

PORTAGE COUNTY PORT AUTHORITY (PCPA)

BOARD OF DIRECTORS

December 10, 2019, 2:00 p.m.

Portage County Port Authority/Portage Development Board Office  
217 S. Chestnut St., Ravenna

Directors Present: Bellino, Dominic; Dix, David; Kohl II, Jack; Kovacich, John; Ryan, John (Chairman), Cotten, Lisa Anne

Directors Absent: Hawke, Constance

Others Present: Meduri, Christopher (Portage County Prosecutor's office); Ehrhart, Bradford (Ex-Officio and Portage Development Board); Fierle, Diana (Secretary-Treasurer);

Meeting was called to order at 2:00 p.m. after a quorum was achieved.

**Approval of Minutes/Legal Notice**

- A motion was made by Mr. Dix and seconded by Mr. Bellino to approve the minutes from the September 10, 2019 PCPA Board of Directors meeting. All were in favor and the motion passed.

**Reports and Communication**

- A Legal Notice for today's meeting was published in *The Record Courier* on December 1, 2019.
- Secretary-Treasurer - Diana Fierle
  - Ms. Fierle presented the Board with the following bank reconciliations (attached).
    - Money Market account has a balance of \$129,951.71.
    - Checking Account has a balance of \$126,517.58.
    - Special Activities Account is at \$530.87.
    - Total for all accounts as of November 30, 2019 \$257,000.16.
  - Ms. Fierle presented the Board with the PCPA 2019 Budget as of November 30, 2019 (attached). Numbers on the bottom of the report match the Treasurer's Report for a balance of \$257,000.16.
  - A motion was made by Mr. Bellino and seconded by Mr. Kohl to accept all financial statements as presented to the Board. All were in favor and the Motion passed.
- PDB President's Report – Brad Ehrhart
  - Items discussed included:
    - The Davey Tree Expert Company project
    - The project wins for the PDB and PCPA for 2019
    - Several other project that PDB is working on. There could be a couple that will be Port Authority projects.
- Legal Counsel, Chris Meduri had no new information to report to the Board.
- Finance/Audit Committee – Dominic Bellino – Mr. Bellino spoke of items the Finance Audit committee recommended to the Board of Directors which will be discussed later.
- No reports were given from the Standing Committee or the Special Committee.
-

## Discussion

- A discussion was held regarding sale/development ideas for the Portage County Port Authority Ravenna Property. The directors decided that we should wait until the new economic development director for the Ravenna Community starts his position.
- There is a potential Port Authority project in the City of Kent. Ms. Fierle will be setting up a special meeting later in January or February.

## New Resolutions and Motions

**19-005 - Appropriation-2020 Budget:** A motion was made by Mr. Kohl to approve the 2020 budget, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-006 – Chairman of the Board:** A motion was made by Mr. Bellino to elect Mr. Ryan as the Chairman of the Board for 2020, seconded by Mr. Kohl. All were in favor and the motion passed.

**19-007 – Vice Chairman of the Board:** A motion was made by Mr. Dix to elect Mr. Bellino as the Vice Chairman of the Board for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-008 – Appointment of Secretary-Treasurer:** A motion was made by Mr. Dix to appoint Ms. Fierle as Secretary-Treasurer for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-009 – Appointment of the Assistant Secretary-Treasurer:** A motion was made by Mr. Dix to appoint Ms. Lutner as the Assistant Secretary-Treasurer for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-010 – Surety Bonds:** A motion was made by Mr. Kohl to purchase Surety Bonds in the amount of \$5,000 each for the Chairman, Vice Chairman, Secretary-Treasurer and the Assistant Secretary-Treasurer not to exceed \$400.00, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-011- Hosting of Port Authority functions:** A motion was made by Mr. Kohl to authorize the purchase of items in an amount not to exceed \$500 for the hosting of Port Authority meetings and functions for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-012 – Meeting notices in the Record Courier:** A motion was made by Mr. Kohl to authorize the payment of meeting notices in the Record Courier not to exceed \$1,000, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-013 – Authorizing meeting, advertising and sponsorship opportunities:** A motion was made by Mr. Kohl to authorize marketing, advertising and sponsorship opportunities for 2020 not to exceed a total of \$2,500, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-014 – Membership Dues to the Ohio Port Authority Council:** A motion was made by Mr. Kohl to authorize the payment of membership dues to the Ohio Port Authority Council not to exceed \$200, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-015 – Legal Services/Portage County Prosecutor’s Office:** A motion was made by Mr. Kohl to authorize payment of \$5,000 to the Portage County Prosecutor’s office for legal services for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-016 – Reimbursement of expenses for Brad Ehrhart and Diana Fierle to attend Ohio Port Authority Council meetings, as their schedule allows:** A motion was made by Mr. Kohl authorizing the reimbursement of expenses for Mr. Ehrhart and Ms. Fierle to attend the Ohio Port Authority Council meetings as their schedule allows, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-017 – Public Records/Sunshine Law Training:** A motion was made by Mr. Kohl authorizing the Secretary-Treasurer and the Assistant Secretary-Treasurer to attend public records training in 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-018 – Contract with the Portage Development Board:** A motion was made by Mr. Kohl to approve the contract and authorize payment to the Portage Development Board for the first year of the three year contract 2020 – 2022 in an amount not to exceed \$20,000 (\$15,000 annual contract and \$5,000 annual contribution), seconded by Mr. Kovacich. All were in favor and the motion passed.

