

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, June 5, 2018 at 2:00 PM with the following members present:

John Ryan	Jack Kohl II	Dominic Bellino	David Dix
John Kovacich	Constance Hawke		

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

Directors absent: Lisa Anne Cotten

Chairman John Ryan called the June 5, 2018 meeting to order approximately 2:03 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 December 5, 2017, seconded by Mr. Kohl. All voted in favor and the motion carried.*

A motion was made by Mr. Bellino to recess from the Portage County Port Authority Board of Director's meeting and enter into the 2019 Tax Budget Public Hearing, seconded by Mr. Kohl. All voted in favor and the motion carried.

Mr. Ryan called the 2019 Tax Budget Public Hearing to order at 2:06PM. Introductions are announced around the room.

Ms. Fierle, Secretary/Treasurer read the public notice. Mr. Ryan reviewed the items in the draft 2019 Tax Budget. Mr. Ryan asked if there were any comments or questions regarding the draft 2019 Tax Budget. There was no public in attendance and no questions or comments.

With no further business for this public hearing, *a motion was made by Mr. Bellino to exit the 2019 Tax Budget Public Hearing and reconvene to the Portage County Port Authority Board of Directors meeting, seconded by Mr. Kohl. All voted in favor and the motion carried. No action taken.*

Chairman Ryan stated that the legal notice for this meeting was advertised in the Record Courier on May 20, 2018.

Chairman Ryan introduced the new member of the Port Authority Board of Directors Mr. John Kovacich. Mr. Kovacich was appointed by the Portage County Board of Commissioners on December 19, 2017. Mr. Kovacich spoke a little of his background. Mr. Kovacich thanked the board for allowing him to be part of the board. Chairman Ryan also stated that Mr. Kohl was reappointed to the Port Authority Board of Directors on December 19, 2017. Both of the director's terms will expire on December 31, 2021.

Financials - Ms. Fierle went over the bank reconciliations, end of 2017 budget report, the treasurer's report and budget report as May 31, 2018 with the amount of money in each bank account for a total of \$247,130.21. Mr. Bellino stated that a couple of the line items needed the balance amount. Ms. Fierle stated that she would take care of that. A motion was made by Mr. Kohl to accept the financial reports with the updated line item balances, seconded by Mr. Kovacich. 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 explained a project that could happen in Rootstown called the 44 Project that might need port authority assistance. There is a committee that is meeting to discuss the development of a town center in Rootstown which Mr. Ehrhart listed the committee members for everyone. The group and Joe Shafran are trying to raise \$250,000 for a planning study for the project. They are approaching land owners, Signet, foundations and others to fund the study. The goal is to make this a walkable community that would be near a mixed use community. There are some issues the group is concerned about is potential sprawl, multiple driveways going off of 44 which might take major improvements to 44. The group is looking to the port to act as body to be the conduit to receive and expend the funds. Mr. Kohl asked if there was anything in our By-Laws regarding this type of project. Attorney Smith said she didn't think so. The port will consider this request and help where they can as long as there is no risk to the port and the port will receive fees for the project. This would need to be discussed with someone to establish the amount of the fees to the port. Chairman Ryan asked attorney Smith if she could review the by-laws to see if this is allowable. Attorney Smith stated that she would check the by-laws to see what we can and can't do. Mr. Ehrhart stated that he would report more as the project moves along. *Mr. Bellino made a motion to approve the port authority's assistance as allowed by law subject to certain conditions and restrictions with no risk, and the port authority will receive fees for their assistance, seconded by Mr. Kohl, all voted in favor and the motion carried.*

Chairman Ryan stated that Shalersville came and went and Ashland heated up and then left. Chairman Ryan asked if Mr. Ehrhart has had any dialogue with those companies to find out why they would leave the money on the table. He asked Mr. Ehrhart if we were late in the game and Mr. Ehrhart stated no, that they were late in determining if they wanted to use us or not.

Mr. Ehrhart spoke of the McMaster-Carr project and the Trellborg project that did not use the assistance of the port authority. He stated those were perfect project for the port and he doesn't know why they left this money on the table. Mr. Ehrhart believed it was because they were already too far down the line with the project, but he really is not sure because a lot of money was left on the table. We are working with one in Tallmadge and he asked if he can use the port again. So that will probably happen later this year. Chairman Ryan asked Mr. Ehrhart to talk to the decision makes to find out why they did not use the port. Mr. Ehrhart stated that he could do that. Mr. Ryan stated that it will help us to know those reasons. We need to determine why someone would leave the money and get to the person making the decisions. Do we need to tweak our process if need be or our sales pitch needs to be better. Mr. Ehrhart stated that he would contact the companies to see why they didn't move forward with the port.

