent \$314,000 mentioned in the article is entirely due to sewer balances.

5. August 22, 2011 e-mail from PUCO regarding the 9-1-1 personnel certification/Ms. Sternisha advised that the Portage County Certification is the first personnel certification received from any political subdivision in Portage County. If one of the other PSAPs wishes to receive funding they would provide a separate certification. The fact that other subdivisions did not apply does not hold up the Portage County Certification or ability to use the money.
6. August 22, 2011 request from the City of Ravenna for permission to temporarily use the Board's Cleveland Road site (Former County Engineer's Facility site) or the County "F" Lot for employee parking while Saint-Gobain Performance Plastics reconstructs their parking lot on North Diamond Street/Journal Entry.

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JOURNAL ENTRY

August 23, 2011

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

1. The Board of Commissioners signed the payment authorization form for the Record Publishing Company for the Public Hearing advertisement of the B-F-11 Formula Grant and the Portage County Neighborhood Revitalization Grant for \$136.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
2. The Board of Commissioners signed the payment authorization form for Regional Planning Commission CDBG Specialist Lisa Reeves for mileage reimbursement to oversee CDBG projects for \$68.25, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
3. The Board of Commissioners signed the payment authorization form for the Ohio Conference of Community Development Spring Quarterly meeting for Todd Peetz for \$95.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
4. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of July 2011, as presented by the County Auditor and County Treasurer.
5. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from Grant B-Z-08 Neighborhood Stabilization Program for costs not previously billed from June 27, 2011 through August 7, 2011 in the amount of \$376.20, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

6. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from Grant B-F-10 Administration for costs not previously billed from June 27, 2011 through August 7, 2011 in the amount of \$2,504.83, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
7. The Board of Commissioners authorized payment of the August 10, 2011 Invoice for Professional Services rendered during August 2011 (retainer) for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
8. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from Grant B-F-10 Fair Housing for period March 7, 2011 through May 29, 2011 not previously billed in the amount of \$1,401.61, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
9. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period June 27, 2011 through July 24, 2011 not previously billed in the amount of \$1,293.76, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
10. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Eileen Billings as an IM Aide 2 for the Portage County Department of Job and Family Services, effective August 18, 2011, as presented by the Department of Job and Family Services Director Judee Genetin.
11. The Board of Commissioners accepted Commissioner Marsilio's recommendation and authorized a chance for one of their employees to win three days off with pay in a drawing as an incentive for Board of Commissioners' department employees who participate in the United Way Campaign via a monthly payroll deduction. Commissioner Marsilio noted that Attorney Denise Smith has advised that the Board of Commissioners has the authority and discretion to offer this incentive to their departmental employees. The Board of Commissioners agreed to send a letter to the other County Elected Officials suggesting that they allow their employees to participate in a similar incentive program.
12. After meeting in Executive Session today with Department of Job & Family Services Director Judee Genetin, the Board of Commissioners authorized a discipline up to and including termination for a Portage County Department of Job & Family Services employee pending a pre-disciplinary hearing.
13. The Board of Commissioners approved the Saint-Gobain Performance Plastics of Ravenna's request for authorization to use the former County Engineer's site for temporary employee parking while they reconstruct their parking lot on North Diamond Street in Ravenna. Internal Services Director JoAnn Townend to coordinate the signing of the necessary agreement between the Commissioners

and Saint-Gobain, which will require payment of \$1.00 and the provision of insurance documents, as detailed in the agreement.

All in favor, motion carries.

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The Board of Commissioners adjourned their meeting at 9:55 AM.

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Vice-President of the Board Tommie Jo Marsilio reconvened the Board of Commissioners' meeting on Tuesday, August 23, 2011 at 10:14 AM to meet with Department of Job & Family Services staff about an urgent issue.

Present: Christopher Smeiles, Tommie Jo Marsilio
Absent: Maureen T. Frederick had already left the building

10:14 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move into executive session to consider a Department of Job & Family Services discipline issue. **Also present:** JFS Director Judee Genetin and Terri Burns. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Absent.

10:25 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Absent.

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

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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 **August 23, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to adjourn the official meeting at **10:25 AM**. Commissioner Frederick absent from this reconvened session, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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