

Monthly Board Meeting January 18, 2024

Conneaut Port Authority
929 Broad Street
Conneaut, Ohio 44030
1-18-24

Meeting was called to order at 6:00 PM by Chairman Bill Kline

Board Members Present: Bill Kline, Tom Perkoski, Patrick Arcaro (virtually), Kristina Showalter, Joe Zappitello, Mark Presley (virtually), Debbie Newcomb

Absent:

Staff: Denver Spieldenner, Terri Trisket

Others in attendance: Nick Church- City Council Liaison

Introductions: Chairman Bill Kline introduced our newest members Mark Presley and Debbie Newcomb

Minutes: Disposal of previous minutes-Motion to accept minutes from the January 4 Special Meeting
Motion: Tom Perkoski; second: Kristina Showalter
Vote: Yes-4; No:-none; Abstentions-3 (Joe Zappitello, Mark Presley, Debbie Newcomb)
Motion Carried

Correspondence: Denver and Terri

Lake Erie Water Level Report- The report is showing that we are a few inches higher than this time last year. This is not what we are seeing in the harbor, water level appears to be significantly lower. Projections are showing that water level will be 4"lower this June.

BWC reporting: we have completed our annual injury report to the BWC. We had no injuries to report for 2023.

Onion Bag Litter Prevention sent us an email to see about putting one of their litter collection boxes in the harbor. They will work with us to find a location that is out of the way but still accessible to the boaters.

Audience Participation: Nick Church informed the board that our meeting minutes posted at City Hall are out of date from June of last year. Bill informed him that minutes can be found on our website.

Harbormaster report:

Harbormaster Report January 2024

- Docks
 - All docks appear to be okay at this time. We have some ice around the docks which is holding them in place.
- Heat
 - We are checking all buildings on a daily basis.
 - We have three tower heaters in the restaurant building to supplement the floor heat.
 - The launch ramp building and attached restrooms have no issues at this time.
- Employees
 - We have started to talk to former employees to see if they are interested in working this year. So far the response has been favorable.

- All employees will be required to fill out an employment application and take a drug test and get a background check. At this time we will be going over the updated Employee Policy Manual.
 - BWC
 - We filed our year end injury report electronically on January 5, 2024 for the year 2023.
 - Misc.
 - We ordered new lifting slings for maintenance as the old ones were not serviceable.
 - We are conducting a thorough safety audit of all our equipment and supplies in all areas of our operation.
 - The ice skating rink at the Dean Avenue Park is not functional at this time. The liner has holes in it and will not hold much water.
- Respectfully submitted: Denver Spieldenner, Harbormaster

Dock report: Terri Trisket

We now have maps and a master list and am working on reconciling them.

There is currently a list of 9 people wanting docks. I will be getting docks assigned next week.

Financial reports: Patrick Arcaro

Motion to accept Treasurer's reports

New reports added to provide more clarity, November and December were typical months. One large payment in December for work on the New Marina Project.

Motion: Joe Zappitello ; second: Tom Perkoski

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Tom inquired about payments being made to Oasis for docks. Any credit card payments made through their portal will go into our Port Conneaut account.

Motion to ratify the payment of November and December's bills

Motion: Patrick Arcaro ; second: Tom Perkoski

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

2024 Budget:

Budget is kept intentionally tight this year.

A few changes were made to the preliminary budget including the correction of a typographical error in the unemployment compensation line, and the removal of the City Note funds and Marina project payment line item as those were taken care of in 2023.

Motion to pass the permanent budget as written for 2024

Motion: Kristina Showalter ; second: Tom Perkoski

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Discussion: Debbie inquired as to the preparation of the budget. The budget is prepared by Terri with in collaboration with the finance committee and our financials are audited by the State Auditor's Office. Patrick explained to the new members that while we have set our budget there will be reappropriations throughout the year as things change.

Old Business:

Employee Handbook Revisions:

The handbook will be reviewed with all employees prior to the start of the season to ensure that they are aware of all Port policies. There is a focus on safety and better documentation of our safety practices. The committee handling the revisions met and a draft will be provided for Board Review next month.

Legal update: Board chairman gave an update on pending litigation.

Oasis update: Reporters from the local news papers reached out to Bill following our last meeting regarding the exit from our contract with Oasis. We are less than 30 days out from the end of the contract. There will be a ramp up of communications and information transfer in the next few weeks. The contract is scheduled to end on Feb 14, 2024.

PCFCU Account- We will update the signers after new officers' terms begin.

New Business:

Committee Reports

Grants and Planning (Bill Kline/Terri Trisket): We are still waiting on announcements on the Boating infrastructure Grant, which is slated for spring and our USACE CAP funding application. It has been recommended that we reach out to our elected officials to see if they can support our application for CAP funding. Terri will be following up on this early next week.

The National Fish and Wildlife Grant administration webinar was today and our grant is in the contracting phase where internal compliance measures are being verified. This could take up to six months. We may start work on the project as long as it is after the listed start date however, it is work at risk as no reimbursement is able to be made until the grant agreement is finalized. It is Terri's recommendation that we put out the RFP and begin the selection process for our planning team while we are waiting on the agreement. That way we can get underway as soon as the agreement is complete.

Finance (Patrick Arcaro): The Finance committee will be setting up a meeting in the next few weeks. We are looking at a separate account with Huntington to be able to separate additional funding streams. This summer, former chairman Peterson, asked that the possibility of a commercial card through Huntington be explored. The board agreed that this is still something they would like to explore. The Finance committee will review the literature and provide a recommendation to the board at the February meeting. The Finance Committee would also like to begin the process of setting aside money each year for deferred maintenance and capital improvements. This will be discussed at the next finance committee meeting.

Environmental (Tom Perkoski): Our Marina Permit for dredging should be coming from the USACE tomorrow at the latest. We are now waiting on the ODNR shore structure permit. They will be separating the north edge of Naylor Drive from the rest of the project while we work to redraw the

submerged lands lease boundaries. This will allow us to move ahead with the project while those items are negotiated.

Tom is recommending ecological training for our employees as part of our plan to maintain platinum level Clean Marina status.

This summer we will be conducting a wetlands analysis on the sandbar and will plant native vegetation.

There will also be a need to plant some additional trees for stormwater runoff management.

Additionally, there are plans to enhance the bird tracking on the sandbar.

We need to look into increased signage to prevent beachgoers from invading and damaging the wetlands.

Communications (Kristina Showalter):nothing to report at this time

Lease (Joe Zappitello): the draft lease for Smoke on the Water has been distributed and will be discussed later under new business.

Executive (Bill Kline): nothing to report at this time

Election of Officers

Tom Perkoski nominates Bill Kline to the position of Chairman.

Motion:Tom Perkoski; second: Debbie Newcomb

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Bill Kline nominates Tom Perkoski to the position of Vice Chairman

Motion:Bill Kline; second: Kristina Showalter

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Kristina Showalter nominates Patrick Arcaro to the position of Treasurer

Motion: Kristina Showalter; second: Debbie Newcomb

Vote Yes-6; No-1 (Patrick Arcaro); Abstentions-none

Motion Carried

Kristina Showalter nominates Joe Zappitello to the position of Secretary

Motion: Kristina Showalter; second: Tom Perkoski

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Motion to approve the above stated officers for a two year term starting February of 2024

Motion: Tom Perkoski; second: Kristina Showalter

Roll Call Vote:

Bill Kline: yes

Tom Perkoski: yes

Joe Zappitello: yes

Kristina Showalter: yes

Debbie Newcomb: yes

Patrick Arcaro: no
Mark Presley: yes
Motion:; second:
Vote: Yes-6; No-1; Abstentions-none
Motion Carried

Boaters Rules and Regulations: A few more edits were suggested after the last draft was sent to the board. A space was added to every page for initials.

No pressure washing of boats in the marina was added.

Motion to Approve the 2024 dock contract and rules and regulations.

Motion: Joe Zappitello ; second: Mark Presley

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

It was requested by Tom that our clean marina informational document be sent out with all contracts.

Marina Management software

The Marina go software could cost up to \$7000 depending on the implementation cost. It will need a quick books subscription to sync to. For comparison it will cost about 1600 to do paper contracts with a basic quickbooks subscription for invoicing. This will be much more labor intensive. There is a need for further research around point of sale set up for the fuel dock. It is recommended that we schedule a demo of the Marina Go and continue to explore options for point of sale in the fuel dock.

Smoke on the Water Draft Lease

The clause on abandonment has been removed. Patrick would like to see language added for the rebuilding of the showers and restrooms as it was included in the proposal. In section IV the language around the end date of December 31 is vague it has been suggested that “of the corresponding year” be added for clarity. Several members of the board disagreed with the set rate of 3% increase for the years 5-10 renewal. As the economy can drastically change in the course of 5 years it should be left open for negotiation amenable to both parties.

The next step is to have the contract reviewed by the City Law Director and continue negotiations with Smoke on the Water.

With the closure of the local coast guard stations Tom suggested that we increase boater awareness of safety this summer. Any rescue boats will be coming from either Cleveland or Erie. Debbie provided that the city has submitted for a grant to increase its water rescue abilities.

Date of next meeting is February 15, 2024 at 6:00 PM

Motion to Adjourn made at 8:06PM

Motion: Kristina Showalter; second: Tom Perkoski

Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

Motions:

24-5 Disposal of previous minutes-Motion to accept minutes from the January 4 Special Meeting

Motion: Tom Perkoski; second: Kristina Showalter; Vote: Yes-4; No:-none; Abstentions-3

Motion Carried

- 24-6 Motion to accept Treasurer's reports
Motion: Joe Zappitello ; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-7 Motion to ratify the payment of November and December's bills
Motion: Patrick Arcaro ; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-8 Motion to pass the permanent budget for 2024 as written
Motion: Kristina Showalter ; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-9 Tom Perkoski nominates Bill Kline to the position of Chairman.
Motion:Tom Perkoski; second: Debbie Newcomb
Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-10 Bill Kline nominates Tom Perkoski to the position of Vice Chairman
Motion: Bill Kline; second: Kristina Showalter; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-11 Kristina Showalter nominates Patrick Arcaro to the position of Treasurer
Motion: Kristina Showalter; second: Debbie Newcomb; Vote Yes-6; No-1 (Patrick Arcaro);
Abstentions-none
Motion Carried
- 24-12 Kristina Showalter nominates Joe Zappitello to the position of Secretary
Motion: Kristina Showalter; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-13 Motion to approve the above stated officers for a two year term starting February of 2024
Motion: Tom Perkoski; second: Kristina Showalter
Roll Call Vote: Bill Kline: yes, Tom Perkoski: yes, Joe Zappitello: yes, Kristina Showalter: yes,
Debbie Newcomb: yes, Patrick Arcaro: no; Mark Presley: yes
Vote: Yes-6; No-1; Abstentions-none
Motion Carried
- 24-14 Motion to Approve the 2024 dock contract and rules and regulations.
Motion: Joe Zappitello ; second: Mark Presley; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried
- 24-15 Motion to Adjourn made at 8:06PM
Motion: Kristina Showalter; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none
Motion Carried