

## Monthly Board Meeting March 23, 2023

Conneaut Port Authority  
929 Broad Street  
Conneaut, Ohio 44030  
3/23/23

Meeting was called to order at 6:00 PM by Chairman George Peterson

Board Members Present: George Peterson, Bill Kline, Tom Perkoski, Patrick Arcaro, Aaron Joslin

Absent: Bill Kennedy

Staff: Babs Legeza, Denver Spieldenner, Terri Trisket, Paul Gauvin

Others in attendance: Terry Moiso- Conneaut City Council, Tony DiVenere & Michael Bartone- Oasis Marinas

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

Motion: Bill Kline; second: Tom Perkoski

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

Motion Carried

**Correspondence:**

None

**Audience Participation:**

None

**Maintenance update:** Paul Gauvin

CONNEAUT PORT AUTHORITY

MAINTENANCE REPORT

MARCH 23,2023

DOCK ASSESSMENT:

F-Dock we purchased new truss frames to replace the bad section of the main walkway.

We replaced the floats that were missing on B- dock.

Did repairs to D-dock lagoon.

Did repairs along A-dock in the PCM.

VEHICLES:

Had to replace the batteries in the backhoe.

MISC:

We got the signs for Dean Ave Park.

The ice-skating rink is down for the season.

Finished up with cabinets in the office.

SINCERELY,

Paul Gauvin

Maintenance Crew Supervisor

**Dock report:** Tony

Oasis Dock Report 3/23/23

We currently have contracts from 205 slipholders, which represents \$353,500 in contract value.

We have an additional 13 boaters who are in the pipeline.

We have email blasts and a direct mail piece that will be going out next week to help drive occupancy.

Weather permitting, we will be bringing back some of our MSA employees to begin cleaning up next week.

The payment for the Northbound Fuel Dock LLC is being processed, we will begin preparing for the season next week.

Over the next few weeks, we will be focusing on these projects:

- Boater's lounge
- Snack shack
- WiFi installation
- Fuel dock

Discussion: Michael is working to contact previous dock holders who have not indicated if they are returning for the 2023 season. Final payments are due by May 1.

**Financial reports:** Patrick Arcaro/Babs Legeza

Appropriations and receipts have been adjusted to reflect an accurate start of year cash and adjusted expense and income projections for 2023.

Motion to accept the amended appropriations and resources as written (see attached report)

Motion: Aaron Joslin ; second: Tom Perkoski  
Vote: Yes-All; No:-none; Abstentions-none  
Motion Carried

Motion to ratify the payment of February's bills

Motion: Patrick Arcaro; second: Bill Kline  
Vote: Yes-All; No:-none; Abstentions-none  
Motion Carried

Motion to accept Treasurer's reports

Motion: Aaron Joslin ; second: Tom Perkoski  
Vote: Yes-All; No:-none; Abstentions-none  
Motion Carried

### **Old Business:**

Ice Rink is closed for the season. It have been taken down and placed in the shed at Dean Ave Park. There was a lot of positive feedback on the ice rink despite only having 6 skating days this winter.

Costal Management Grant:

50% Plan has been delivered and shared with the board.

Stakeholders meeting will be April 4 at 12:00 Lunch will be provided.

It looks as if we will not be competitive for the ARC POWER Grant but we will continue to explore additional funding sources.

NFWF Grant preapplication is approaching we will be seeking some funding through this program.

The third quarter progress report has been submitted as well as invoices for reimbursement.

### **New Business:**

Committee assignments have been handed out along with officer descriptions.

**Grants and Funding:** *Responsible for searching and applying for funding to support projects as identified and approved by resolution of the Board of Directors of the CPA. All applications for funds must be signed by an officer of the CPA Board of Directors.*

*Meeting Frequency: Monthly*

Chairman = Bill Kline

Member = Aaron Joslin

Member = Terri Trisket

**Finance Committee:** *Responsible for review of monthly finance statements and recommending reappropriations of funds to the Board of Directors when needed. Review bank statements for accuracy, review credit card usage and ensure the credit card and all policies regard funds are being followed. Review Policies quarterly and make recommendations as needed. Prepare for annual audit and budget process.*

*Meeting Frequency: Monthly*

Chairman = Patrick Arcaro

Member = Bill Kennedy

Member = Terri Trisket

**Environmental Committee:** *Responsible for review, recommendation, and implementation of all environmental activities relating to all Port Authority properties. Coordinate with Oasis leadership to ensure Port of Conneaut Marinas maintain and improve on the Platinum level Clean Marina Status.*

*Meeting Frequency: Monthly*

Chairman = Tom Perkoski

Member = Bill Kline

Member = Denver Spieldenner

Member = Paul Gauvin

**Communication Sponsorships Donations:** *Responsible for Press Release, scheduling Topics and participants for morning CATV show, ribbon cuttings participants and event representatives. Evaluate requests for Sponsorships and donations. Make recommendations to the board and prepare motions where needed regarding donations and sponsorships. Coordinate with Oasis marketing team as needed, to ensure consistency in messages.*

*Meeting Frequency: Monthly*

Chairman = Bill Kennedy

Member = Open

Member = