

Monthly Board Meeting February 15, 2024

Conneaut Port Authority
929 Broad Street
Conneaut, Ohio 44030
2-15-24

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

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

Absent:

Staff: Denver Spieldenner, Terri Trisket

Others in attendance: Nic Church- City Council Liaison, Jack Polchosky-dock holder, Virtually: Melissa Kelly and Carl Muller-attorneys for the Port Authority

Motion to enter executive session at 6:01 for the purpose of conferences with an attorney concerning disputes that are the subject of pending or imminent court action.

Motion: Mark Presley; second: Tom Perkoski

Roll Call Vote

Bill Kline: yes

Tom Perkoski: yes

Debbie Newcomb: yes

Patrick Arcaro: yes

Mark Presley: yes

Joe Zappitello: absent*

Kristina Showalter: absent*

*Kristina and Joe joined the meeting virtually after the start of the executive session and were therefore not counted in the vote.

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

Motion Carried

Motion to exit executive session at 6:57

Motion: Debbie Newcomb; second: Mark Presley

Roll Call Vote

Bill Kline: yes

Tom Perkoski: yes

Debbie Newcomb: yes

Patrick Arcaro: yes

Mark Presley: yes

Joe Zappitello: yes

Kristina Showalter: yes

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

Motion Carried

Minutes: Disposal of previous minutes-Motion to accept minutes from the January Board Meeting
Motion: Patrick Arcaro ; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none
Motion Carried

Correspondence:

There is a D-Day open house for businesses on Feb 26 at 6pm.

Audience Participation:

Nic Church asked for clarification as to the purpose of the executive session. Chairman Kline restated that it was for the purpose of conferences with an attorney concerning disputes that are the subject of pending or imminent court action.

Harbormaster Report: HARBORMASTER REPORT FEBRUARY 2024

- **Docks**
 - **Most of the docks still look ok except for F dock which appears to need some repair work.**
- **Heat**
 - **We continue to check heat in all buildings daily. We have had no problems so far.**
- **Employees**
 - **We will have an employee meeting next week to go over our revised Policy Manual and to discuss what will be happening this year. There will be additional duties for each employee this year, such as trash removal and restroom cleaning.**
 - **We will be interviewing one new applicant for our maintenance team.**
- **Misc.**
 - **We will be removing the Dean Ave. skating rink next week, weather permitting. The liner will be trashed. We will save the support panel and braces.**
 - **We are doing a survey of all fire extinguishers and will create a map with locations and number of units at each location. If we need additional units we will install them.**
 - **We have cleaned both storage bays at the 929 Office and removed trash and unneeded miscellaneous junk. We have installed a couple of shelves to get materials off the floor in the back bay.**
 - **One of our next projects is to organize the large map and drawing file in the first storage bay at the 929 office. Many of these maps and drawing are old and outdated but will be kept for historical reference.**
 - **The restaurant building is in the process of being remodeled. Check it out when you have time.**

Respectfully submitted: Denver Spieldenner, Harbormaster

Dock report: Terri Trisket

Dock Report

February 15, 2024

Board Meeting

As of February 9, 2024

Lagoon

A- 6 (1250), 5 (1800), 1(2400)

B- 8 available, 1 pending (1450); 1 available (1800); 5 available; 1 pending (2050)

D- 2 pending (1250)

E- 5 available, 2 pending (1250); 5 available, 1 pending (1800)

F- 6 available, 1 pending (1800); 2 available, 2 pending (2050)

G- 3available, 2 pending (650)

PCM

A- 2 pending (650); 4 pending (2050); 2 available, 2pending (2400)

B- 10 available, 2 pending (1800); 1 pending (650)

C- 4 available (2050); 1 available, 2 pending (650)

We currently have 68 open docks and 25 pending contracts.

Financial reports: Patrick Arcaro

Nothing unexpected this month all expenses are straightforward.

Motion to accept Treasurer's reports

Motion: Debbie Newcomb ; second: Joe Zappitello

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

Motion Carried

Motion to ratify the payment of January's bills

Motion: Tom Perkoski; second: Patrick Arcaro

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

Motion Carried

Old Business:

Employee Handbook: Changes were made to include a new section on safety and an additional job description of crew leader was added.

Motion to approve the handbook revisions

Motion: Patrick Arcaro; second: Mark Presley

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

Motion Carried

Oasis Update: We will be removing all signage. Terri is working with Alex on data transfers. No communication with anyone above Alex.

Port Conneaut Account Update: Currently, Patrick is the only signer on the account. It is still tied to Oasis. Prior to Oasis it was unused it held about \$2,000. We can either update signers or close the account. The original reason for moving funds away for the credit union was due to limits on insurance. Huntington's online set up is more robust and fits our needs better.

Motion to close the Port Conneaut checking account.

Motion: Patrick Arcaro; second: Tom Perkoski

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

Motion Carried

Marina Software update

Two options of software were explored. Marina Go, which was used by Oasis, and DockWa. Marina Go is more budget friendly. It seems that DockWa is a bit more robust and user-friendly. Terri recommended using just the POS portion of the DockWa software as a starting point. The system is cost prohibitive at this time. Kristina suggested we look at other options for POS systems for the fuel dock. The Board is not ready to make a decision at this time and will revisit this topic.

Smoke on the Water Lease

Motion to accept the final edits to the Smoke on the Water Lease

Motion: Tom Perkoski; second: Mark Presley

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

Motion Carried

NFWF CRF proposal

We received one proposal for the Costal Resilience Plan. It was reviewed and scored by Terri, Debbie, and Bill. The proposal was comprehensive and meets the criteria set forth in the RFP.

