

CONNEAUT PORT AUTHORITY
929 BROAD STREET
CONNEAUT, OHIO 44030
October 24, 2019

Meeting was called to order by Chairman, Wally Dunne, at 6:30 p.m.

PRESENT: Wally Dunne, Bill Kennedy, George Peterson, Aaron Joslin, Tom Perkoski, Heather Gelfer, Patrick Arcaro, and Denver Spieldenner.

ABSENTEES: None

MINUTES: A motion was made by Patrick Arcaro to approve the September minutes and seconded by George Peterson. Motion carried.

AUDIENCE PARTICIPATION: None

CORRESPONDANCE: Denver Spieldenner

- Army Corp of Engineers Report stated that they feel the water table will continue to reseed significantly over the upcoming year. We are still 20" higher than average.
- Chamber of Commerce sent us a thank you for helping them with the Water Ski Show. Included in their thank you were the dates for next year which are: Sept. 4th., 5th., & 6th.
- Conneaut High School Girls Basketball Hoopster Boosters Reverse Raffle is being held on November 16, 2019. They are asking for a donation to be included in their Chinese Auction for their event.

Bill Kennedy:

- Discussed discontinuing the P.O. Box at the end of this month.
- All mail will now come to the: 929 Broad Street location only.

Plan EPA Issues

Website Discussion:

- Need to include updated Dock Fees
- Check about adding Credit Card
- Needing to add more photos
- An overall update which would involve a Work Session for the Website

Wi-Fi Discussion: Bill Kennedy

- Wi-Fi proposal currently: \$13,000.00 from GreatWave Communication
- Discussion also included possibly having additional monthly fees.
- More research will be conducted & updated report in a future meeting.

FINANCE REPORT: Patrick Arcaro

- Disbursement page reflects two duplicate number's #133. One showing it belongs to: Submerged Land Lease and the other one showing it belongs to: Kayak Rental/Ice. This will be corrected to distinguish appropriate account names and numbers.
- A motion was made to move money by Aaron Joslin and seconded by George Patterson. Amendment to the Appropriations \$26,966.00. Motion carried.

- Lawn Care is in-line with what was on the proposal budget.
- Conneaut Economic Development Page needs an adjustment for Estimated Resources. Motion was made by Bill Kennedy to Zero out “remaining estimate” due to renewing foundation dollars in 2018 and seconded by Tom Perkoski. Motion carried.
- A motion to accept the finance report was made by George Peterson and seconded by Bill Kennedy. Motion carried.
- Heather Gelfer made the motion to pay the current bills and Tom Perkoski seconded. Motion carried.

Charles Harris and Associates: (Hinkle Report) GASBE

- Discussion was to remove Babs from Prep Work. More research will be conducted; as of now they are quoting us \$2,800.00 for everything. Babs would continue to do some of the workload. An update will be provided at the next meeting.

Certified Payments is the company that Patrick Arcaro is researching about possibly changing to for our improved credit card system. They only charge a 2.5% or a \$2.00 convenience fee as a flat rate charge. Free equipment is provided, and no charge would be incurred for the Conneaut Port Authority.

Heartland removed the \$125.00 a month fee; since we were able to get the paperwork completed that they were requesting.

COMMENTS FROM THE CHAIR: Wally Dunne

InSite – Jim Hockaday is requesting that we send representation to the meeting on November 15, 2019. Those invited are: Treasurer, Chairman, Vice Chairman, City, InSite and the Conneaut Foundation.

Finance Committee regarding the Credit Line proposal from the Commonwealth Bank was discussed and Patrick Arcaro made the motion to have the line of credit at \$150,000.00 and it was seconded by Aaron Joslin. Abstained by Tom Perkoski, George Peterson and Heather Gelfer. Motion carried. The Finance Committee will continue to look to other financial institutions as well for line of credit; however, there would not be more line of credit added; just replacement of existing line of credit.

Patrick Arcaro explained about his research into a City Note and has reached out to several financial institutions but was not able to confirm figures. He will continue to research, and it was asked for him to expand his search to include Conneaut Savings and Loan, Port Conneaut Federal Credit Union, KeyBank and Andover Bank. His research will resume early in 2020.

Economic Development:

- West Marina Expansion is making progress. (Poggemeyer)
- Cost of building the sea wall along Naylor is estimated at \$1,000.00 per foot.
- Motion was made to put \$20,000.00 next year into In-Site was recommended by Bill Kennedy. George Peterson moved the motion and Bill Kennedy seconded.
 - How to manage our investment into InSite: Plan of attack would include us doing the brochure, us having one point of contact to InSite; which Aaron Joslin was recommended to be the point person and he accepted that responsibility.

CONNEAUT PORT AUTHORITY
HARBORMASTER REPORT October 24, 2019

- **DOCKS**
 - We suffered quite a bit of damage to F dock in the Lagoon during last weeks storm. The main stringer was ripped in two and we lost two of the finger docks. We have retrieved the finger docks and we are in the process of making repairs.
 - Lake Shore Towing of Erie will be here next week to drive 8 inch pilings of D, E, and F docks. Hopefully this will prevent further damage this winter.
 - We have repairs to make on B dock in the Lagoon. This dock has hinged sections and many of these are wore out and have bent hinge pins. We have the parts in stock to make these repairs.
- **SANDBAR**
 - The water has receded enough that we can get on the sandbar to start cleaning it up. We need to clear most of the debris this Fall so we don't have so much work in the Spring. This area has not been touched all Summer.
- **WINTER SHUTDOWN**
 - We are in the process of shutting down for the winter.
 - We have pulled all of the channel markers and replaced them with the winter buoys.
 - The water has been shut off in both marinas and we will be blowing the lines out next week.
- **#1 WELTON ROAD**
 - We have winterized this building.
 - We have 531 feet of fence at this location that we can move to the lot above the waste water treatment plant to create a secure boat storage area if the Board wishes to do so. We need 314 feet of fence to secure the storage lot which leaves around 200 feet to create a secure area at the Welton location. We could start this project after winter shut down is complete. We would need to have an electric gate installed with a card reader so our renters could gain access to this area.
- **PORTSIDE MARINE**
 - We have a quote for \$7,000 to put metal siding on this building to replace the rotted wood that is there now.
 - Ron Rishavy has stated he will pay \$1,000 of the \$7,000 charge for the siding.
 - We have a color chart for Board members to look at so we can choose the color we desire.
 - This project can be complete this year if we notify the contractor soon.
- **ELECTRIC UPGRADES TO PCM MARINA**
 - We are still trying to get a firm quote for the cost of this upgrade. It is difficult because we don't know exactly what we will find until we start removing the old wiring.
 - We have talked to the contractor about splitting the cost of this project between this years budget and next years budget.

- **MISC.**
 - **We have applied for a permit from the Coast Guard to place our channel markers. This is needed for our Aids-to Navigation Grant we are applying for.**
 - **We need to approve the date for the Christmas Party and send out our invitations to all employees and Board members.**

Respectfully submitted:

Denver Spieldenner

Harbormaster Conneaut Port Authority

Additional information to be included in the Harbor Master Report:

Sandbar cleanup was put back on the list for early Spring. It was also mentioned that sandbar income is not reliable because we never know what the weather will be; so therefore, this is labeled as “soft money”.

Priority before winter arrives is to repair the damage that was done to the lagoon docks during the last recent storm. Estimated cost for repairing F dock came in at \$37,400.00 that which included a total of 12 pilings being installed as follows: eight on F dock, two on E dock and two on D dock.

The Welton Road project of securing the area above the Wastewater Treatment Plant would extend maintenance employees for about two weeks. This would include moving and installing the fence, but it was agreed to wait until Spring 2020 to purchase and install the electronic gate. Motion was made by Patrick Arcaro to move and install the fence and seconded by Aaron Joslin. Motion was made by Patrick Arcaro to accept the quote for moving and installing the fence minus the cost of the electric gate and seconded by Bill Kennedy. Motion carried.

