

**Thursday, October 6, 2011**

The Board of County Commissioners met in regular session on **Thursday, October 6, 2011 at 9:35 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the October 4, 2011 meeting. Commissioner Marsilio absent, motion carries

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

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The County Auditor attending to discuss with the Board of Commissioners the IT Director's proposed travel to Indiana to accept an award and to present at a seminar. Commissioner Smeiles asked the Auditor to get a copy of the conference agenda to the Board of Commissioners. Commissioner Frederick noted that the IT Director talked to her yesterday about the value of attending these types of seminars noting that he learned of a \$30,000 discount at a recent seminar that Portage County enjoyed.

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**INTERNAL SERVICES**

Present: JoAnn Townend

**DISCUSSION**

1. The Director has the agreement for the Sheriff's CAD system, which was signed by the Sheriff and KSU in July 2011. She has sent a copy to Denise Smith for review. She noted that the Board of Commissioners has agreed to pay for the equipment from Fund 4008, 911 funds. However, there are additional charges that have not been considered. There is an \$110,550 licensing fee for the equipment, \$33,520 charge per year (one-half due twice a year) for the maintenance of the CAD equipment, a \$3,000 equipment replacement fund fee annually and a \$200 per month charge for the T1 line.

Commissioner Smeiles stated that on October 4, 2011, he had asked Denise Smith if, even though the 911 paperwork separates dispatch from 911 call takers, should the General Fund pay a portion of the CAD system. Denise Smith has responded that the CAD contract should not be paid for in full by the 911 funds.

The Board agreed that the CAD is a great tool for the Sheriff and staff. They do have questions about the equipment and contract. The Board of Commissioners agreed to invite the Sheriff and the IT Director in today to discuss this agreement.

2. The Annex temporary electrical service has been established at a cost of \$1800. The regular service will be installed by Ohio Edison. Staff will not be able to use space heaters at this time.
3. The Board of Commissioners discussed architectural firms to be used by the Solid Waste Management District for upcoming upgrades.

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**RESOLUTIONS**

1. Enter into a real estate lease agreement no. 14 with WIC PCAB for October 1, 2011 through September 30, 2012./11-879
2. Enter into a real estate lease agreement no. 14 with WIC Columbiana County for October 1, 2011 through September 30, 2012./11-880
3. Enter into amendment no. 1 with Human Services Associates, Inc. for contract monitoring services for Job & Family Services, November 1, 2011 to October 31, 2012 for \$16,800.00./11-881
4. Enter into a software license agreement for fixed asset software services with BNA Software for the Water Resources Department for 12/5/11 through 12/4/12 for \$1,575.00./11-882
5. Authorize payment of claim on the settlement and release for Kathryn Hammonds of \$1,450.00 for sewage related problems./11-883
6. Agree to increase inmate meal prices at the jail with Aramark Correctional Services, Inc./11-884
7. Enter into an agreement with Careerbuilder Government Solutions, LLC for employment advertising for the department of Human Services./11-885
8. Award and enter into a contract with Steel Valley Construction, Inc. for alterations for Coleman Professional Services, 133 Vine St., Ravenna. Total bid amount \$30,551.98./11-886
9. Approve specifications and set the bid date for the purchase of various chemicals for the Water Resources Department./11-887

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**HUMAN RESOURCES**

Present: Karen U'Halie, Christa Mayes, Allison Goudy

1. The Director presented the revised version of the Evacuation Policy and Policy & Procedures for the Portage County Administration (and Associated Structures). She noted that there were concerns expressed by other Directors about the revisions. The Board of Commissioners agreed to hold this discussion until next week.

2. The Board of Commissioners has agreed to hold the proposed Accrued Sick Leave (Conversion) Pay-Out Policy Draft until a final decision has been made on the 2012 budget and the Board has additional information as to the cost of the program. Commissioner Frederick added that she may now be reluctant to move forward with this program.
3. The Director thanked Office of Homeland Security and Emergency Management Director Jon Barber for his assistance early this morning when one of the doors in the Public Assistance Office was not working properly.

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10:45 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider hiring, termination and potential discipline issues. **Also present:** Nursing Home Administrator Christa Mayes; Human Resources Department Director Karen U’Halie. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Absent; Maureen T. Frederick, Yea.

11:20 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Absent; Maureen T. Frederick, Yea.

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

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**SHERIFF – INFORMATION TECHNOLOGY – INTERNAL SERVICES**

Present: Sheriff Doak, Major Missimi, Brian Kelley, JoAnn Townend, Karen U’Halie, Bill Steiner, Ron Habowski

The Sheriff is attending to discuss the CAD agreement with KSU that will allow the county to interface and participate in the new KSU CAD system. The Sheriff noted that Kent State, Kent, Aurora and Brimfield Township will also be connected.

Mr. Kelley noted that this is a stellar system that would cost the county \$600,000 to acquire and another \$68,000 a year for support. The \$110,000 if equipment for KSU to support the solution. Portage County will own nothing with this agreement.

Commissioner Smeiles stated that the Board of Commissioners is supportive of the agreement. He asked if the next step would be to buy equipment for the cars. The Sheriff responded that this equipment is the computer component to assist with the workload adjustment and give better accountability. The system has a records management system, as well that will allow the reports to be written on a computer. Major Missimi added that the dispatcher log calls four times to get the info where it needs to be. This records management system would alleviate that repetition.

Commissioner Smeiles asked how much of the agreement is dispatch and how much is 911? The Sheriff responded that it depends on call volume. Brian Kelley added that there is an average of 25,000 calls for service per year including wireless 911, 911 plus all other calls.

Commissioner Smeiles asked if the intent is to use 911 funds to pay for this. Brian Kelley responded that it is important to get the records management system in place to record, preserve, retrieve, time stamp actions, Commissioner Smeiles noted that on October 4<sup>th</sup>, Attorney Denise Smith advised that we have to prorate the cost between the 911 funds and the General Fund.

Major Missimi responded that the plan is to separate call takers from dispatch eventually. Dispatchers would not answer any calls at that time. Mr. Kelley stated that the current 911 Plan calls for the purchase of CAD systems from 911 funds; other PSAPs have used the 911 funds to purchase those systems. The county is leveraging the GIS data to the CAD system. He is not sure how you could identify what percentage is General Fund and what is 911. Sheriff Doak agreed that other agencies have used the 911 funds for the CAD purchase. Commissioner Smeiles responded that the Board of Commissioners is trying to be careful to avoid an audit issue.

Major Missimi confirmed that Attorney Denise Smith has been a part of this process all along. JoAnn Townend reported that this agreement has been sent to Denise Smith at this time. The Sheriff responded that Attorney Dave Brode was the original reviewer and was in contact with Kent State's legal office.

Commissioner Frederick asked if there would be a union problem with section 6 of the agreement which requires the Sheriff to comply with KSU Police Department's discipline and procedures. The Sheriff replied that there is no problem.

Commissioner Smeiles asked if this is the first step to countywide dispatch. The Sheriff responded that there seems to be many turf wars and a lack of interest or movement and he needs to protect the agency. This is the direction that county agencies are going to. He needs to do something since there is too much chaos in the dispatch area. For example, staff handled over 400 calls one afternoon recently. Commissioner Frederick responded that this is not a departure to what the Sheriff has told the Board of Commissioners.

JoAnn Townend commented that the contract should be with the Board of Commissioners as well as the Sheriff. The Board of Commissioners has approved the \$110K but now there is the T1 line, the maintenance and the equipment from the 4008 fund. Major Missimi noted that the agreement has not been initiated yet since KSU was waiting for all of the pieces and parts to come together.

Brian Kelley asked if Jon Barber had expressed concerns about the CAD? Commissioner Smeiles responded no.

Commissioner Smeiles stated that he hopes that the Sheriff's Association is working lobby state legislators to extend the sunset of the 911 fees.

Brian Kelley stated that the Sheriff has found a way to share services with other entities to save money and still have a stellar system. Commissioner Smeiles stated that the Board of Commissioners is on board with this proposal/Journal Entry

**Kent Courthouse**

Commissioner Smeiles asked the Sheriff if he met with the Kent Courthouse Architect yesterday. The Sheriff replied that the architect met with Captain McRitchie and Major Missimi. The Major added that they made minor changes to the plans and recommendations for design changes. The Sheriff will need an officer in the control center to watch cameras and alarms, one for front door and one for the courtrooms; there will be one additional officer needed. Commissioner Smeiles stated that the goal is to break ground in springtime.

Commissioner Frederick asked the Sheriff is he has talked to the Judges about using their funds for security. Sheriff responded yes.

