

The Board of Directors of the Portage County Port Authority met in Regular Session in the Portage Development Board/Portage County Port Authority office located at 217 S. Chestnut Street in Ravenna, Ohio on Tuesday, December 4, 2018 at 2:00 PM with the following members present:

Jack Kohl II Dominic Bellino David Dix John Kovacich Constance Hawke

Also present: Chris Meduri, Portage County Prosecutor's Office; Brad Ehrhart, Portage Development Board; Diana Fierle, Secretary/Treasurer

Directors absent: John Ryan, Lisa Anne Cotten

Vice-Chairman Dominic Bellino called the December 4, 2018 meeting to order approximately 2:05 PM and welcomed everyone to the meeting.

Meeting Minutes - A motion was made by Mr. Dix to approve the meeting minutes for the meeting of June 5, 2018, seconded by Mr. Kovacich. All voted in favor and the motion carried.

Vice-Chairman Bellino stated that the legal notice for this meeting was advertised in the Record Courier on November 25, 2018.

Financials - Ms. Fierle went over the bank reconciliations, treasurer's report and budget report as of October 31, 2018 with the amount of money in each bank account. *A motion was made by Mr. Kohl to accept the financial reports as presented, seconded by Mr. Dix. All voted in favor and the motion carried.*

Mr. Bellino stated that the Finance-Audit Committee had a discussion regarding opening a Certificate of Deposit or two. The port should look into investing the money currently in the money market account into a CD. Mr. Bellino stated that we should be able to earn more than \$1.00 per month. Ms. Fierle said she would check local banks for quotes on interest rates. Ms. Fierle asked who would be signatories on the account and the port agreed the signatories would remain the same as they are now or no less than 3, Mr. Bellino, Mr. Ryan, Ms. Fierle and Ms. Luttner are signatories now. The board also agreed that we should look at \$50,000 for six months and \$50,000 for twelve months. The remainder of the money would go into the regular checking account. *A motion was made by Mr. Kovacich to quote interest rates for two CD's (\$50,000 for six months and \$50,000 for twelve months) for money currently in the money market account with signatories to remain the same, seconded by Mr. Dix. All voted in favor and the motion carried.*

Portage Development Board President's report - Mr. Ehrhart gave a report on the current project activity for the Portage Development Board. He also talked of four potential port authority projects. One project is in Tallmadge for a 500,000 square foot building with \$15-\$20 million in investments. The developer has requested port authority assistance but has not moved forward with the project yet. The second project is the KSU School of Business. Signet was awarded this project from bids sent in. A third project is a 200,000 square foot spec building in Streetsboro. A fourth project is a 70,000 square foot expansion in Brimfield, similar to the Sirna and Sons project in Ravenna. Mr. Ehrhart also spoke about the 44 Project in Rootstown. The Portage Foundation is going to be the administrator of the project funds.

Mr. Ehrhart questioned McMaster-Carr in Aurora as to why they did not use the port authority for their new 400,000 square foot building. Mr. Kevin See the project manager didn't feel he wanted to go through another hoop

and take more time. Mr. Ehrhart questioned Mr. Sarkis and Mr. Cooper to see how much time they would need to process a project and they stated that they would move as fast as the company project needs to move. Mr. Bellino asked if it was an education issue and Mr. Ehrhart stated yes, the companies need to know we are not a barrier. Mr. Ehrhart also stated that by the end of the year PDB will have made about 160 business visits.

Legal Counsel, Chris Meduri's report – Mr. Meduri introduced himself as he is taking the place of Denise Smith.

Finance-Audit Committee – Mr. Bellino stated that the committee met prior to the board meeting at 1:30pm and reviewed all the financials and recommended a 2019 budget to the board, which will be presented later in the meeting. The Finance-Audit Committee also reviewed the 2016 and 2017 Audits performed by the Auditor of the State of Ohio. The Finance-Audit recommends the board of directors accept the Port Authority Audit for 2016 and 2017. *A motion was made by Mr. Kohl to accept the 2016 and 2017 audits as presented, seconded by Mr. Kovacich. All voted in favor and the motion carried.*

Special Committee Reports - None

CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

Appropriation – 2019 Budget – Mr. Bellino stated this budget was approved by the Finance-Audit Committee explained the draft budget. Mr. Bellino requests that it be approved as presented. A motion was made by Mr. Dix to approve the 2019 budget as presented by the Finance Committee, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 18-005.

2019 Chairman – A motion was made by Mr. Kohl to elect Mr. Ryan as chairman for 2019, seconded by Mr. Dix. All voted in favor and the motion carried. Approved by Resolution 18-006.

2019 Vice-Chairman – A motion was made by Mr. Dix to elect Mr. Bellino as vice-chairman for 2019, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 18-007.

2019 Secretary/Treasurer – A motion was made by Mr. Dix to appoint Diana Fierle as Secretary/Treasurer for 2019, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-008.

2019 Assistant Secretary/Treasurer – A motion was made by Mr. Dix to appoint Taylor Luttner as Assistant Secretary/Treasurer for 2019, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 18-009.

Surety Bonds – A motion was made by Mr. Kohl to authorize the purchase of surety bonds for the Secretary/Treasurer, Assistant Secretary/Treasurer, Director Bellino and Chairman Ryan at a cost of \$425.00, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-010.

Hosting – A motion was made by Mr. Kohl to authorize the purchase of items necessary for the hosting of Portage County Port Authority functions and meeting expenses for 2019 not to exceed \$500, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-011.

Legal notices – A motion was made by Mr. Kohl to authorize payments in 2019 to the Record Publishing Company/GateHouse Media for Legal Notices of the Portage County Port Authority meetings not to exceed \$1,000, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-012.

Marketing/Advertising – A motion was made by Mr. Kohl for authorization of Marketing/Advertising and Sponsorship opportunities for the Portage County Port Authority in 2019 not to exceed \$2,500, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-013.

Ohio Port Authority Council Dues – A motion was made by Mr. Kohl to authorize payment of dues to the Ohio Port Authority Council in 2019 not to exceed \$200, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-014.

Portage County Prosecutor's Agreement – A motion was made by Mr. Kohl to enter into an agreement with the Portage County Prosecutor's office for legal services for the Portage County Port Authority for the year 2019, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-015.

Ohio Port Authority Council Meetings – A motion was made by Mr. Kohl to authorize Portage Development Board President and/or the Secretary/Treasurer to attend the Ohio Port Authority Council meetings in 2019, as their time allows, and receive reimbursement, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-016.

Ohio Public Records Law – A motion was made by Mr. Kohl to appoint Secretary-Treasurer Diana Fierle and Assistant Secretary-Treasurer Taylor Luttner as the designees to attend training programs and seminars about Ohio's Public Records Law, seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-017.

Contract for Charles E. Harris & Associates – A motion was made by Mr. Dix to hire Charles E. Harris & Associates to prepare financial statements for 2018 (\$350.00) and 2019 (\$375.00) for the State of Ohio Hinkle System in an amount not to exceed \$725.00, seconded by Mr. Kohl. All voted in favor and the motion carried. Approved by Resolution 18-018.

Payment to the Portage Development Board – A motion was made by Mr. Dix authorizing payment to the Portage Development Board for the third year of the three year contract 2019 in an amount not to exceed \$20,000 (\$15,000 annual contract and \$5,000 annual investment/membership), seconded by Mr. Kovacich. All voted in favor and the motion carried. Approved by Resolution 18-019.

Journal Entries - December 4, 2018

It was moved by Mr. Dix, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry - PCPA shall pay to PDB the sum of twenty-five percent (25%) of the total amount of project fees received by the PCPA in 2019. Said amount shall be paid upon invoice from PDB billed after the project fee is collected by the PCPA for 2019.

It was moved by Mr. Dix, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry - appointing Mr. Bellino, Mr. Ryan and Mr. Kovacich to the Finance-Audit Committee for 2019. Any member of the Board of Directors may serve as alternate to the committee as needed.

It was moved by Mr. Dix, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry - Ratifying Chairman Ryan’s decision to approve a \$250.00 sponsorship for the Portage Development Board event Produced in Portage that took place on October 10th.

A motion was made by Mr. Kovacich, seconded by Mr. Kohl that the following journal entry be approved. All voted in favor and the motion carried.

Journal Entry – Meeting schedule for 2019 for Board of Director’s meeting (2:00PM) and Finance/Audit Committee (1:30PM).

2018 Meeting Schedule

- Board of Directors: Tuesday, March 6, 2018 @ 2:00 PM

- Finance/Audit Committee: Tuesday, June 5, 2018 @ 1:30PM
- Board of Directors: Tuesday, June 5, 2018 @ 2:00PM
- Tax Budget Hearing: Tuesday, June 5, 2018 @ 2:00PM

- Board of Directors: Tuesday, September 11, 2018 @ 2:00PM

- Finance/Audit Committee: Tuesday, December 4, 2018 @ 1:30PM
- Board of Directors: Tuesday, December 4, 2018 @ 2:00PM

CORRESPONDENCE

The port authority directors reviewed the correspondence received which was the Official Certificate of Estimated Resources from the Portage County Budget Commission. No action necessary.

