

**PORTAGE COUNTY PORT AUTHORITY (PCPA)**

**BOARD OF DIRECTORS**

**Tuesday, March 10, 2020, 2:00 p.m.**

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

Directors Present: Bellino, Dominic; Dix, David; Hawke, Connie; Kovacich, John; Ryan, John;

Guests: O'Malia, Patrick (City of Streetsboro); West, Dennis (Ravenna Community)

Directors Absent: Cotten, Lisa; Kohl, Jack

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

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

**Approval of Minutes/Legal Notice**

After review of the December 10, 2019 meeting minutes, *a motion was made by Mr. Dix and seconded by Mr. Bellino to approve the meeting minutes from the December 10, 2019, PCPA Board of Directors meeting. All were in favor and the motion passed.*

A Legal Notice for today's meeting was published in *The Record Courier* on March 1, 2020.

**Reports and Communication**

**Secretary-Treasurer - Diana Fierle's Report** - Ms. Fierle presented the Board with the following bank reconciliations as of February 29, 2020.

- Money Market account has a balance of \$129,954.94.
- Checking account has a balance of \$114,077.33.
- Special Activities Account is at \$530.87.
- Total for all accounts as of February 29, 2020 is \$244,563.14.

Ms. Fierle presented the Board with the PCPA Budget as of February 29, 2020. Expenses so far this year are \$16,010. Also attached is the Hinkle Report showing the filing of the PCPA's 2019 financial report as required by ORC §117-2-03(B). The financial reports were filed February 19, 2020.

*A motion was made by Mr. Bellino and seconded by Mr. Kovacich to accept all financial statements as presented to the Board. All voted in favor and the motion passed.*

**Portage Development Board's Report – Brad Ehrhart, President**

Items discussed included:

- Davey Tree Kent headquarters project. A second opinion is hoped for as the original port authority proposal was turned down.
- Another project in the City of Kent. Legal counsel will be brought in at the beginning.
- A substantial project in the Aurora area. Numbers are not available yet.

**Legal Counsel, Christopher Meduri** – Mr. Meduri spoke to the board regarding transferring funds to CDs. Mr. Meduri suggested advertising in the newspaper three times, seeking out depositories and collecting bids. An *ad hoc* meeting will be held to discuss options. The Board agreed that Ms. Fierle should work with Mr. Meduri to construct an RFP and also to check with our current bank.

**Finance/Audit Committee – Dominic Bellino**

- Portage County Improvement Corporation (PCIC) Audit. A copy of the Notification of Filing of Audit Report and letter from Auditor of State Keith Faber are attached. By law, PCIC must be audited, even if there are no assets.  
*A motion was made by Mr. Kohl and seconded by Ms. Hawke to accept the Audit as presented. All were in favor and the Motion passed.*

No reports were given from the Standing Committee or the Special Committee.

**Discussion**

- A. The new Economic Development Director for the Ravenna Community, Dennis West attended the meeting to discuss the property owned by the Portage County Port Authority. A discussion was held regarding sale/development ideas for the Port Authority’s Ravenna Property. Ideas discussed included:
- Current downtown Ravenna businesses and vacancies.
  - Attracting new businesses/traffic to the area.
  - Repurposing existing buildings for multiple use.
  - The need to create marketing material and upload the property to the commercial property database CoStar. The property would be able to be listed under several categories.
  - Previous ideas for the property.
  - The need for a clear plan from the City of Ravenna regarding Main Street development.
  - A plan is currently being prepared, including a timeline and mapping. It is hoped this report will be complete by the end of the year.
  - Current carrying cost of the property is low (i.e., lawncare).
  - Mr. West is willing to act as point person for the property.

In accordance with the Ohio Revised Code 121.22(G)(1), the Port Authority Board of Directors will enter Executive Session to consider matters within the economic development exception. It was moved by Mr. Bellino, seconded by Mr. Kovacich that the Board of Directors of the Portage County Port Authority move into Executive Session to discuss confidential information related to negotiations with other political subdivisions regarding requests for economic development assistance. All were in favor and the motion passed.

Upon conclusion of the above referenced discussion, it was moved by Mr. Dix, seconded by Mr. Kovacich that the Board of Directors of the Portage County Port Authority move out of Executive Session and back into the Board of Directors meeting.