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11:55 AM Recessed to the Solid Waste Management District Meeting  
12:21 PM Board of Commissioners reconvened

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**RESOLUTION No. 11-0872 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management or other designee on October 6, 2011 in the total payment amount of **\$229,935.94 for Funds 0001-8102** 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, Absent; Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0873 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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



10/05/11	134	\$ 60.00
10/05/11	132	180.00
10/05/11	130	238.68
10/05/11	131	1,250.00
Total		\$ 1,728.68

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, Absent; Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0875 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Christopher Smeiles, 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 **\$5,241.00** as set forth in Exhibit “A” dated **October 7, 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, Absent; Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0876 - RE: ACCEPT AMENDMENT TO THE GRANT AGREEMENT WITH THE OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS FOR THE 2010 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM (B-F-10-1CJ-1). (Regional Planning Commission)**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 10-1005 on October 28, 2010 accepting the grant from the State of Ohio for the Community Development Block Grant for FY 2010; and

**WHEREAS,** on September 22, 2011, the Board of Commissioners held a public hearing to consider the amendment of the 2010 Community Development Block Grant Formula Allocation Grant Activity #3 (Parks & Rec. Facilities); Activity #4 (Demolition/Clearance) and Activity #5 (Home/Building Repair); and

**WHEREAS,** the Board of Commissioners accepted the Regional Planning Commission recommendation and requested an amendment of the B-F-10-062-1CJ, which has been approved by the Ohio Department of Development; now therefore be it

**RESOLVED,** that the Board of Commissioners accepts the amendment of the Community Development Block Grant (CDBG) Grant No.B-F-1CJ-1 as approved by the State of Ohio; 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 a 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, Absent; Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0877 - RE: APPOINTMENT TO THE NORTHEAST OHIO FOUR COUNTY REGIONAL PLANNING AND DEVELOPMENT ORGANIZATION (NEFCO) COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) COMMITTEE.**

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

**WHEREAS,** NEFCO was formed in 1974 as a council of governments by the elected officials within Portage, Stark, Summit and Wayne Counties and the organization is directed by a general Policy board which meets monthly, serves as the decision-making body, and is comprised of representatives from each of the four counties; and

**WHEREAS,** The Comprehensive Economic Development Strategy (CEDS) Committee of NEFCO determines a priority project list of the top economic development projects within our region and the CEDS Committee is comprised of representatives from each County; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners appoints the following to the Regional Comprehensive Economic Development Strategy Committee of NEFCO:

Bradford R. Ehrhart, President  
Portage Development Board

**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 was as follows:

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

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**RESOLUTION No. 11-0878 - RE: ACCEPT THE OHIO DEPARTMENT OF PUBLIC SAFETY, GOVERNOR'S HIGHWAY SAFETY OFFICE GRANT FOR THE PORTAGE COUNTY SHERIFF'S DEPARTMENT, ENTITLED HIGH VISIBILITY ENFORCEMENT OVERTIME 2012. (AGREEMENT #HVEO-2012-67-00-00-00341-00)**

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

- WHEREAS,** the Board of Commissioners adopted Resolution 11-0582 on June 30, 2011 authorizing the online grant application to the Ohio Department of Public Safety, Governor's Highway Safety Office Grant for the Portage County Sheriff's Department for funding in the amount of \$22,656.92, *with no local match requirement, and*
- WHEREAS,** the Ohio Department of Public Safety, Office of Criminal Justice has approved the grant application for the High Visibility Enforcement Overtime 2012 in the amount of \$ 20,703.15; now therefore be it
- RESOLVED,** that the Board of Commissioners accepts the Ohio Department of Public Safety, High Visibility Enforcement Overtime 2012 Grant for the Portage County Sheriff's Department for funding in an amount not to exceed \$20,703.15, *with no local match requirement,* for aggressive traffic enforcement by the Portage County Sheriff's Department to reduce the number of fatal crashes in Portage County. The Sheriff will enforce speed, safety belt, DUI and aggressive driving laws by issuing citations vs. warnings; and be it further
- RESOLVED,** that the Board of Commissioners notes that the "authorized to proceed date" for this agreement is October 1, 2011 and the "agreement termination date" is September 30, 2012; and be it further
- RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor, the Department of Budget and Financial Management, and the Portage County Sheriff; 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, Absent; Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0879 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT AMENDMENT NO. 14 WITH WOMEN, INFANTS AND CHILDREN'S PROGRAM (WIC) FOR THE PREMISES LOCATED AT THE PORTAGE COUNTY ADMINISTRATION BUILDING.**

