

**LORAIN PORT AUTHORITY**  
**Board of Directors**  
**Regular Board Meeting**  
**April 10, 2018**

**Board of Directors:** Ms. Carr, Mrs. Cook; Messrs. Davila, Kusznr, Mullins, Zellers and Zgonc

**Staff:** Tom Brown, Executive Director  
Yvonne Smith, Accountant  
Tiffany McClelland, Economic Development Specialist  
Kelsey Leyva, Office Manager  
Mike Brosky, Esq.

**Guests:** Andrew Crouse, Lorain Harbor Railroad  
Jack A. Siffert, Lorain Harbor Railroad  
Rick Payerchin, Morning Journal

- I. **Roll Call.** The meeting was called to order at 7:06 p.m. by Chairman Brad Mullins with roll call indicating a quorum present.
  
- II. **Guests.** Mr. Brown introduced two guests to the Board Meeting, Mr. Andrew Crouse and Mr. Jack Siffert of Lorain Harbor Railroad. Mr. Brown stated they were not on this evenings Agenda and they informed Mr. Brown and the Board that they were attending to clarify any information.
  
- III. **Report of Officers.**
  - A. **Chairman.**
    1. **Correspondence received.** Mr. Brown stated he received correspondence for the Boys and Girls Club regarding the Chamber golf outing team or a bowling team. Mr. Brown stated anyone interested should contact him.
    2. **Election of Officers.** Ms. Carr made a motion to nominate Brad Mullins for Chairman. Seconded by Mr. Zgonc. No more nominations were made. Motion carried.  
  
Ms. Cook made a motion to nominate Carl Nielsen for Vice-Chairman. Seconded by Al Zgonc. Mr. Mullins made a motion to nominate Connie Carr for Vice-Chairperson. Seconded by Jeff Zellers. Mr. Brown called for Vice Chairperson. A roll call vote by a show of hands will need to be taken as stated by Mr. Brown. A show of hands for Mr. Nielsen's nomination was called for by Mr. Brown. There was a showing of two (2) hands. A show of hands for Ms. Carr's nomination was called for by Mr. Brown. There was a showing of five (5) hands for Ms. Carr's nomination. Mr.

Brown congratulated Ms. Carr. Motion carried.

Mr. Brown announced the next Office to have the election process voted upon is Secretary. Mr. Zellers made a Motion to nominate Tom Brown and staff for Secretary. Ms. Carr seconded the Motion. Motion carried.

## **B. Executive Director.**

1. **Camaco Lease Documents.** Mr. Brown stated the Letter of Intent has been received. The documents have been approved by their legal counsel. We have received the check and now the Resolution needs to be voted on.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A GROUND LEASE; AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE OF THOSE PORT AUTHORITY FACILITIES AND THE SITE THEREOF; AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH OTHER AGREEMENTS AND INSTRUMENTS; AUTHORIZING THE ISSUANCE OF A SALES TAX EXEMPTION CERTIFICATE TO CAMACO, LLC AND ITS CONTRACTORS IN CONNECTION WITH CONSTRUCTION OF AN EXPANSION TO AN EXISTING AUTOMOTIVE SEATING MANUFACTURING FACILITY IN LORAIN, OHIO AND AUTHORIZING AND APPROVING RELATED MATTERS.**

Mr. Zellers made a Motion to accept Resolution 2018-9. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 6                      Nays: 1                      Abstain: 0                      Resolution passed

## **IV. Report of Committees.**

### **A. Contract Management Committee –**

1. **Lighting Upgrade RFP.** Mr. Zgonc reviewed the RFP from Shiffler located in Chardon, Ohio. Their bid was \$73,783.00. The recommendation was to accept the bid and submit the recommendation to the full Board.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH SHIFFLER LIGHTING SOLUTIONS FOR PROFESSIONAL SERVICES RELATIVE TO THE REQUEST FOR COST EFFECTIVE LED LIGHTING FOR LORAIN PORT AUTHORITY PROPERTIES.**

Mr. Kuszniir made a Motion to accept Resolution 2018-10. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 6                      Nays: 1                      Abstain: 0                      Resolution Passed

2. Terminal Ready Mix Proposal for Pier Repair. The contract submitted by Terminal Ready Mix was for pier repair work. The cost would be \$8,949.00 for removal and replacement of pier repair work. Mr. Brown stated there is a one (1) year warranty through one (1) winter season that goes along with this replacement of pier repair work. Motion to accept by Mr. Zellers. Seconded by Mr. Zgonc. Motion carried.
3. South Shore Dredge and Dock Proposals for Dock and Buoy Installation and Removal: The cost for the removal and installation of the buoys is \$5,600.00. The cost for the removal and installation of the floating dock is \$5,600.00. The possibility of a multi-year deal with the option to renew at the same price or lower is to be discussed with the owner. Motion to accept by Mr. Zgonc. Seconded by Ms. Carr. Motion carried.
4. Black River Landing Walking Paths Proposal. Mr. Zgonc stated a proposal was submitted by MTC Horticultural for consideration of the stone edging on the pathways at Black River Landing. The proposal is in the amount of \$9,110.00. Motion to accept by Mr. Zgonc. Seconded by Ms. Carr. Motion carried.
5. 2018 Independent Contractor Agreement for Shuttle Boat Captains. Mr. Zgonc stated this Contract has lasted us for the last three (3) years and stays the same.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN INDEPENDENT CONTRACTOR AGREEMENT WITH SHIP CAPTAINS RELATIVE TO THE OPERATION OF THE SHUTTLE BOAT VESSELS.**

