

**PORTAGE COUNTY PORT AUTHORITY (PCPA)  
BOARD OF DIRECTORS**

**June 8, 2021, 2:00 p.m.- Virtual Meeting on Zoom**

Directors Present: Dix, David; Kovacich (Vice Chairman), John; Ryan, John (Chairman); Cotten, Lisa; Hawke, Constance; Kohl II, Jack; O'Malia, Patrick

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 2:02 p.m. after a quorum was achieved.

**Approval of Minutes/Legal Notice**

- A motion was made by Mr. Dix, seconded by Mr. Kovacich to approve the minutes from the December 8, 2020 PCPA Board of Directors meeting. All were in favor and the motion passed.

**Reports and Communication**

- Mr. Ryan stated the legal notice for today's meeting was published in *The Record Courier*.
- The directors accept with regret the resignation of Dominic Bellino from the board of directors. *A motion was made by Mr. Dix with great regret, to accept the resignation of Mr. Bellino, seconded by Ms. Hawke. All were in favor and the motion carried.*
- Mr. Ryan stated that the Portage County Board of Commissioners reappointed 3 (three) directors to the board and had 1 (one) new appointment.
  - John Ryan, Hometown Bank (reappointed)
  - Constance Hawke, Kent State University (reappointed)
  - Lisa Cotten, Huntington Bank (reappointed)
  - Patrick O'Malia, City of Streetsboro (new)

*A motion was made by Mr. Dix to accept the Portage County Board of Commissioner appointments, seconded by Mr. Kovacich. All were in favor and the Motion carried.*

- Secretary-Treasurer - Diana Fierle
  - Ms. Fierle presented the Board with the following bank reconciliations (attached).
    - Money Market account has a balance of \$129,969.20.
    - Checking Account has a balance of \$82,929.98.
    - Special Activities Account is at \$530.88.
    - Total for all accounts as of February 28, 2021 is \$233,430.06.
  - Ms. Fierle presented the board with the 2020 Financial Statements from Harris & Associates. The report was submitted with the Hinkle Report for the State of Ohio's annual report.
  - Ms. Fierle presented the Board with the financial statements as of December 31, 2020 and as of February 28, 2021. Numbers on the report match the Treasurer's Report and the

bank statements. *A motion was made by Mr. Kohl and seconded by Mr. O'Malia to accept all financial statements as presented to the Board. All were in favor and the Motion passed.*

- **PDB President's Report – Brad Ehrhart**

Mr. Ehrhart spoke about the projects that PDB is working on at this time:

Oldcastle in Suffield Township - \$6 - 7M

City of Kent - \$7 – 8M

InSite project

Ravenna – A major project that a site in Ravenna is shortlisted

There are several more that PDB is working on. A couple could become port authority projects this year.

- **Legal Counsel**, Chris Meduri had no new information to report to the Board.
- **Finance/Audit Committee** – No report.
- **Standing Committee or Special Committee** - No reports.

### Discussion

- Ms. Fierle stated that due to COVID, the state approved video conference for government agencies through July 2021. The June meeting will be via Zoom and we will wait to see what the State of Ohio approves for the remainder of the year.

### New Resolutions and Motions

**21-001 – Vice Chairman of the Board for 2021:** A motion was made by Mr. Kohl to elect Mr. Kovacich as Vice Chairman of the Board for the year 2021, seconded by Ms. Hawke. All were in favor and the motion passed.

**21-002 – Authorize the removal of Mr. Bellino from the PDB bank accounts due to his resignation from the board:** A motion was made by Mr. Dix to remove Mr. Bellino from the PDB bank accounts due to his resignation from the board, seconded by Ms. Hawke. All were in favor and the motion passed.

**21-003 – For the purpose of setting regular and special meetings and establishing rules for the meetings of the Board of the Portage County Port Authority:** A motion was made by Mr. Kovacich to approve the setting of regular and special meetings and establishing rules for the meetings of the Board of the Portage County Port Authority, seconded by Mr. Dix. All were in favor and the motion passed.

**21-004 – Appointment of a Director to the Finance/Audit Committee:** A motion was made by Mr. O'Malia to appoint Ms. Cotten to the Port Authority Finance/Audit Committee, seconded by Mr. Kohl. All were in favor and the motion passed.

**21-005 – Appointment of a Director to the Portage Development Board:** A motion was made by Mr. Kohl to appoint Mr. O'Malia to the Portage Development Board, seconded by Mr. Kovacich. All were in favor and the motion passed.

**21-006 – Resolution to enter into an agreement with Lallathin's Lawn Services Inc. for lawncare**

services for 2021 at the Ravenna property for \$100/mow: *A motion was made by Mr. Dix to enter into an agreement with Lallathin's Lawn Services, Inc. for the Ravenna property for \$100/mow, seconded by Mr. Kohl. All were in favor and the motion passed.*

**Correspondence**

**Certificate of Estimated Resources - County Auditor** – *a motion was made by Mr. Kovacich to approve the Certificate of Estimated Resources provided by the Portage County Auditor, seconded by Mr. Dix. All were in favor and the motion passed.*

**Reminder of Scheduled Meeting dates for 2021:**

Tuesday, June 8, 2021: **Zoom Meeting**

1:30PM - The Finance/Audit Committee

2:00PM - Board of Directors and Public Hearing for 2022 Tax Budget.