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

- WHEREAS,** a lease agreement between the parties was entered into on January 1, 1999 by Resolution No. 99-035 to lease real estate property situated in the City of Ravenna, Portage County, known for street numbering purposes as 449 S. Meridian Street, Ravenna, Ohio for the term of January 1, 1999 until December 31, 1999; and
- WHEREAS,** Amendment No. 1 was entered into on September 21, 2000 by Resolution No. 00-688 extending the term of the Lease Agreement from January 1, 2000 until December 31, 2000; and
- WHEREAS,** Amendment No. 2 was entered into on October 17, 2000 by Resolution No. 00-753 extending the term of the Lease Agreement from January 1, 2001 until December 31, 2001; and
- WHEREAS,** Amendment No. 3 was entered into on April 30, 2002 by Resolution No. 02-0303 extending the term of the Lease Agreement from January 1, 2002 until September 30, 2002; and
- WHEREAS,** Amendment No. 4 was entered into on September 3, 2002 by Resolution No. 02-0727 extending the term of the Lease Agreement from October 1, 2002 until September 30, 2003 and increasing the rental amount from \$771.00 per month to \$848.00 per month; and
- WHEREAS,** Amendment No. 5 was entered into on October 2, 2003 by Resolution No. 03-0746 extending the term of the Lease Agreement from October 1, 2003 until September 30, 2004 and increasing the rental amount from \$848.00 per month to \$890.40 per month; and
- WHEREAS,** Amendment No. 6 was entered into on February 15, 2005 by Resolution No. 05-0054 extending the term of the Lease Agreement from October 1, 2004 until September 30, 2005 and increasing the rental amount from \$890.40 per month to \$934.92 per month; and
- WHEREAS,** Amendment No. 7 was entered into on September 22, 2005 by Resolution No. 05-0993 extending the term of the Lease Agreement from October 1, 2005 until September 30, 2006 and increasing the rental amount from \$934.92 per month to \$981.66 per month; and
- WHEREAS,** Amendment No. 8 was entered into on October 12, 2006 by Resolution No. 06-0826 extending the term of the Lease Agreement from October 1, 2006 until September 30, 2007 and increasing the rental amount from \$981.66 per month to \$1,030.74 per month; and
- WHEREAS,** Amendment No. 9 was entered into on March 8, 2007 by Resolution 07-0181 which bans smoking in all public buildings and places of employment (issue 5); and

**WHEREAS,** Amendment No. 10 was entered into on August 30, 2007 by Resolution No. 07-0835 extending the term of the Lease Agreement from October 1, 2007 until September 30, 2008 and increasing the rental amount from \$1,030.74 per month to \$1,082.28 per month; and

**WHEREAS,** Amendment No. 11 was entered into on July 24, 2008 by Resolution No. 08-0677 extending the term of the Lease Agreement from October 1, 2008 until September 31, 2009 and increasing the rental amount from \$1082.28 per month to \$1,136.39 per month; and

**WHEREAS,** Amendment No. 12 was entered into on October 6, 2009 by Resolution No. 09-0837 extending the term of the Lease Agreement from October 1, 2009 until September 31, 2010 and increasing the rental amount from \$1,136.39 per month to \$1,193.21 per month; and

**WHEREAS,** Amendment No. 13 was entered into on August 24, 2010 by Resolution No. 10-0738 extending the term of the Lease Agreement from October 1, 2010 until September 31, 2011 and increasing the rental amount from \$1,193.21 per month to \$1,252.87 per month; and

**WHEREAS,** the Board of Commissioners wishes to enter into Amendment No. 14 to lease real estate property situated in the City of Ravenna, Portage County, known for street numbering purposes as 449 S. Meridian Street, Ravenna, Ohio; and

**WHEREAS,** WIC has an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 14 for the property listed above with WIC for a term of twelve (12) months, beginning October 1, 2011 and ending on September 30, 2012 and be it further

**RESOLVED,** that Lessee shall pay to Lessor rent in the sum of \$15,034.44 (fifteen thousand thirty four dollars and forty four cents) throughout the one-year term in equal installments of \$1,252.87 (one thousand two hundred fifty two dollars and eighty seven cents) each month; 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, Absent;

Christopher Smeiles, Yea;

\* \* \*  
RESOLUTION No. 11-0880

RE: ENTER INTO REAL ESTATE LEASE AGREEMENT  
AMENDMENT NO. 14 WITH WOMEN, INFANTS AND  
CHILDREN'S PROGRAM (WIC) FOR 2500 SQUARE FOOT  
OFFICE SPACE IN A COMMERCIAL BUILDING KNOWN  
AS LINCOLE PLACE, COLUMBIANA COUNTY, OHIO.

