

**PORTAGE COUNTY PORT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
Tuesday, December 4, 2007
Immediately following the 2:00 PM Public Hearing
Regional Planning Commission Conference Room
124 North Prospect Street, Ravenna**

I. CALL TO ORDER - ROLL CALL

Meeting advertised in the Record-Courier Newspaper on Sunday, November 25, 2007.

II. APPROVAL OF OFFICIAL MINUTES

September 11, 2007 Board of Directors' Meeting

III. REPORTS AND COMMUNICATIONS

- A. Chairman Thomas V. Chema
- B. Secretary-Treasurer
- C. Other
- D. Legal Counsel Denise Smith
- E. Internal Auditor Carol Kurtz
- F. Representative to the Ohio Port Authority Council
Director T.N. Bhargava
- G. Standing Committee Reports – None
- H. Special Committee Reports – None

IV. CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

A. DELTA SYSTEMS, INC.

Resolution approving bond legislation for the Delta Systems, Inc. expansion.

B. APPROPRIATION - 2008 BUDGET

Resolution to appropriate the 2008 budget

C. ELECTION OF OFFICERS FOR 2008

- a. Chairman
- b. Vice Chairman
- c. Appointment of Secretary-Treasurer Deborah Mazanec
Commissioners approved this appointment with Journal Entry #1 adopted 11/20/07, should the Board of Directors desire to make such appointment
- d. Appointment of Assistant Secretary Diana Fierle
Commissioners approved this appointment with Journal Entry #1 adopted 11/20/07, should the Board of Directors desire to make such appointment
- e. Enter into agreement with the Portage County Prosecutor's Office for legal services from January 1, 2008 through December 31, 2008
- f. Resolution to accept accounting services of Portage County Internal Auditor Carol Kurtz for the Portage County Port Authority for 2008.

- g. Resolution authorizing the purchase of items in an amount not to exceed \$100 necessary for the hosting of Portage County Port Authority functions and meeting expenses from January 1, 2008 through December 2, 2008 (Organizational meeting)
- h. Resolution authorizing payment for meeting notices advertised in the Record-Courier for the year 2008 in an amount not to exceed \$100.
- i. Resolution recommending appointment of a Director by the Governor of Ohio to the Ohio Port Authorities Council. Resolution 06-028 appointed Director Bhargava to this Board and indicates that the Board of Directors will revisit this appointment yearly.
- j. Resolution to authorize the Portage County Port Authority to pay the \$100 dues to the Ohio Port Authority Council for 2008.
- k. Website Contract – Sy Thompson
 - a. Approve renewal of Sy Thompson’s contract and payment schedule - Legal Counsel Denise Smith is reviewing the proposed contract

V. DISCUSSION – Order subject to change

- A. Board of Commissioners’ invitation to the Board of Directors for one Director to sit on the interview team for the hire of the new Director of the Portage County Office of Economic Development.
- B. Substitute House Bill 9 – Public Records Law (Denise Smith)
 - 1. Board of Directors must adopt a Public Records Policy and attend a three hour training or assign a designee. This policy will include the cost of copies.
 - 2. Board of Directors must approve a Retention Schedule for the maintenance and destruction of records
- C. Governor Strickland’s Executive Order 2007-01S (Denise Smith)

VI. CORRESPONDENCE

- A. November 15, 2007 correspondence from Attorney George Sarkis including the escrow documents signed by Chairman Chema (Resolution 07-005 authorized the Chairman to sign).
- B. The Port Authority received the \$50,000 check from LandAmerica Lawyers Title, which was deposited into the Money Market Account on 11/21/07. These funds will be added to the revised estimated revenues for 2008 in January, with no Board approval necessary.

VII. SCHEDULED MEETING DATES

- A. Regular Meeting Tuesday, March 4, 2008 at 2:00 PM

VIII. ADJOURNMENT