Tuesday, September 14, 2021: TBD

2:00PM - Board of Directors

Tuesday, December 14, 2021: TBD

1:30PM - Finance/Audit Committee

2:00PM – Board of Directors

**Other – Good of the Order**

Mr. O'Malia requested that we always have "Executive Session" on the agenda. Mr. Meduri would check on language for Executive Session.

Mr. O'Malia also stated that a few years ago the State of Ohio passed a law stating that government offices now allow for directors to attend meetings by video conference and teleconference with certain stipulations. Mr. Ryan and Mr. O'Malia requested that a resolution be put together for the June 8<sup>th</sup> meeting.

Mr. O'Malia also talked about the PACE Program and would like to talk about it more at the next meeting. He would also like to see "Old Business" added to the PCPA agendas.

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**RESOLUTION NO. 21-001**

**RE: JOHN KOVACICH ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2021.**

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

**RESOLVED,** that John Kovacich is elected Vice-Chairman of the Board of Directors of the Portage County Port Authority for the year 2021 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;	Jack Kohl II, Yea;	Patrick O'Malia, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

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**RESOLUTION NO. 21-002**

**RE: DUE TO THE RESIGNATION OF DOMINIC BELLINO FROM THE PORTAGE COUNTY PORT AUTHORITY ON DECEMBER 23, 2020, THE DIRECTORS OF THE PORTAGE COUNTY PORT AUTHORITY HAVE REMOVED DOMINIC BELLINO FROM THE PORT AUTHORITY CHECKING ACCOUNT AT HUNTINGTON BANK EFFECTIVE IMMEDIATELY**

It was moved by David Dix, seconded by Constance Hawke that the following resolution be adopted:

**WHEREAS,** on December 23, 2020, Dominic Bellino resigned from the Portage County Port Authority Board of Directors; and be it

**RESOLVED,** that on March 9, 2021 the Port Authority Board of Directors removed Dominic Bellino from the Port County Port Authority checking account at Huntington Bank, 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;	Patrick O'Malia, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

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**RESOLUTION NO. 21-003**

**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 Mr. Kovacich, seconded by Mr. Dix 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 9, 2021

Tuesday, June 8, 2021

Tuesday, September 14, 2021

Tuesday, December 14, 2021

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 8, 2021 and also on December 14, 2021 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-Treasurer 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-Treasurer 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-Treasurer 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-Treasurer, 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-Treasurer 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-Treasurer 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, yea;	Jack Kohl II, yea;	Patrick O'Malia, yea;
David Dix, yea;	Constance Hawke, yea;	John Ryan, yea;
John Kovacich, yea;		

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#### **RESOLUTION NO. 21-004**

**RE: APPOINTMENT OF DIRECTOR LISA ANNE COTTEN TO THE PORTAGE COUNTY PORT AUTHORITY FINANCE/AUDIT COMMITTEE**

It was moved by Patrick O'Malia, seconded by Jack Kohl II 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 Portage County Port Authority created the Finance/Audit Committee which consists of at least 3 directors with one being the Chairman of the Board along with two other directors appointed by the board; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors makes the following appointment to the Finance/Audit Committee to replace Mr. Bellino, and the Board of Directors note that the term of this appointment will be revisited yearly; and

**2021 Appointment:** **Lisa Anne Cotten**  
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;  
David Dix, Yea;  
John Kovacich, Yea;

Jack Kohl II, Yea;  
John Ryan, Yea;

Patrick O'Malia, Yea;  
Lisa Anne Cotten, Yea;

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**RESOLUTION NO. 21-005**

**RE: APPOINTMENT OF DIRECTOR PATRICK O'MALIA AS THE PORTAGE COUNTY PORT AUTHORITY REPRESENTATIVE TO THE PORTAGE DEVELOPMENT BOARD, BOARD OF DIRECTORS**

It was moved by Jack Kohl II, 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 Portage Development Board was created as a private non-profit county level economic development agency; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors makes the following appointment for the Portage County Port Authority representative to the Portage Development Board for the years of 2021 and 2022 (2<sup>nd</sup> and 3<sup>rd</sup> year of current contract). The Board of Directors note that the term of this appointment will be revisited yearly; and

**2021 Appointment:** **Patrick O'Malia**

and be it further

**RESOLVED,** that the Board of Directors authorizes the Director to travel to regular and special meetings of the Portage Development Board throughout 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, Yea;	Jack Kohl II, Yea;	Patrick O'Malia, Yea;
David Dix, Yea;	John Ryan, Yea;	Lisa Anne Cotten, Yea;
John Kovacich, Yea;		

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**RESOLUTION NO. 21-006**

**RE: 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 2021.**

It was moved by David Dix, seconded by Jack Kohl II 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 2021 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, Yea;	Jack Kohl II, Yea;	John Ryan, Yea;
David Dix, Yea;	Constance Hawke, Yea;	Patrick O'Malia, Yea;
John Kovacich, Yea;		

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There being no further business to come before the Board of Directors, the meeting of March 9, 2021, a motion was made by Mr. O'Malia, seconded by Mr. Kovacich, to adjourn. All were in favor and the meeting adjourned at 2:45 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 9, 2021.

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Constance Hawke

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John Ryan, Chairman

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John Kovacich, Vice-Chairman

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Jack Kohl, II

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Lisa Anne Cotten

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David Dix

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Patrick O'Malia

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Diana Fierle, Secretary/Treasurer