

The Board of Directors of the Portage County Port Authority met in the Portage County Regional Planning Commission Conference Room located at 124 North Prospect Street in Ravenna, Ohio on Tuesday, March 4, 2008 at 2:10 PM with the following members present:

Thomas V. Chema	David Dix
Jack Kohl	Steven P. McDonald

Absent: Director Bhargava (working the election); Director Wyatt (ill); Director Mann (another engagement)

Also Present: Portage County Commissioner Chuck Keiper; Auditor Carol Kurtz; Attorney Denise Smith; Assistant Director for the Garfield Institute for Public Leadership Kathy Luschek; Chris Burnham and Beth Leonard of the Summit County Port Authority, Tom Gilmartin, Jr of Campus Development Services; Secretary-Treasurer Deborah Mazanec; and Assistant Secretary Diana Fierle.

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The meeting was called to order by Chairman Thomas V. Chema. The Secretary-Treasurer confirmed that the meeting was advertised in the Record-Courier Newspaper on Sunday, February 24, 2008.

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Motion by Jack Kohl, seconded by Steven P. McDonald to approve the minutes of the December 4, 2007 Board of Directors' Meeting. All attending Directors in favor, motion carries.

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REPORTS AND COMMUNICATIONS

Chairman

Chairman Thomas V. Chema noted that the Portage County Board of Commissioners sent a correspondence to him advising of the hire of a new Economic Development Director and agreeing to discuss a possible pooling of resources with the Board of Commissioners to move Portage County forward. The Board of Directors and Board of Commissioners should also discuss some contribution to the salary and benefits of the ED Director at some point. Secretary-Treasurer to add this item to the June 3, 2008 meeting agenda and invite the Board of Commissioners to attend.

Secretary-Treasurer

Secretary-Treasurer Mazanec presented the checking account balance as \$9,584.45 as of January 31, 2008 and the Money Market account balance of \$127,210.89 as of January 31, 2008.

Legal Counsel Denise Smith

Attorney Smith will address the public records issue later today.

Internal Auditor Carol Kurtz

Ms. Kurtz advised that both the Huntington National Bank Checking account and Money Market Account agree to accounting records of the Portage County Port Authority through January 31, 2008.

Representative to the Ohio Port Authority Council

Director Jack Kohl advised that he was unable to attend the previous council meeting. Director Kohl noted that the 2008 Annual Port Authority Legislative Event is schedule for Wednesday, May 7, 2008 in Columbus from 8:00 AM – 9:30 AM, should any Director like to attend.

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DISCUSSION

Tom Gilmartin Jr. gave the Board of Directors an update on his proposed development, which is a housing project on the site of the former Hiram Elementary School campus located in the Village of Hiram. Campus Developmental Partners, Inc. is proposing this project to house Hiram College students. Mr. Gilmartin noted that the site is two blocks away from the college campus.

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Substitute House Bill 9 – Public Records Law

Attorney Smith advised the Board of Directors that, in accordance with Ohio House Bill 9, they must adopt a Public Records Policy. The Board has already authorized the Secretary-Treasurer to attend a three hour training on their behalf.

In the Board packets today are the Summit County Port Authority Public Records Policy and the Portage County Board of Commissioners Public Records Policy. The Directors agreed to review the two policies and be prepared to consider a Portage County Port Authority policy at the June Directors’ meeting.

Attorney Smith noted that the Board of Directors must also approve a Retention Schedule for the maintenance and destruction of records. The Portage County Board of Commissioners schedules included in policy.

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The Board of Directors approved the draft correspondence to the Top 100 Portage County Businesses advising what financing tools are available through the Port Authority, as presented by the Secretary-Treasurer. The letter will be sent in mid-March.

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CORRESPONDENCE

- A. Payment of \$4,405.00 for service charge for the Delta Systems Inc. Project received and deposited into the PCPA checking account/Information only
- B. February 26, 2008 correspondence from the Portage County Board of Commissioners regarding the new Director of the Portage County Department of Economic Development/The Directors agreed to invite the Board of Commissioners to the June meeting to discuss how the new Director will work with the Port Authority.

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SCHEDULED MEETING DATES

The next Portage County Port Authority Board of Directors’ meeting is scheduled for Tuesday, June 3, 2008 at 2:00 PM. The Directors agreed to also hold the Proposed FY 2009 Tax Budget Public Hearing June 3, 2008.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' meeting on **March 4, 2008**. There being no further business to come before the Board, motion by Jack Kohl, seconded by Steven P. McDonald that the official meeting of **March 4, 2008** be adjourned at **2:55 PM**, Directors Bhargava and Mann absent, motion carries.

ABSENT

T.N. Bhargava

Thomas V. Chema

David Dix

Jack Kohl

ABSENT

Neil Mann, Jr.

Steven P. McDonald

James A. Wyatt, Jr.

Deborah Mazanec
Secretary-Treasurer

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