Legal Counsel, Denise Smith's report – Attorney Smith didn't have anything to report at this time but stated she would take a look at the By-Laws.

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 the 2019 Tax Budget to the board. Also reviewed were the contract for Lallathin's Lawn Service, the 2016 and 2017 audit and financial statements. These will be discussed later in the meeting.

Special Committee Reports – None

DISCUSSION ITEMS

Mr. Bellino asked Mr. Kohl if he checked the trees on the port's property. Mr. Kohl stated that for sure one more ash tree is dead in the group and needs to come down. Mr. Kohl stated they should not take the fence down. Mr. Bellino asked Mr. Kohl to give Mr. Ehrhart some name so he can get the tree removed. Mr. Kohl stated that we should ask Lallathin if they cut down trees. Mr. Kohl stated there are a lot of tree cutting services in the area but the problem is, they are all very busy. Brad will take the lead to find someone to cut down the tree and get back with the directors with the cost.

Lallathin's Lawn Services – Chairman. Ryan stated that he approved the contract for the lawn care on our Ravenna property at a cost of \$100/mow because the grass was getting very long and needed to be cut. Mr. Kohl was receiving complaints regarding the grass. *A motion was made by Mr. Bellino to ratify Chairman Ryan's decision and approve the contract for a cost not to exceed \$100/mow, seconded by Mr. Kovacich. All voted in favor and the motion carried.*

2016 & 2017 Port Authority Audit – Chairman Ryan stated he approved the contract with the Auditor of State for a cost not to exceed \$492.00 because they needed to do the audit on June 7th. *A motion was made by Mr. Bellino to ratify Chairman Ryan's decision to approve the contract with the Auditor of State for the 2016 and 2017 audit for a cost not to exceed \$492.00, seconded by Mr. Kovacich. All voted in favor and the motion carried.*

2016 & 2017 Financial Statements – Chairman Ryan approved the preparation of the 2016 and 2017 Financial Statements by Charles Harris so that Ms. Fierle could complete the annual Hinkle reports with the Auditor of State at a cost not to exceed \$500. Charles Harris was chosen for the reports because they have done the port authority audit for the last 10 years and has all our information. *A motion was made by Mr. Bellino to ratify Chairman Ryan's decision to approve the contract with Charles Harris at a cost not to exceed \$500, seconded by Mr. Kovacich. All voted in favor and the motion carried.*

CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

Portage Development Board's Locate. Stay. Grow. 2018 Event – Per Resolution 17-012 Chairman Ryan approved to sponsor this event at an amount not to exceed \$500. *A motion was made by Mr. Kohl to ratify Chairman Ryan decision to sponsor PDB's event at an amount not to exceed \$500, seconded by Mr. Dix. All voted in favor and the motion carried.*

CORRESPONDENCE

The port authority directors reviewed the correspondence received from the Laborers-Employers Cooperation and Education Trust. Mr. Kovacich explained what this was about and about a training center they have in Millwood, Ohio. People are trained the OSHA way. He explained the different training held there which is about 62 different classes. Mr. Kovacich took most of the classes there himself. No action necessary.

Other

Ms. Fierle stated that she and Ms. Luttner attended and completed the Sunshine Law Training regarding Ohio Public Records and Open Meeting laws as required by the Ohio Revised Code 149.43 and 109.43 on March 7, 2018.

Ms. Fierle provided the directors with an updated contact list and advised the directors to let her know if there are any changes.

2018 Meeting Schedule

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

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RESOLUTION NO. 18-001 - RE: ADOPTION OF PORTAGE COUNTY PORT AUTHORITY PROPOSED TAX BUDGET FOR TAX YEAR 2019.

It was moved by Dominic Bellino seconded by John Kovacich that the following Resolution be adopted:

WHEREAS, the Portage County Port Authority Proposed Tax Budget for 2019 was on display for public viewing at the offices of the Portage County Port Authority on May 21, 2018 and the Portage County Auditor on May 21, 2018, prior to the date of the public hearing; and

WHEREAS, a public hearing on the Portage County Port Authority Proposed Tax Budget for 2019, as required by ORC 5705.30, was held on June 5, 2018 after being duly publicized on May 20, 2018 in a newspaper of general circulation (Record-Courier); now therefore be it

RESOLVED, that the Portage County Port Authority Proposed Tax Budget for 2019 be and hereby is adopted, and that a copy of this resolution and two copies of the Portage County Proposed Tax Budget for 2019 be signed by the Portage County Port Authority Board of Directors and forwarded to the County Auditor; 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 As Follows:

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

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RESOLUTION NO. 18-002 - RE: AGREE TO ENTER INTO AN AGREEMENT WITH LALLATHIN'S LAWN SERVICES, INC. FOR LAWN MOWING SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY'S PROPERTY LOCATED IN RAVENNA FOR THE YEAR 2018.