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

**WHEREAS,** a lease agreement between the parties was entered into on January 6, 1998 by Resolution No. 99-035 to lease 2500 square foot office space in a commercial building known as Lincole Place, Columbiana County, Ohio for the term of January 1, 1998 until December 31, 1998; and

**WHEREAS,** Amendment No. 1 was entered into on September 21, 2000 by Resolution No. 00-687 extending the term of the Lease Agreement from January 1, 2000 until December 31, 2000; and

**WHEREAS,** Amendment No. 2 was entered into on October 17, 2000 by Resolution No. 00-752 extending the term of the Lease Agreement from January 1, 2001 until December 31, 2001; and

**WHEREAS,** Amendment No. 3 was entered into on April 30, 2002 by Resolution No. 02-0302 extending the term of the Lease Agreement from January 1, 2002 until September 30, 2002; and

**WHEREAS,** Amendment No. 4 was entered into on September 3, 2002 by Resolution No. 02-0726 extending the term of the Lease Agreement from October 1, 2002 until September 30, 2003; and

**WHEREAS,** Amendment No. 5 was entered into on October 2, 2003 by Resolution No. 03-0747 extending the term of the Lease Agreement from October 1, 2003 until September 30, 2004; and

**WHEREAS,** Amendment No. 6 was entered into on February 15, 2005 by Resolution No. 05-0055 extending the term of the Lease Agreement from October 1, 2004 until September 30, 2005; and

**WHEREAS,** Amendment No. 7 was entered into on September 22, 2005 by Resolution No. 05-0992 extending the term of the Lease Agreement from October 1, 2005 until September 30, 2006; and

**WHEREAS,** Amendment No. 8 was entered into on October 12, 2006 by Resolution No. 06-0827 extending the term of the Lease Agreement from October 1, 2006 until September 30, 2007; and

- WHEREAS,** Amendment No. 9 was entered into on March 8, 2007 by Resolution 07-0182 which bans smoking in all public buildings and places of employment (issue 5); and
- WHEREAS,** Amendment No. 10 entered into on August 30, 2007 by Resolution No. 07-0834 extending the term of the Lease Amendment October 1, 2007 until September 30, 2008; and
- WHEREAS,** Amendment No. 11 entered into on September 2, 2008 by Resolution 08-0676 extending the term of the Lease Amendment October 1, 2008 until September 30, 2009; and
- WHEREAS,** Amendment No. 12 entered into on October 6, 2009 by Resolution 09-0838 extending the term of the Lease Amendment October 1, 2009 until September 30, 2010; and
- WHEREAS,** Amendment No. 13 entered into on August 24, 2010 by Resolution 10-0737 extending the term of the Lease Amendment October 1, 2010 until September 30, 2011; and
- WHEREAS,** the Board of Commissioners wishes to enter into Amendment No. 14 to continue to lease 2500 square foot office space in a commercial building known as Lincole Place, Columbiana County, Ohio; and
- WHEREAS,** WIC has an interest in leasing said property; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 14 for the property listed above with WIC for a term of twelve (12) months, beginning October 1, 2011 and ending on September 30, 2012; and be it further
- RESOLVED,** that Lessee shall pay to Lessor rent in the sum of twenty seven thousand three hundred three and 24/100 dollars (\$27,303.24) throughout the one-year term in equal installments of two thousand two hundred seventy five and 27/100 dollars (\$2,275.27) each; 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, Absent;

Christopher Smeiles, Yea;

\* \* \* \* \*  
**RESOLUTION No. 11-0881 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND HUMAN SERVICES ASSOCIATES, INC. FOR CONTRACT MONITORING SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20110264 (the "Original Contract") on March 31, 2011 by Resolution No. 11-0274 to provide Contract Monitoring Services to the Portage County Department of Job & Family Services; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Human Services Associates, Inc. to extend the agreement one (1) additional year from November 1, 2011 to October 31, 2012; and be it further

**RESOLVED,** that annual service under this agreement shall not exceed Sixteen thousand eight hundred and 00/100 dollars (\$16,800.00); 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 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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*  
**RESOLUTION No. 11-0882 - RE: ENTER INTO A SOFTWARE LICENSE AGREEMENT FOR FIXED ASSET SOFTWARE SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE WATER RESOURCES DEPARTMENT AND BNA SOFTWARE.**

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

adopted:

**WHEREAS,** the Water Resources Department requested and the Board of Commissioners approved the purchase of the BNA fixed asset software program with training by journal entry on September 15, 2009; and