The Hagstrom project would involve about 300 hours of manpower maximum. This would take place with a crew working February and March. It would include a restroom and water set up. This would be ready for Spring of 2020.

Portside Marine: The quote of \$7,000.00 includes steel siding of the entire building; plus, the big door and the man door. Ron Rishavy has agreed to pay \$1,000.00 towards the improvements on the Portside Marine building. The Portside Marine original quote was: \$7,000.00 minus the \$1,000.00 from Ron Rishavy leaving a balance to be paid by the Conneaut Port Authority of \$6,000.00. George Peterson made the motion to accept the quote to repair Portside Marine and Bill Kennedy seconded. Motion carried.

Electrical updates: Aaron Joslin suggested American Electric LLC.; they have done pedestal work and they did the work at the Geneva Marina. Two quotes are needed. We are needing six circuits minimum.

Christmas Party is tentatively set for Friday, December 13, 2019 at the Conneaut Boat Club. Gerry Shaffer will be doing the catering and invitations will be sent out once we receive confirmation of the date.

Propane for the white truck expense since April is: \$1,041.00. If we were to replace that vehicle with a gas-powered truck, we would need a chassis to put the existing bed on.

DOCK REPORT: Sheri Dawson

- Launches for the month: 682
- Launch Ramp Monthly Income: \$4,092.00
- Launch Ramp Wages Paid: \$2,300.88
- Transient Docks Income for the month is 0

LEASE REPORT: George Peterson

Welton Road is moving forward.

An agreement was reached between Andrews & Pontius for Lease Negotiations. Their regular rate is \$250.00 per hour; however, for government identities the rate is \$180.00 per hour. Motion was made by George Peterson to have Andrews & Pontius represent us in various legal action and it was seconded by Wally Dunne. Motion carried.

GRANTS & PLANNING REPORT: William Kennedy

Putting projects into a prioritized list and who is best to take on the projects.

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|----|---|--------------|
| 1. | Electrical Safety Upgrade | CPA Internal |
| 2. | Dredge Permit West Lagoon | FOTH/KS |
| 3. | West Lagoon Marina Expansion | Poggemeyer |
| 4. | Welton Road Upgrade | Insite |
| 5. | Fuel Dock Expansion/Upgrade | Poggemeyer |
| 6. | Fish House Development | Insite |
| 7. | Suntan BLDG – Develop Incubator or Sale | Insite |
| 8. | Market Vacant Lots on Harbor and Day St | Insite |

With having Green Energy Efficiency funds available; that could be used to tie into the Fuel Dock expansion.

ADVERTISING: Aaron Joslin

Marketing Brochure has a target time of the first of 2020. As Aaron stated prior in the meeting we are in-need of good photos and he will contact Rich McBride for some photos.

POLICY REPORT: Wally Dunne

Nothing to report currently.

DOCKS AND FACILITIES: Denver Spieldenner

As stated in his Harbor Master report all is on track for repairs; just hoping no surprises. Also, while the company is here next week installing the new pilings, they have agreed at no added charge to knock the existing pilings down about another four to five feet if possible.

ENVIRONMENTAL COMPLIANCE: Tom Perkoski

Tom talked about Wetlands as far as needing to obtain permits to build. He also explained that to build triggers an assessment.

OLD BUSINESS: Wally Dunne

Christmas Gathering was discussed and will be confirmed as soon as possible. Motion was made to accept the Credit Line with First Commonwealth Bank. Discussion was conducted regarding the City Note and research will continue in 2020.

NEW BUSINESS: Wally Dunne

The current amount for discretionary spending limits is \$500.00 for board members and \$5,000.00 for Denver. It was discussed that there needs to be a review of the policy about the amounts currently listed for discretionary spending.