It was moved by Dominic Bellino seconded by John Kovacich that the following resolution be adopted:

RESOLVED, that the Board of Directors enters into an Agreement for lawn mowing services from Lallathin's Lawn Services, Inc. for the Port Authority property located in Ravenna for the year 2018 season at a cost one hundred dollars per mow (\$100.00); 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:

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

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RESOLUTION NO. 18-003 - RE:AUTHORIZE AUDITING SERVICES BY THE AUDITOR OF STATE FOR FISCAL YEARS 2016 AND 2017.

It was moved by Dominic Bellino, seconded by John Kovacich that the following resolution be adopted:

WHEREAS, Section 4 of the Portage County Port Authority By-Laws states that the Board of Directors shall have an audit performed by an independent certified public accountant or by the Auditor of State; now therefore be it

RESOLVED, that the Board of Directors authorizes the chairman of the board of directors and the secretary/treasurer to enter into an engagement with the Auditor of State to perform an audit of the Portage County Port Authority for fiscal years 2016 and 2017. The audit is scheduled to be performed in June 2018 with a cost not to exceed \$492.00; 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 as Follows:

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

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RESOLUTION NO. 18-004 - RE:AUTHORIZE THE PREPARATION OF THE PORTAGE COUNTY PORT AUTHORITY FINANCIAL STATEMENTS FOR FISCAL YEARS 2016 AND 2017 BY CHARLES E. HARRIS & ASSOCIATES, INC.

It was moved by Dominic Bellino, seconded by John Kovacich that the following resolution be adopted:

WHEREAS, on an annual basis the Portage County Port Authority must submit an annual financial report to the Auditor of State through the Hinkle System and in a format approved by the Auditor of State; now therefore be it

RESOLVED,

the Port Authority Board of Directors authorize the secretary-treasurer to enter into an agreement with Charles E. Harris & Associates to prepare financial statements for fiscal years 2016 and 2017 at a cost not to exceed \$500.00, 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 as Follows:

Lisa Anne Cotten, absent;
Dominic Bellino, yea;
John Kavacich, yea;

Jack Kohl II, yea;
Constance Hawke, yea;

David Dix, yea;
John Ryan, yea;

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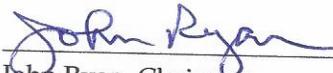
I, Secretary of the Board of Directors of the Portage County Port Authority do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of Directors duly adopted June 5, 2018 and appearing upon the official records of said Board, Volume 4, page_____.

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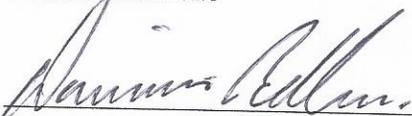
There being no further business to come before the Board, the meeting of June 5, 2018, a motion was made by Mr. Kohl to adjourn the meeting, seconded by Mr. Bellino, all in favor. The meeting adjourned at 3:10PM. We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' regular meeting on June 5, 2018.



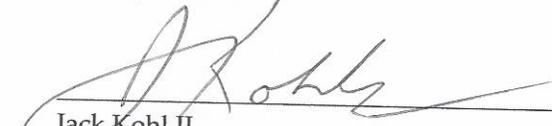
Constance Hawke



John Ryan, Chairman



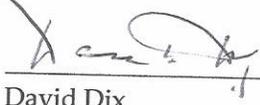
Dominic Bellino, Vice Chairman



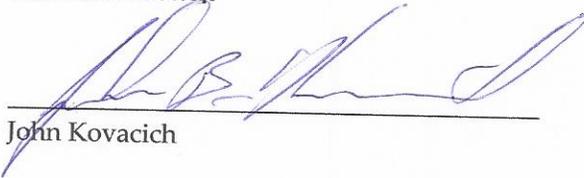
Jack Kohl II

Absent

Lisa Anne Cotten



David Dix



John Kovacich



Diana Fierle, Secretary-Treasurer