RESOLUTION NO. 18-005 - RE: PORT AUTHORITY FISCAL 2019 APPROPRIATION MEASURE

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

- WHEREAS,** the Portage County Budget Commission has provided the Official Certificate of Estimated Resources for 2019 for the Portage County Port Authority; and

- WHEREAS,** Article VI, Section 2 of the Rules and Regulations of the Portage County Port Authority requires that Port Authority funds be appropriated; now therefore be it

- RESOLVED,** by the Portage County Port Authority Board of Directors that funds are set aside for Port Authority expenditures during the fiscal year ending December 31, 2019 as follows:

PORTAGE COUNTY PORT AUTHORITY

2019 Budget

<u>Estimated Beginning Balance</u>	<u>Amount</u>
Checking Account	\$115,000.00
Money Market Account	\$129,900.00
Special Activities Account	<u>\$530.87</u>
Total Estimated Balance	\$245,430.87

Description

Revenues

2019 - Plaza Schroer (Brimfield) Fees	\$800.00
2019 - KSU Fees	<u>\$6,000.00</u>
Total Revenues	\$6,800.00
Total Estimated Resources	\$252,230.87

Expenses

Contract Services	\$20,000.00
Special Projects	\$50,000.00
Property Maintenance	\$3,500.00
Training/Meeting Expenses	\$500.00
PDB – 25% of Project Fees	\$1,500.00
Bank Fees – Checking	\$36.00
Transportation	\$500.00
Membership Dues	\$5,200.00
Advertising/Marketing	\$5,000.00
Real Estate Taxes	\$0.00
Telephone	\$0.00
Postage	\$0.00
Rent	\$0.00
Professional/Technical/Insurance Services	\$5,000.00
Other Services	\$0.00
Materials & Supplies	\$50.00
Photocopy & Printing Supplies (Copier)	\$0.00
Food Supplies	<u>\$200.00</u>
Total Expenses	\$91,486.00

and be it further;

RESOLVED,

that the Board of Directors 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.

Roll Call Vote as Follows:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO.: 18-006

RE: JOHN RYAN ELECTED CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2019.

It was moved by Jack Kohl II, seconded by David Dix that the following resolution be adopted:

RESOLVED, that John Ryan is elected to preside at all regular and special meetings in 2019 for a term of one year or until the next organizational meeting of the Board; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18-007

RE: DOMINIC BELLINO ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2019.

It was moved by David Dix seconded by Jack Kohl II that the following resolution be adopted:

RESOLVED, that Dominic Bellino is elected Vice-Chairman of the Board of Directors of the Portage County Port Authority for the year 2019 or until the next organizational meeting of the Board, to preside at all regular and special meetings when and while the Chairman shall vacate the Chair, when so acting shall have all the powers of the Chairman; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, abstained;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18-008

RE: APPOINT DIANA FIERLE AS SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2019.

It was moved by David Dix, seconded by Jack Kohl II that the following resolution be adopted:

RESOLVED, that Diana Fierle is appointed by the Board of Directors of the Portage County Port Authority as Secretary-Treasurer of the Board for the year 2019 or until the next organizational meeting of the Board; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18-009

RE: APPOINT TAYLOR LUTTNER AS ASSISTANT SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2019.

It was moved by David Dix, seconded by Jack Kohl II that the following resolution be adopted:

RESOLVED, that Taylor Luttner is appointed by the Board of Directors of the Portage County Port Authority as Assistant Secretary-Treasurer of the Board for the year 2019 or until the next organizational meeting of the Board. The Assistant Secretary-Treasurer shall serve in the absence of the Secretary-Treasurer and shall have all of the powers, responsibilities and authority of the Secretary-Treasurer when operating in this capacity; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18-010

RE: AUTHORIZE THE PURCHASE OF SURETY BONDS FOR THE SECRETARY-TREASURER, ASSISTANT SECRETARY-TREASURER, VICE-CHAIRMAN AND CHAIRMAN OF THE PORTAGE COUNTY PORT AUTHORITY.

It was moved by Jack Kohl II, seconded by John Kovacich to approve the following:

WHEREAS, Article IV, Section 10 of the Port Authority By-Laws requires that: "Checks, drafts, notes, bonds and other instruments requiring the payment of sums of money shall be executed with two signatures: one being of the Chairman or other director, and the other being the Secretary-Treasurer. The Board of Directors may at any time or from time to time designate one or more of its members or any other employee or officer to execute any such instrument for and on behalf of the Authority."; and

WHEREAS, the Board of Directors have agreed and designated the Chairman, Vice-Chairman or the Assistant Secretary Treasurer to sign as secondary signatory on the Port Authority bank accounts; now therefore be it

RESOLVED, in accordance with Section 7 (B) of the By-Laws, the Board of Directors authorizes the purchase of surety bonds for the Secretary-Treasurer, Assistant Secretary-Treasurer, Chairman and Vice-Chairman, and be it further

RESOLVED, that the purchase is to be made from the Edward H. Sutton Insurance Agency, Inc., P.O. Box 271, Aurora, Ohio 44202, in an amount of \$100/\$125 per year for each \$5000 Surety Bond not to exceed \$425.00 (total); and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18- 011

RE: AUTHORIZATION FOR THE PURCHASE OF ITEMS NECESSARY FOR THE HOSTING OF PORTAGE COUNTY PORT AUTHORITY FUNCTIONS AND MEETING EXPENSES FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019.

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

WHEREAS, the Board of Directors hosts various meetings and functions throughout the year for which they must authorize the purchase of items necessary for those events; and

WHEREAS, in accordance with the Auditor of the State of Ohio Bulletin 2004-002, which requires “that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority”; now therefore be it

RESOLVED, that the Portage County Port Authority Board of Directors does hereby authorize the purchase of items necessary to host various meetings and events throughout the year 2019 in a total amount not to exceed \$500; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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RESOLUTION NO. 18-012

RE: AUTHORIZATION FOR PAYMENT TO THE RECORD PUBLISHING COMPANY/GATEHOUSE MEDIA FOR LEGAL NOTICES OF THE PORTAGE COUNTY PORT AUTHORITY MEETINGS IN 2019.

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

RESOLVED, that the Portage County Port Authority Board of Directors does hereby authorize payment to the Record Publishing Company/Gatehouse Media for various legal notices published in the Record-Courier Newspaper of the Board of Directors’ regular and special meetings throughout the year 2019 in a total amount not to exceed \$1,000; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		

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RESOLUTION NO. 18-013

RE: AUTHORIZATION FOR MARKETING/ADVERTISING AND SPONSORSHIP OPPORTUNITIES OF THE PORTAGE COUNTY PORT AUTHORITY IN 2019.

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

RESOLVED, that the Portage County Port Authority Board of Directors does hereby authorize marketing/advertising and sponsorship opportunities of the Portage County Port Authority throughout the year 2018 in a total amount not to exceed \$2,500; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		

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RESOLUTION NO. 18-014

RE: AUTHORIZE PAYMENT OF DUES TO THE OHIO PORT AUTHORITY COUNCIL.

It was moved by Jack Kohl II, seconded by John Kovacich that the following resolution be adopted:

WHEREAS, Ohio Governor Voinovich’s Executive Order 98-09V created the Ohio Port Authority Council consisting of one House Representative (ex-officio capacity), one Senate Representative (ex-officio capacity), one ODOT Representative, one Ohio Department of Development Representative, and one member from each Port Authority, as designated by the Chairman. Council members are appointed by the Governor and serve three (3) year terms; and

WHEREAS, that the Board of Directors agreed to join the Ohio Port Authority Council at a current cost not to exceed \$200 for 2019. The Board of Directors noted that the dues increased from \$100 to \$200 in 2018, as determined by the Ohio Port Authority Council in October 2017; now therefore be it

RESOLVED, that the Board of Directors authorizes payment not to exceed \$200 for dues in 2019; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		

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RESOLUTION NO. 18-015

RE: AGREE TO ENTER INTO AN AGREEMENT WITH THE PORTAGE COUNTY PROSECUTOR FOR LEGAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2019.

It was moved by Jack Kohl II, seconded by John Kovacich that the following resolution be adopted:

RESOLVED, that the Board of Directors enters into a Fee Agreement for Legal Services from the Portage County Prosecutor for the Port Authority for the year 2019 at a cost of Five thousand dollars (\$5,000.00); and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		

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RESOLUTION NO. 18-016

RE: AUTHORIZE PORTAGE DEVELOPMENT BOARD PRESIDENT/PORT AUTHORITY EX OFFICIO MEMBER BRADFORD EHRHART AND/OR SECRETARY-TREASURER DIANA FIERLE TO ATTEND OHIO PORT AUTHORITY COUNCIL MEETINGS IN 2019 (AS THEIR SCHEDULE ALLOWS) AND RECEIVE REIMBURSEMENT.