Motion to Accept the Proposal from PE/ECT/CKM

Motion: Debbie Newcomb; second: Patrick Arcaro

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

Motion Carried

New Business:

Committee Assignments have been updated to include the newest board members. Assignments attached.

Committee Reports:

Grants and Planning (Bill Kline/Terri Trisket): We will be seeking funds from the CDC this funding cycle. They are focusing on outdoor recreation and family friendly activities.

Environmental (Tom Perkoski): To maintain our Clean Marina status we will need to work on implementing and environmentally friendly purchasing policy, energy efficiency policy, utilization of the Ohio Clean Boaters Pledge, and determine how we will recognize a boater of the month.

Finance (Patrick Arcaro): Will be meeting prior to the next meeting

Communications (Kristina Showalter): nothing at this time

Lease (Joe Zappitello): The Lease Committee met with members of the Conneaut Boat Club. It was a very positive meeting, and both sides are open to furthering a mutually beneficial partnership.

Commercial Credit Card:

The process to explore a commercial credit card was started back in the summer and we put it on hold. The Finance committee recommends going with a commercial card through Huntington.

Resolution 24-01 introduced by Patrick Arcaro

Description: A resolution authorizing the Board Chairman to execute a commercial credit card agreement with Huntington National Bank.

Motion to adopt resolution 24-01

Motion: Patrick Arcaro; second: Tom Perkoski

Roll Call Vote

Bill Kline: yes

Tom Perkoski: yes

Debbie Newcomb: yes

Patrick Arcaro: yes

Mark Presley: yes

Joe Zappitello: yes

Kristina Showalter: yes

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

Motion Carried

Launch Ramp Fee

The recommendation is to raise the ramp fee to \$10 and offer some sort of season pass. It was discussed that the season pass in the past was sold at a significant loss. The suggestion of a punch card was suggested. If someone purchases, for example 10 launches they get one free. The discussion of a season pass or punch card will be revisited next month.

Motion to raise the launch fee for the 2024 season to \$10 a launch

Motion: Tom Perkoski; second: Mark Presley

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

Motion Carried

Copier contract

The lease on our copier has expired. The lease for a new copier will cost us five dollars more a month.

Motion to accept the copier contract with Quality Imaging Solutions

Motion: Tom Perkoski; second: Kristina Showalter

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

Motion Carried

Patrick recommended that the Port do a monthly newsletter to highlight all the good things we have going on. This will be further discussed at a later date.

Motion to authorize the Port Authority's legal representation to move forward with the next steps in litigation.

Motion: Patrick Arcaro; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none
Motion Carried

Motion to Adjourn made at 8:37 PM

Motion: Patrick Arcaro; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none
Motion Carried

Motions:

24-16 Motion to enter executive session at 6:01 for the purpose of conferences with an attorney concerning disputes that are the subject of pending or imminent court action.

Motion: Mark Presley; second: Tom Perkoski
Roll Call Vote
Bill Kline: yes
Tom Perkoski: yes
Debbie Newcomb: yes
Patrick Arcaro: yes
Mark Presley: yes
Joe Zappitello: absent*
Kristina Showalter: absent*

*Kristina and Joe joined the meeting virtually after the start of the executive session and were therefore not counted in the vote.

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

24-17 Motion to exit executive session at 6:57

Motion: Debbie Newcomb; second: Mark Presley
Roll Call Vote
Bill Kline: yes
Tom Perkoski: yes
Debbie Newcomb: yes
Patrick Arcaro: yes
Mark Presley: yes
Joe Zappitello: yes
Kristina Showalter: yes
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-18 Disposal of previous minutes-Motion to accept minutes from the January Board Meeting

Motion: Patrick Arcaro ; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

- 24-19 Motion to accept Treasurer's reports
Motion: Debbie Newcomb ; second: Joe Zappitello
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-20 Motion to ratify the payment of January's bills
Motion: Tom Perkoski; second: Patrick Arcaro
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-21 Motion to approve the handbook revisions
Motion: Patrick Arcaro; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-22 Motion to close the Port Conneaut checking account.
Motion: Patrick Arcaro; second: Tom Perkoski
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-23 Motion to accept the final edits to the Smoke on the Water Lease
Motion: Tom Perkoski; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-24 Motion to Accept the Proposal from PE/ECT/CKM
Motion: Debbie Newcomb; second: Patrick Arcaro
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-25 Motion to adopt resolution 24-01
Motion: Patrick Arcaro; second: Tom Perkoski
Roll Call Vote
Bill Kline: yes
Tom Perkoski: yes
Debbie Newcomb: yes
Patrick Arcaro: yes
Mark Presley: yes
Joe Zappitello: yes
Kristina Showalter: yes
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-26 Motion to raise the launch fee for the 2024 season to \$10 a launch
Motion: Tom Perkoski; second: Mark Presley
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried
- 24-27 Motion to accept the copier contract with Quality Imaging Solutions
Motion: Tom Perkoski; second: Kristina Showalter
Vote: Yes-All; No:-none; Abstentions-none; Motion Carried

24-28 Motion to authorize the Port Authority's legal representation to move forward with the next steps in litigation.

Motion: Patrick Arcaro; second: Mark Presley

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

24-29 Motion to Adjourn made at 8:37 PM

Motion: Patrick Arcaro; second: Tom Perkoski

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