There was discussion about adding a "NOT TO EXCEED" statement to the policy on all funding authorizations. This was realized while dealing with the current situation about the Electrical Upgrade needed. Policy needs to review the scope of needed changes.

Finance committee review of the banking proposal would include meeting with our accountant.

It was agreed by all that helping to support our local school system and activities as well as other local community organizations with donations; that there should be a policy in place with a set limit on how much to allocate with process and procedures when making donations. Policy needs to provide guidelines for such events as: D-Day, Fireworks etc. Examples: limit per year, limit per organization. We will continue to discuss this moving forward.

Aaron Joslin made the motion to donate five free boat launches to the Conneaut High School Girls Basketball Hoopster Boosters for their upcoming November event; it was seconded by Heather Gelfer. Motion carried.

MOTIONS:

Resolved #55-19... A motion was made by Patrick Arcaro to approve the September minutes and seconded by George Peterson. Motion carried.

Resolved #56-19... A motion was made to move money by Aaron Joslin and seconded by George Peterson. Amendment to the Appropriations \$26,966.00. Motion carried.

Resolved #57-19... A motion to accept the finance report was made by George Peterson and seconded by Bill Kennedy. Motion carried.

Resolved #58-19... Finance Committee regarding the Credit Line proposal from the Commonwealth Bank was discussed and Patrick Arcaro made the motion to have the line of credit at \$150,000.00 and it was seconded by Aaron Joslin. Abstained by Tom Perkoski, George Peterson and Heather Gelfer. Motion carried.

Resolved #59-19... Motion was made to put \$20,000.00 next year into InSite was recommended by Bill Kennedy. George Peterson moved the motion and Bill Kennedy seconded. Motion carried.

Resolved #60-19... Motion was made by Patrick Arcaro to move and install the fence and seconded by Aaron Joslin. Motion carried.

Resolved #61-19... Motion was made by Patrick Arcaro to accept the quote for moving and installing the fence minus the cost of the electric gate and seconded by Bill Kennedy. Motion carried.

Resolved #62-19... George Peterson made the motion to accept the quote to repair Portside Marine and Bill Kennedy seconded. Motion carried.

Resolved #63-19... Motion was made by George Peterson to have Andrews & Pontius represent us in various legal action and it was seconded by Wally Dunne. Motion carried.

Resolved #64-19... Aaron Joslin made the motion to donate five free boat launches to the Conneaut High School Girls Basketball Hoopster Boosters for their upcoming November event; it was seconded by Heather Gelfer. Motion carried.

Resolved #65-19... The Chairman of the Board entertained a motion to adjourn the meeting at 8:30 p.m.; and go into Executive Session.

Resolved #66-19... Heather Gelfer made a motion to adjourn and go into Executive Session at 8:30 p.m. and it was seconded by Bill Kennedy. Motion Carried, meeting adjourned.

Resolved #67-19... George Peterson made a motion to come out of Executive Session at 8:35 p.m. and Bill Kennedy seconded. Motion carried.

ADJOURNMENT:

The Chairman of the Board entertained a motion at 8:30 p.m. to go into Executive Session. Heather Gelfer made a motion to go into Executive Session and it was seconded by Bill Kennedy. Motion carried.

Executive Session was called at 8:30 pm

Roll Call: PRESENT: Wally Dunne, Bill Kennedy, Patrick Arcaro, George Peterson, Aaron Joslin, Tom Perkoski, and Heather Gelfer.

George Peterson made a motion to come out of Executive Session at 8:35 pm. and seconded by Bill Kennedy. Motion carried.

- Next work session will be Thursday, November 7th.
- Next board meeting will be Thursday, November 21st

Heather Gelfer moved to adjourn the meeting and Bill Kennedy seconded. Motion carried.

Meeting was adjourned at 8:40 pm

The next regularly scheduled board meeting will be held on November 21, 2019, at 6:30 p.m. at 929 Broad Street, Conneaut, Ohio.

Respectfully Submitted,

Wally Dunne, Chairman