After exiting Executive Session, the Board took no action.

- B. The board discussed Resolution No. 20-001, Lallathin’s Lawn Service for the PCPA property. Items discussed included:
- Possible use of inmates for lawn care next year. Mr. Meduri to check with sheriff.
  - Frequency of lawn care.
  - Request new Worker’s Compensation Certificate in July.

- C. The board discussed Resolution 20-002 regarding setting special meetings and establishing rules for PCPA meetings. Items discussed included.
- Open Meeting Act – we need to have a rule in place whereby any person can look to find a schedule of regularly scheduled meetings and rules for special meetings.
  - A list of meetings is currently on the PDB bulletin board at 217 S. Chestnut Street, Ravenna and also listed on the PDB/PCPA website.

**Consideration of New Resolutions and Motions**

1. Lallathin’s Lawn Services for 2020, mowing of the Ravenna property at \$100.00/mow.  
*A motion was made by Mr. Bellino to approve the services of Lallathin’s Lawn Service for 2020, seconded by Mr. Kovacich. All were in favor and the motion passed. Resolution - 20-001*
  
2. Establishment of the Port Authority meeting rules.  
*A motion was made by Mr. Bellino to approve the establishment of the Port Authority meeting rules, seconded by Mr. Kovacich. All were in favor and the motion passed. Resolution 20-002.*
  
3. Mr. Ehrhart asked the Board to consider becoming a Gold Sponsorship (\$500.00) for the Portage Development Board’s annual Locate. Stay. Grow. 2020 event. Resolution 19-013 regarding 2020 sponsorship was approved in December 2019.  
*A motion was made by Mr. Bellino to approve the sponsorship for the Portage Development Board’s annual Locate. Stay. Grow. 2020, seconded by Mr. Dix. All were in favor and the motion passed.*
  
4. Contribution amount for #Commit10 campaign for the Portage Development Board. The current amount paid is \$5,000 with the new amount being \$5,500. Mr. Ehrhart and Mr. Ryan talked about the #Commit10 Campaign for PDB. With expenses continuing to go up along with the PDB workload, the PDB is asking all contributors to add another 10% to what they paid in previous years.  
*A motion was made by Mr. Bellino the approve the amendment of the PDB/PCPA contract to include an extra 10% for the investment amount from \$5,000 to \$5,500 per year, seconded by Mr. Kovacich. All were in favor and the motion passed. Mr. Ryan abstained. Resolution – 20-003.*

**Correspondence**

1. The Board was presented with the Official Certificate of Estimated Resources from the Portage County Budget Commission certifying funds for 2020.  
*A motion was made by Mr. Bellino to approve the Certificate of Estimated Resources from the Portage County Budget Commission, seconded by Mr. Kovacich. All were in favor and the motion passed.*
  
2. The board of directors acknowledged the receipt of three letters received from the Kent Board of Zoning Appeals.

Mr. Ryan announced the dates of the remainder of the Port Authority meetings for 2020.

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**RESOLUTION NO. 20-001**

**RE:AGREE TO ENTER INTO AN AGREEMENT WITH LALLATHIN’S LAWN SERVICES, INC. FOR LAWN MOWING SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY PROPERTY LOCATED IN RAVENNA FOR THE YEAR 2020.**

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

**RESOLVED,** that the Board of Directors enter into an Agreement for lawn mowing services from Lallathin’s Lawn Services, Inc. for the Port Authority property located in Ravenna for the year 2019 at a cost of one hundred dollars (\$100.00) per mow; 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, absent;	Dominic Bellino, yea;
David Dix, yea;	Constance Hawke, yea ;	John Ryan, yea;
John Kovacich , yea;		

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**RESOLUTION NO. 20-002**

**RE: FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF THE PORTAGE COUNTY PORT AUTHORITY**

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

**WHEREAS,** Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it

**RESOLVED,** that the annual organizational meeting of the Board shall be held in accordance with the Port Authority By-Laws and not later than the second Monday of January of each year; and be it further

**RESOLVED,** that four such regular sessions will be held each year as needed; and be it further

**RESOLVED,** that the Board of Directors agrees to meet quarterly and on the dates as follows:

Tuesday, March 10, 2020  
Tuesday, June 9, 2020  
Tuesday, September 15, 2020  
Tuesday, December 8, 2020  
commencing at 2:00PM and concluding at the end of business; and be it further

**RESOLVED,** that the Board of Director's finance audit committee will meet at 1:30PM on June 10, 2020 and also on December 8, 2020 prior to the Board of Director's regular scheduled meetings; and be it further

**RESOLVED,** that said meetings are to be held at the Portage Development Board office, 217 S. Chestnut Street, Ravenna, Ohio; and be it further

**RESOLVED,** that notices of upcoming regularly scheduled meetings will be posted on the bulletin board inside the Portage Development Board office located at 217 S. Chestnut Street, Ravenna, Ohio 44266. The regular meeting schedule will also be posted at <https://www.portagedevbd.org/portage-county-port-authority/pcpa-meetings/> and the Secretary for the Portage County Port Authority Board of Directors will notify the Record-Courier of the regularly scheduled meetings; and be it further

**RESOLVED,** that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8); and be it further

**RESOLVED,** that notices of special meetings will be held at the call of the Board of Directors and will be posted on a bulletin board on the First Floor in the Portage Development Board Offices located at 217 South Chestnut Street, Ravenna, Ohio; and be it further

**RESOLVED,** that the Secretary of the Portage County Port Authority Board of Directors will notify the "Record-Courier" of the time, place and purpose of a special meeting at least twenty-four (24) hours in advance of the special meeting, and if any other news media have requested notification the Secretary shall give at least twenty-four (24) advance notice to any other news media that may have requested notification; and be it further

**RESOLVED,** that in the event of an emergency, the Secretary, on behalf of the member or members of the Board calling the meeting, shall notify the Record-Courier newspaper, and any other news media that may have requested notification immediately of the time, place and purpose of the meeting; and be it further

**RESOLVED,** any person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary of the Portage County Port Authority Board of Directors; and be it further

**RESOLVED,** any person upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Secretary a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further

**RESOLVED,** marked as an "Attachment" to this Resolution, and incorporated by reference herein, is a summary of the rule being adopted by the Portage County Port Authority Board of Directors; 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, absent;	Dominic Bellino, yea;
David Dix, yea;	Constance Hawke, yea;	John Ryan, yea;
John Kovacich , yea;		

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**RESOLUTION NO. 20-003**

**RE: ENTER INTO AN AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY PORT AUTHORITY AND THE PORTAGE DEVELOPMENT BOARD FOR FISCAL YEARS 2020 TO 2022**

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

**WHEREAS,** an agreement between the parties was entered into on December 10, 2019 through resolution number 19-018 where PDB agreed to furnish and PCPA agreed to purchase services in accordance with the Terms and Conditions set for in that agreement; and

**WHEREAS,** in consideration of the services to be provided by the Portage Development Board, the Portage County Port Authority agrees to amend and pay the Portage Development an amount not to exceed \$5,500 for their annual contribution per calendar year beginning January 1, 2020 and will continue in effect until December 31, 2022; and

**WHEREAS,** all other terms and conditions remain the same as the previous agreement; now therefore be it

**RESOLVED,** that the Board of the Portage County Port Authority does hereby enter into Amendment No. 1 with the Portage Development 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 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, absent;	Dominic Bellino, Yea;
David Dix, Yea;	John Ryan, Abstained;	Lisa Anne Cotten, Absent;
John Kovacich, Yea;		

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There being no further business to come before the Board of Directors, the meeting of March 10, 2020, a motion was made by Mr. Dix and seconded by Mr. Bellino, to adjourn. All were in favor and the meeting adjourned at 3.03 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 March 10, 2020.

\_\_\_\_\_  
Constance Hawke

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John Ryan, Chairman

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Dominic Bellino, Vice-Chairman

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Absent  
Jack Kohl, II

\_\_\_\_\_  
Absent  
Lisa Anne Cotten

\_\_\_\_\_  
David Dix

\_\_\_\_\_  
John Kovacich

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Diana Fierle, Secretary/Treasurer