**19-019 – Ohio Port Authority Council Representatives:** A motion was made by Mr. Kohl to appoint Mr. Ryan and Ms. Cotten to the Ohio Port Authority Council for 2020/2021/2022. This is a three-year appointment that will be revisited annually, seconded by Mr. Kovacich. All were in favor and the motion passed.

**Journal Entries:**

A motion was made by Mr. Kohl, seconded by Mr. Dix that the PCPA shall pay to PDB the sum of twenty-five percent (25%) of the total amount of project fees received by the PCPA. Said amount shall be paid upon invoice from PDB billed after the project fee is collected by the PCPA for 2020. All were in favor and the motion passed.

A motion was made by Mr. Dix, seconded by Ms. Cotten that the PCPA directors shall appoint three directors to the Finance-Audit Committee for 2020. Those directors shall be Mr. Bellino, Mr. Ryan and Mr. Kovacich. All were in favor and the motion passed.

**Scheduled Meeting dates for 2020:**

A motion was made Ms. Cotten to approve the meeting dates for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed.

Tuesday, March 10, 2020 at 2:00PM  
Tuesday, June 9, 2020 at 2:00PM  
Finance/Audit at 1:30PM

Tuesday, September 15, 2020 at 2:00PM  
Tuesday, December 8, 2020 at 2:00PM  
Finance/Audit at 1:30PM

**RESOLUTION NO. 19-005 - RE: PORT AUTHORITY FISCAL 2020 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 2020 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, 2020 as follows:

**PORTAGE COUNTY PORT AUTHORITY  
2020 Budget**

<u>Estimated Beginning Balance</u>	<u>Amount</u>
Checking Account	\$125,000.00
Money Market Account	\$129,950.00
Special Activities Account	<u>\$530.87</u>
<b>Total Estimated Balance</b>	<b>\$255,480.87</b>

**Description**

**Revenues**

2019 - Plaza Schroer (Brimfield) Fees	\$500.00
2019 - KSU Fees	<u>\$6,000.00</u>
Total Revenues	\$6,500.00
<b>Total Estimated Resources</b>	<b>\$261,980.87</b>

**Expenses**

Contract Services	\$24,000.00
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	\$5,700.00
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>\$500.00</u>
<b>Total Expenses</b>	<b>\$96,286.00</b>

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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO.: 19-006**

**RE: JOHN RYAN ELECTED CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2020.**

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

**RESOLVED,** that John Ryan is elected to preside at all regular and special meetings in 2020 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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19-007**

**RE: DOMINIC BELLINO ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2020.**

It was moved by David Dix, seconded by John Kovacich 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 2020 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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19-008**

**RE: APPOINT DIANA FIERLE AS SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2020.**

It was moved by David Dix, seconded by John Kovacich 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 2020 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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19-009**

**RE: APPOINT TAYLOR LUTTNER AS ASSISTANT SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2020.**

It was moved by David Dix, seconded by John Kovacich 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 2020 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, Absent; Jack Kohl II, Yea; Dominic Bellino, Yea;  
David Dix, Yea; John Ryan, Yea; Lisa Anne Cotten, Yea;  
John Kovacich, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19-010**

**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 \$400.00 (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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19- 011**

**RE: AUTHORIZATION FOR THE PURCHASE OF ITEMS NECESSARY FOR THE HOSTING OF PORTAGE COUNTY PORT AUTHORITY FUNCTIONS AND MEETING EXPENSES FROM JANUARY 1, 2020 THROUGH DECEMBER 31, 2020.**

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 2020 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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