It was moved by Jack Kohl III, seconded by John Kovacich that the following Resolution be adopted:

RESOLVED, that the Board of Directors authorizes Portage Development Board President/Port Authority Ex Officio member Bradford Ehrhart and/or Secretary Treasurer Diana Fierle to travel for regular and special meetings of the Ohio Port Authorities Council throughout 2019 on their behalf and as their schedule allows. The Board of Directors also authorizes them to spend the night prior to the meetings when the meetings begin prior to 10:00 AM in the morning and authorizes reimbursement of the travel expenses in accordance with the Port Authorities' Travel and Expense Reimbursement Policy; and be it further

RESOLVED, that the Board of Directors 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 was as follows:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		
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RESOLUTION NO. 18-017

RE: IN ACCORDANCE WITH OHIO SUBSTITUTE HOUSE BILL 9 (126TH GENERAL ASSEMBLY) APPOINT SECRETARY-TREASURER DIANA FIERLE AND ASSISTANT SECRETARY-TREASURER TAYLOR LUTTNER AS THE DESIGNEES TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO'S PUBLIC RECORDS LAW.

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

WHEREAS, Ohio Substitute House Bill 9 (126th General Assembly) requires a public office to adopt a public records policy in compliance with Ohio's Public Records Law for responding to public requests for information; and

WHEREAS, Ohio law requires that elected and appointed officials attend a three hour seminar about Public Records Law but also allows the official to appoint a designee; now there for be it

RESOLVED, that the Portage County Port Authority Board of Directors does hereby appoint Secretary-Treasurer Diana Fierle and Assistant Secretary-Treasurer Taylor Luttner as the Board's designees to attend the required training in accordance with Ohio Substitute House Bill 9 (126th General Assembly) and authorize reimbursement of all travel expenses in accordance with the Port Authority's Travel and Expense Reimbursement Policy; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotten, absent;
John Kovacich, yea;		
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RESOLUTION NO. 18-018

RE: AGREE TO ENTER INTO AN AGREEMENT WITH CHARLES E. HARRIS & ASSOCIATES FOR FINANCIAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEARS OF 2018 AND 2019.

It was moved by David Dix, seconded by Jack Kohl II that the following resolution be adopted:

RESOLVED, that the Board of Directors enters into an Agreement for Financial Services through Charles E. Harris & Associates to prepare financial statements for 2018 and 2019 for the State of Ohio's Hinkle System for the Port Authority at a cost not to exceed \$350 (three hundred and fifty dollars) for 2018 and a cost not to exceed \$375 (three hundred and seventy five dollars) for 2019; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;	Jack Kohl II, yea;	Dominic Bellino, yea;
David Dix, yea;	John Ryan, absent;	Lisa Anne Cotton, absent;
John Kovacich, yea;		
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RESOLUTION NO. 18-019

RE: AUTHORIZATION FOR PAYMENT TO THE PORTAGE DEVELOPMENT BOARD PER THE THREE YEAR AGREEMENT APPROVED IN 2016 FOR CONTRACT SERVICES AND ANNUAL INVESTMENT FOR 2019.

It was moved by Jack Kohl II, seconded by John Kovacich that the following Resolution be adopted:

RESOLVED, that the Portage County Port Authority Board of Directors does hereby authorize payment to the Portage Development Board for contract services not to exceed \$15,000 and investment/membership dues not to exceed \$5,000 for year 2019 of their three year contract and pledge; and be it further

RESOLVED, that the Board of Directors 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:

Constance Hawke, yea;
David Dix, yea;
John Kovacich, yea;

Jack Kohl II, yea;
John Ryan, absent;

Dominic Bellino, yea;
Lisa Anne Cotten, absent;

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I, Secretary-Treasurer of the Board of Directors of the Portage County Port Authority do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Directors duly adopted December 4, 2018 and appearing upon the official records of said Board, Volume 4, page .

There being no further business to come before the Board, the meeting of December 4, 2018, a motion was made by Mr. Kohl to adjourn the meeting, seconded by Mr. Dix, all in favor. The meeting adjourned at 2:45PM. We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' regular meeting on December 4, 2018.

Constance Hawke

Absent
John Ryan
Chairman

Dominic Bellino
Vice-Chairman

Jack Kohl II

Absent
Lisa Anne Cotten

David Dix

John Kovacich

Diana Fierle
Secretary-Treasurer