**WHEREAS,** the Portage County Data Processing Board approved the purchase of the BNA fixed asset software program and services on December 2, 2009; and

**WHEREAS,** the Board of Portage County Commissioners entered into a master services agreement for the above program and training on December 3, 2009 known as Portage County contract 20100150; and

**WHEREAS,** the parties would like to continue the use of the software; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a software license agreement between the Board and BNA Software to provide fixed asset software services for the term of December 5, 2011 through December 4, 2012; and be it further

**RESOLVED,** that the total service amount under this Agreement shall not exceed One thousand five hundred seventy-five and 00/100 dollars (\$1,575.00) 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 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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*

**RESOLUTION No. 11-0883 - RE: AUTHORIZE PAYMENT OF CLAIM ON THE SETTLEMENT AND RELEASE FOR KATHRYN HAMMONDS.**

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

**WHEREAS,** Kathryn Hammonds is the owner of real property located at 4312 Nina Street Rootstown, Ohio and

**WHEREAS,** Kathryn Hammonds claims damages from a sewage related problems that occurred at the residence located at 4312 Nina St., Rootstown, Ohio on February 28, 2011; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners authorizes payment of the claim on the settlement and release for Kathryn Hammonds, 4312 Nina St., Rootstown, Ohio in the amount of One thousand, four hundred fifty and 00/100 Dollars (\$1,450.00); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning end 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 an 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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*  
**RESOLUTION No. 11-0884 - RE: AGREE TO INCREASE INMATE, VISITOR AND STAFF MEAL PRICES AT THE PORTAGE COUNTY JAIL WITH ARAMARK CORRECTIONAL SERVICES, INC.**

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

**WHEREAS,** the Portage County Board of Commissioners accepted the bid and entered into a contract with Aramark Correction Services, Inc. on December 1, 2009 through resolution #03-0989; and

**WHEREAS,** the agreement is for five (5) years with the pricing quoted in the bid as being fixed for the first year and the allowance of adjustments to the first year pricing renegotiated sixty (60) days prior the contracts' anniversary date; and

**WHEREAS,** the current pricing is as follows:

176-200	\$1.147
201-225	\$1.084
Visitor & Staff	\$2.00 and;

**WHEREAS,** the increase effective December 1, 2011 through November 30, 2012 is as follows:

176-200	\$1.223
201-225	\$1.156
Visitor & Staff	\$ 2.00 (unchanged); now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to increase inmate, visitor and staff meal prices at the above rates for the period December 1, 2011 through November 30, 2012; 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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*

**RESOLUTION No. 11-0885 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND CAREERBUILDER GOVERNMENT SOLUTIONS, LLC FOR EMPLOYMENT ADVERTISING SERVICES.**

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

**WHEREAS,** the Board of Portage County Commissioners, Department of Human Resources has the need to advertise for employment; and

**WHEREAS,** Careerbuilder Government Solutions, LLC is a web based employment posting site; and

**WHEREAS,** Portage County desires to utilize the services of Careerbuilder Government Solutions LLC to advertise job postings; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **Careerbuilder Government Solutions, LLC, 200 N. LaSalle, Chicago IL 60601**, in the Amount of Three hundred forty and 00/100 dollars (\$340.00) per job posting; and be it further

**RESOLVED,** that the term of the Agreement shall be for one year, effective from the October 14, 2011 until October 13, 2012; 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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*  
**RESOLUTION No. 11-0886 - RE: AWARD AND ENTER INTO CONTRACT WITH STEEL VALLEY CONSTRUCTION, INC. FOR ALTERATIONS FOR: COLEMAN PROFESSIONAL SERVICES, 133 VINE STREET, RAVENNA, OHIO, 44266**

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

**WHEREAS,** official Bid forms and specifications were requested from three (3) contractors and (1) plan house for alterations for Coleman Professional Services, 133 Vine Street, Ravenna OH; and

**WHEREAS,** two bids were received, opened and tabulated by the Department of Internal Services on September 14, 2011; and

**WHEREAS,** upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and Architect David L. Sommers that the bid of Steel Valley Construction Co., Inc. be accepted as the lowest and best bid received; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby agrees to accept and award the bid to Steel Valley Construction Co., Inc. 135 Pine Ave., S.E., Suite 203, Warren, OH 44481 as follows:

General/HVAC:	\$25,861.01
Unit Price 1 sheet:	40.00
Alternate 1	2,125.77
Alternate 2	755.20
Alternate 3	1,770.00
<b>TOTAL</b>	<b>\$30,551.98</b>

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, Absent; Christopher Smeiles, Yea;

\* \* \* \* \*

RESOLUTION No. 11-0887 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR THE PURCHASE OF VARIOUS CHEMICALS FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.