**RESOLUTION NO. 19-012**

**RE: AUTHORIZATION FOR PAYMENT TO THE RECORD PUBLISHING COMPANY/GATEHOUSE MEDIA FOR LEGAL NOTICES OF THE PORTAGE COUNTY PORT AUTHORITY MEETINGS IN 2020.**

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 2020 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, Absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, _____;		

\* \* \* \* \*

**RESOLUTION NO. 19-013**

**RE: AUTHORIZATION FOR MARKETING/ADVERTISING AND SPONSORSHIP OPPORTUNITIES OF THE PORTAGE COUNTY PORT AUTHORITY IN 2020.**

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 2020 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, Absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

\* \* \* \* \*

**RESOLUTION NO. 19-014**

**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 2020. 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 2020; 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, Absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

\* \* \* \* \*

**RESOLUTION NO. 19-015**

**RE: AGREE TO ENTER INTO AN AGREEMENT WITH THE PORTAGE COUNTY PROSECUTOR FOR LEGAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2020.**

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 2020 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, absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

\* \* \* \*

**RESOLUTION NO. 19-016**

**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 2020 (AS THEIR SCHEDULE ALLOWS) AND RECEIVE REIMBURSEMENT.**

It was moved by Jack Kohl II, 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 2020 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, absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

\* \* \* \*

**RESOLUTION NO. 19-017**

**RE: IN ACCORDANCE WITH OHIO SUBSTITUTE HOUSE BILL 9 (126<sup>TH</sup> 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 (126<sup>th</sup> 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 (126<sup>th</sup> 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, absent;	Jack Kohl II, Yea;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

\* \* \* \*

**RESOLUTION NO. 19-018**

**RE: ENTER INTO AND APPROVE THE TERMS AND EXPENDITURES OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY PORT AUTHORITY AND THE PORTAGE DEVELOPMENT BOARD FOR FISCAL YEAR 2020 TO 2022**

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

**WHEREAS,** the Portage Development Board is private, not-for-profit corporation which provides economic development programs for the business community of Portage County; and

**WHEREAS,** the Portage Development Board agrees to furnish and the Portage County Port Authority agrees to purchase services in accordance with the Terms and Conditions set forth in the attached Agreement, now therefore be it

**RESOLVED,** that the Board of Directors agree to enter into an agreement for services with the Portage Development Board, 217 South Chestnut Street in Ravenna, Ohio in the amount of \$15,000 per year for services and \$5,000 annual contribution per calendar year beginning January 1, 2020, and will continue in effect until December 31, 2022; and be it further

**RESOLVED,** that this Agreement shall renew automatically for a one (1) year term beginning January 1, 2023 and each January 1 thereafter, unless either party notifies the other party in writing of its intention to not renew this agreement at least sixty (60) days prior to the end of the current term. Such notice of intent to not renew may be delivered by regular U.S. mail, 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, absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\*

\*

\*

\*

**RESOLUTION NO. 19-019**

**RE: APPOINTMENT OF DIRECTORS JOHN RYAN AND LISA ANN COTTEN AS THE PORTAGE COUNTY PORT AUTHORITY APPOINTMENTS TO THE OHIO PORT AUTHORITY COUNCIL FOR 2020, 2021 AND 2022.**

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

**WHEREAS,** the Portage County Port Authority was created by the Portage County Board of Commissioners in April 2002 by Resolution No. 02-0372 under Section 4582 of the Ohio Revised Code; and

**WHEREAS,** the Ohio Port Authorities Council was created by Executive Order 98-09V; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors makes the following appointments for the Portage County Port Authority representative to the Ohio Port Authorities Council for the year 2020, 2021 and 2022. The Board of Directors note that term of this appointment is three (3) years but they agreed to revisit this appointment yearly:

**2020 Appointments: John Ryan Lisa Anne Cotten**

and be it further

**RESOLVED,** that the Board of Directors authorizes the Directors to travel to regular and special meetings of the Ohio Port Authorities Council throughout 2020, 2021 and 2022. The Board of Directors also authorizes reimbursement of the Directors' 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, Absent;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Dominic Bellino, Yea;  
Lisa Anne Cotten, Yea;

\* \* \* \* \*

There being no further business to come before the Board of Directors, the meeting of December 10, 2019, a motion was made by Mr. Bellino and seconded by Mr. Kovacich, to adjourn. All were in favor and the meeting adjourned at 2:21 p.m.

We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Director's regular meeting on December 10, 2019.

Absent  
Constance Hawke

John Ryan, Chairman

Dominic Bellino, Vice-Chairman

Jack Kohl, II

Lisa Anne Cotten

David Dix

John Kovacich

Diana Fierle, Secretary/Treasurer