Mr. Davila made a motion to accept Resolution No. 2018-11. Seconded by Jeff Zellers. Roll call vote as follows:

Ayes: 7                      Nays: 0                      Abstain: 0                      Resolution passed

**B. Strategic Development Plan Committee – No report.**

**C. Marketing & Public Affairs Committee – No Report.**

**D. Grounds Maintenance and Capital Improvements Committee.** Mr. Brown stated this was Phase I of our walk through concerning our safety sensitive issues over a period of six (6) years. Mr. Brown also stated that there was a financing option on the RFP LED proposal. Mr. Brown recommended that rather than a six (6) year finance option and pay interest on he would discuss with Mrs. Smith and remove this from capital this year (2018).

**E. Financial Planning and Audit Committee –**

1. Rick Novak's Retirement Party (May 2017). Mrs. Smith stated the Audit has started and the Auditors are about 95% completed. We are responding to the Auditors regarding the issue of paying for the catering for Mr. Novak's Retirement Party and nothing has been discovered in the law other than we cannot pay for alcohol, which the Port Authority did not pay for alcohol. Also, Mr. Brown explained the amount did not need Board approval. Mr. Brown stated he specifically remembers an impromptu Motion stating payment of the catering bill for Mr. Novak's Retirement Party. Ms. Carr made a Motion to reaffirm the Board's approval to pay for Rick Novak's Retirement Party. Seconded by Mr. Kuszniir. Motion carried.
2. Checking Account Signer Update. Mrs. Smith stated the process was started in March 2017, approved by the Board in April, 2017 but Huntington Bank still had Mr. Novak as a signer. Mrs. Smith further stated that this would be completed as soon as Mr. Nielsen signed. The three (3) signers would be Tom Brown, Brad Mullins and Carl Nielsen.
3. 2018 Marine Patrol Grant. Mrs. Smith stated we were awarded this year \$32,001.75. The Grant maximum was \$32,200.00.

Mr. Mullins presented:

**A RESOLUTION AUTHORIZINGG THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS AND WATERCRAFT FOR THE 2018 MARINE PATROL PROGRAM.**

Mr. Zellers made a Motion to accept Resolution No. 2018-12. Seconded by Ms. Carr. Roll call vote as follows:

Ayes: 7                      Nays: 0                      Abstain: 0                      Resolution passed

4. Then & Now Certificate. Mrs. Smith explained the first then and now had to do with Robert Fowler, dba Grumpy's Bait and Tackle in the amount of \$8,571.44. The two other then and nows were related to the Camaco Lease Project. Frost Brown Todd, LLC received \$12,500.00 and Long EDA received \$12,500.00.

Mr. Mullins presented:

**A RESOLUTION TO APPROVE APPROPRIATIONS (THEN AND NOW CERTIFICATE) FOR THE LORAIN PORT AUTHORITY.**

Mr. Zgonc made a Motion to accept Resolution No. 2018-13. Seconded by Mr. Kuszniir. Roll call vote as follows:

Ayes: 7                      Nays: 0                      Abstain: 0                      Resolution passed

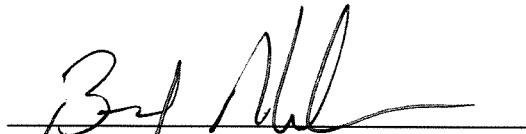
- E. ByLaws and Personnel Committee** – Mrs. Cook stated a meeting was held to discuss an addition to the current personnel policy regarding the use of the Port Authority's tax-exempt status and to present this change to the full Board. A Motion was made by Al Zgonc. Seconded by Ms. Carr. Motion carried.

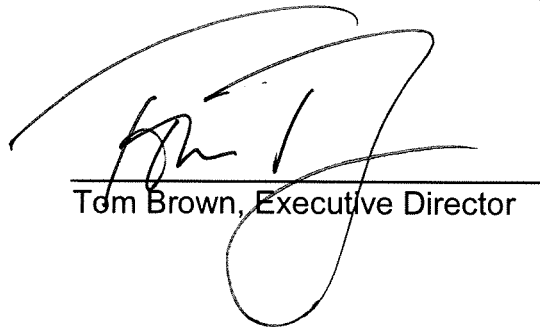
**V. Public Comments** – None.

**VI. Other Business** – None.

**VII. Adjournment.**

There being no further business to come before the Board, Mr. Davila made a Motion to adjourn. Seconded by Mrs. Cook. Motion carried. The meeting was adjourned at 7:42 p.m.

  
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Brad Mullins, Chairman

  
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Tom Brown, Executive Director