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

RESOLVED, that the bid specifications for the purchase of various chemicals for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m. on November 16, 2011 ; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on October 14, 2011 a copy thereof be posted the County’s website and on the bulletin board of the Board forthwith; and be it further

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

Voice vote as follows:

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

\* \* \* \* \*

RESOLUTIONS

October 6, 2011

- 1. Approval of the meeting minutes from the October 4, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./11-872
3. Approve the wire transfers as presented by the County Auditor./11-873

4. Approve the Journal Vouchers, as presented by the County Auditor./11-874
5. Approve the Then & Now Certification, as presented by the County Auditor./11-875
6. Resolution to accept the amendment to the BF-10-062-1 (2010 Formula Grant) as recommended by the Regional Planning Commission and approved by the Ohio Department of Development./11-876
7. Resolution to appoint Portage Development Board President Brad Ehrhart to NEFCO./11-877
8. Accept the Ohio Department of Public Safety, Governor's Highway Safety Office Grant for the Portage County Sheriff's Department, entitled High Visibility Enforcement Overtime 2012 (Agreement No. HVEO-2012-67-00-00-00341-00)./11-878
9. Rescind Resolution No. 11-0601 authorize the Portage County Office of Homeland Security and Emergency Management to apply for the FY12 Mitigation Grant./The Board of Commissioners called the Office of Homeland Security and Emergency Management Director to ask why he is recommending not moving forward with this grant application. The Director advised that the grant funds are to be used to update the Final 911 Plan to make certain that Portage County is covered for the next five years. Portage County does not need to be updated in a manner that would require additional funding; he plans to use office staff time in-house. The Board of Commissioners asked if the money could be used for salaries and the Director responded that it would be a housekeeping nightmare to do so. Commissioner Frederick stated that as Treasurer she had staff keep time sheets and it was quite simple. The Board of Commissioners agreed that the Director should investigate moving forward since these funds may be used for salaries. Jon Barber to work with the Department of Budget & Financial Management Director.

\* \* \* \* \*

**INVITATIONS**

October 6, 2011

1. Notice of the grand opening celebration of the new Surgical Services Department at Robinson Memorial Hospital on Tuesday, October 25<sup>th</sup> from 5PM – 7PM at the Palmstrom Community Room.

\* \* \* \* \*

**INCOMING CORRESPONDENCE**

October 6, 2011

1. Does the Board of Commissioners want to join the Portage County Chambers of Commerce in 2012/Bring back on October 11<sup>th</sup>
2. September 21, 2011 correspondence from City of Ravenna Finance Director Kim Cecora regarding the Freedom Secondary Line. Copy to the Department of Budget & Financial Management for review and comment. Please note that Director Tillis is out of the office until October 11<sup>th</sup> and will have this issue as an agenda item that date/Bring back on October 11<sup>th</sup>.

3. October 3, 2011 correspondence from Michael Simpkins, Ohio Department of Transportation (ODOT), indicating in order to improve the intersection of SR 14, SR 59 and Newton Falls Road (Cotton Corners), ODOT will need to access County property in order to perform survey work/Forward to the County Engineer and the Prosecutor's Office.
4. September 30, 2011 correspondence from Judge Pittman, Common Pleas Court, regarding x-ray machines/Bring back on October 11<sup>th</sup>.

\* \* \* \* \*

**JOURNAL ENTRY**  
**October 6, 2011**

1. The Board of Commissioners acknowledged the receipt of the September 30, 2011 email from the US Department of Justice noting the receipt of Grant Report Number 8 for the 2007-WE-AX-0048.
2. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for September 26, 2011 through October 2, 2011, as presented by Dog Warden Dave McIntyre.
3. The Board of Commissioners authorized Commissioner Frederick to sign the OCJS Quarterly Subgrant Report for the County Drug Task Force Confidential Funds (2010-DL-LEF-5846), as presented by the Prosecutor's Office. The Department of Budget & Financial Management reviewed the documents with no exceptions noted.
4. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for September 2011 as presented by the Portage County Sheriff's Department. (Referred to Department of Budget & Financial Management).
5. The Board of Commissioners acknowledged the draw down request of funds using the online Grant Payment Request System from the US Department of Justice for the OVW Enforcement of Protection Orders Grant, 2007-WE-AX-0048 to reimburse September 2011 Expenses for \$15,021.61 as presented by Director Audrey Tillis, Department of Budget & Financial Management.
6. The Board of Commissioners received the Performance Management Report for the Court Deputies Grant No. 2009-RA-A02-2323 as presented by the Department of Budget & Financial Management.

