

Monthly Board Meeting March 21, 2024

Conneaut Port Authority
929 Broad Street
Conneaut, Ohio 44030
3-21-24

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

Board Members Present: Bill Kline, Tom Perkoski, Debbie Newcomb, Mark Presley (virtual)

Absent: Patrick Arcaro, Kristina Showalter, Joe Zappitello

Staff: Denver Spieldenner, Terri Trisket

Others in attendance: Nic Church- City Council Liaison

Minutes: Disposal of previous minutes-Motion to accept minutes from the February Board Meeting

Motion: Tom Perkoski; second: Debbie Newcomb

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

Motion Carried

Correspondence:

Flyer for the Chamber's business expo shared with the Board. We will not be participating this year.

Virtual Public records training is available through the State Auditor's office.

The Jeep group Freedom Krawlers would like to have an event on the Sandbar on May 18th with proceeds going to the Conneaut Police Department's K-9 unit

Great Lakes Water Level Report- we are currently 8" lower than this time last year and by June we are projected to be 6-8" lower than last year. This may make our channel rather shallow.

Audience Participation:

Nic Church: shared that they are beginning the first round of interviews for a new City Manager. There is a tree in Dean Ave Park that needs to be removed. It is becoming a hazard. He recommended speaking with the city to see if there was any assistance available.

Harbormaster Report : Denver Spieldenner

HARBORMASTER REPORT MARCH 2024

• **DOCKS**

- **We have discovered multiple broken welds on F dock. As soon as the weather permits we will make necessary repairs. (Bolts have been purchased)**
- **We have repaired B dock in the PCM marina. We have one electric pedestal the needs welded when the weather permits.**
- **We are considering staining some of our docks by the restaurant to make them look nicer. (Tom will check into safe paint options)**

• **HEAT**

- **No problems.**

- **EMPLOYEES**

- We had our “Beginning of the Season” meeting with all employees to review the revised Policy Manual and to discuss the upcoming season.
- We will be holding interviews with job applicants next week. We need to hire for the fuel dock.
- Our maintenance crew has been busy getting ready for the season. (and prepping the lot for the cell tower)

- **MISC.**

- The skating rink at Dean Ave. has been removed.
- We are cleaning and rearranging the lot above the sewer plant to make room for the cell tower that will be erected this year.
- The restaurant building remodel is progressing rapidly. The new heating system should be completed by the end of this week. Air conditioning has been installed also.
- We will set our channel markers in April.
- We are researching vendors for our fuel dock operation.
- We have a party interested in some of our sand in the harbor. This may help with our dredging issues down the road.
- There were recalls for both Ford pickup trucks for issues with the windshield wipers. These have been completed.
- We have been doing safety checks and holding safety training classes for our maintenance crew. We are documenting these checks and training and have created a file in our office for these documents.
- We will be doing our own training for Class C operators at the fuel dock. We have printed the forms necessary to do this. This will save about \$75 per employee. I will be the Class A&B operator.

Respectfully submitted: Denver Spieldenner, Harbormaster

Conneaut Port Authority

-Spill booms will be inventoried prior to the start of the season.

-We will ensure that all mandatory testing is done at the fuel dock including County Auditor, Fire Marshall, and tank testing.

-We will be reaching out to the zoning department prior to moving the kayak shed.

-We will be obtaining our livery license for the kayaks

Dock report: Terri Trisket

Dock Report

March 21, 2024

Board Meeting

As of March 19, 2024

Lagoon

A-5(1250), 4 (1800), 0 (2400)

B- 8 (1450); 0 (1800); 5 (2050)

D-1 (1250)

E- 4 (1250); 5 (1800)

F- 7 (1800); 1(2050)

G- 4 (650)

PCM

A- 0 (650); 1(2050); 1 (2400) *two dock holders indicated they would like their docks but have not responded with a contract yet. We may have two additional docks available

B- 12 (1800); 1 (650)

C- 1 (2050); 4(650)

We have 59 docks available representing \$99,150.00 in revenue.

We have approximately \$71,000 in outstanding dock payment due before May 1. I am working to invoice all dock holders and ensure money is collected prior to boats going into the water.

Financial reports: Bill Kline

See attached

Motion to accept Treasurer's reports

Motion: Tom Perkoski ; second: Debbie Newcomb

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

Motion Carried

Motion to ratify the payment of February's bills

Motion: Mark Presley; second: Tom Perkoski

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

Motion Carried

Old Business:

Oasis separation: no update, no communication

NFWF CRF update: We have a kickoff meeting scheduled for early April

Season Pass for Launch Ramp- It is recommended that we charge \$300 for a season pass. This is the equivalent to 30 launches. We will use a sticker as this works best. Our first order will be for 25 to start and can order more if needed.