\* \* \* \* \*

**REFERRED**  
**October 6, 2011**

1. October 4, 2011 public notice from Ohio Environmental Protection Agency regarding notice of receipt of an application for National Pollutant Discharge Elimination System (NPDES) Permit (Application No. PA0025984) for the discharge from Allegheny County Sanitary Authority to various townships, multiple counties. If Board wishes to comment or request public hearing, must do so in writing within thirty days of the date of this public notice (October 4, 2011). Referred to Portage County Water Resources for review and comment.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

October 6, 2011

1. Discussion: Veterans 2002 White Dodge caravan repair cost \$1,278.00/Forward to the Department of Budget & Financial Management for comment. Schedule a meeting with Bob Park.
2. October 3, 2011 correspondence from Steve Colecchi, Robinson Memorial Hospital, regarding The Woodlands At Robinson/Forward to Attorneys Denise Smith and Mike Sharb, JoAnn Townend and Audrey Tillis.
3. October 5, 2011 confidential e-mail from Mike Sharb, Squires Sanders & Dempsey, regarding a Water Resource issue/Information only.

\* \* \* \* \*

**INFORMATION ONLY**

October 6, 2011

1. October 3, 2011 correspondence from Western Reserve Land Conservancy, indicating a staff member will be contacting the Board within the coming weeks for ideas for the 2012 Regional Conservation Report.

\* \* \* \* \*

**JOURNAL ENTRY**

October 6, 2011

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

1. The Board of Commissioners acknowledged the receipt of the September 30, 2011 email from the U.S. Department of Justice noting the receipt of Grant Report Number 8 for the 2007-WE-AX-0048 – OVW Grant.
2. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for September 26, 2011 through October 2, 2011, as presented by Dog Warden Dave McIntyre.
3. The Board of Commissioners authorized Commissioner Frederick to sign the OCJS Quarterly Subgrant Report for the County Drug Task Force Confidential Funds (2010-DL-LEF-5846), as presented by the Prosecutor’s Office. The Department of Budget & Financial Management reviewed the documents with no exceptions noted.
4. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged the receipt of the Monthly Record of Proceedings and Transactions for September 2011, as presented by the Portage County Sheriff’s Department. (Referred to Department of Budget & Financial Management).

5. The Board of Commissioners acknowledged the draw down request of funds using the online Grant Payment Request System from the US Department of Justice for the OVW Enforcement of Protection Orders Grant, 2007-WE-AX-0048 to reimburse September 2011 Expenses for \$15,021.61 as presented by Director Audrey Tillis, Department of Budget & Financial Management.
6. The Board of Commissioners received the Performance Management Report for the Court Deputies Grant No. 2009-RA-A02-2323, as presented by the Department of Budget & Financial Management..
7. After meeting in an Executive Session today with The Woodlands at Robinson staff, the Board of Commissioners accepted staff recommendation and approved a three (3) day unpaid suspension for an Environmental Supervisor at the nursing home pending a pre-disciplinary hearing.
8. The Board of Commissioners agreed to transfer \$2,000 to the Microfilm supply line, as recommended by the Internal Services Director. The Department of Budget & Financial Management to address this at the October 11, 2011 meeting with the Board of Commissioners.
9. After meeting today with Portage County Sheriff David Doak, the Board of Commissioners agreed to move forward with the service contract between Kent State University and the Portage County Sheriff for the New World Systems for Computer Aided Dispatch (CAD), Records Management System, and Aegis Mobile Unit Software. The Board of Commissioners will sign the agreement for a \$110,550 one-time fee for the licensing, equipment, installation, training and other set up costs, once it has been reviewed by the Prosecutor's Office.

The Board of Commissioners noted that the agreement also includes additional charges of \$33,520 per year payable semi-annually for the maintenance of the CAD equipment, and a \$3,000 equipment replacement fund fee annually. The Board of Commissioners also noted that there is a \$200 per month charge for the T1 line that must also be paid.

Commissioner Marsilio absent, motion carries.

\* \* \* \* \*

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **October 6, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **12:35 PM**. Commissioner Marsilio absent, motion carries.

Maureen T. Frederick, President

ABSENT  
Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

\* \* \* \* \*