Motion to offer a season pass for the Launch Ramp for \$300 this season.

Motion: Debbie Newcomb; second: Mark Presley

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

Motion Carried

Point of Sale System for the Fuel Dock: After review of our options, it would work well to use Swipe Simple through Certified Payments for the fuel dock.

Motion to purchase the point-of-sale system from Swipe Simple.

Motion: Debbie Newcomb; second: Tom Perkoski

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

Motion Carried

Newsletter- will be discussed at the next meeting.

New Business:

Committee Reports

Grants and Planning (Bill Kline/Terri Trislet): Terri will apply for the Phragmites Adaptive Management Framework Grant opportunity for phragmites management on the Sandbar.

Finance (Patrick Arcaro/Terri Trislet): The finance committee met and discussed options for POS systems and evaluated costs to come up with a reasonable rent amount to share office space with the Chamber or Commerce and the CCVB. Utilizing the Harbormaster office for the Chamber and looking at our costs the finance committee recommends that we offer the space at \$550/month.

Motion to allow the chairman to begin negotiations of a lease with the Chamber of Commerce.

Motion: Tom Perkoski; second: Mark Presley

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

Motion Carried

Environmental (Tom Perkoski): We will be planning native species on the sandbar. In case anyone expresses concerns that glyphosate while the active ingredient in roundup is not the same thing as roundup and what will be used to spray phragmites is safe and EPA approved. We would like to coordinate another vessel safety check for this season. We will be posting the boaters pledge on our Facebook page. We need to plant trees for stormwater runoff filtration near Smoke on the Water. We completed our environmental training with our employees at our beginning of the season meeting.

Communications (Kristina Showalter):no updates

Lease (Joe Zappitello/Bill Kline): The cell tower needed a utility easement signed by Bill.

Executive (Bill Kline): The executive committee met and approved the acceptance of a \$100,000.00 economic development loan from the County Commissioners. This will need to be ratified by the whole board.

Motion to Ratify the MOI with the County Commissioners for the economic development loan of \$100,000.00

Motion: Bill Kline; second: Tom Perkoski

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

Motion Carried

Bill has recommended the addition of a facilities committee, this committee will report to the board on the buildings and properties of the CPA.

Motion to adopt the facilities committee

Motion: Debbie Newcomb; second: Tom Perkoski

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

Motion Carried

Marina cleaning; Kathie Mittelstadt, who cleans the office and previously cleaned the marina, has provided a quote to clean all or our marina restrooms weekly for \$125 any additional cleanings will be at a rate of \$25/hour.

Motion to accept the cleaning proposal for the marina restrooms

Motion: Tom Perkoski; second: Mark Presley

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

Motion Carried

Bill recommends that the title of Terri Trisket be changed from Administrative Assistant to Administrative Manager to better reflect her current job duties.

Motion to approve the title change from Administrative Assistant to Administrative Manager.

Motion: Bill Kline; second: Tom Perkoski

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

Motion Carried

Motion to excuse absent member Kristina Showalter, Patrick Arcaro, and Joe Zappitello

Motion: Debbie Newcomb; second: Tom Perkoski

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

Motion Carried

Motion to Adjourn made at 7:44 PM

Motion: Mark Presley; second: Debbie Newcomb

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

Motion Carried

Motions:

24-30 Motion to accept minutes from the February Board Meeting

Motion: Tom Perkoski; second: Debbie Newcomb

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

24-31 Motion to accept Treasurer's reports

Motion: Tom Perkoski ; second: Debbie Newcomb

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

Motion Carried

24-32 Motion to ratify the payment of February's bills

Motion: Mark Presley; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-33 Motion to offer a season pass for the Launch Ramp for \$300 this season.
Motion: Debbie Newcomb; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-34 Motion to purchase the point of sale system from Swipe Simple.
Motion: Debbie Newcomb; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-35 Motion to offer a season pass for the Launch Ramp for \$300 this season.
Motion: Debbie Newcomb; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-36 Motion to Ratify the MOI with the County Commissioners for the economic development loan of \$100,000.00
Motion: Bill Kline; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-37 Motion to adopt the facilities committee
Motion: Debbie Newcomb; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-38 Motion to accept the cleaning proposal for the marina restrooms
Motion: Tom Perkoski; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-39 Motion to approve the title change from Administrative Assistant to Administrative Manager.
Motion: Bill Kline; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-40 Motion to excuse absent member Kristina Showalter, Patrick Arcaro, and Joe Zappitello
Motion: Debbie Newcomb; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-41 Motion to Adjourn made at 7:44 PM
Motion: Mark Presley; second: Debbie Newcomb
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried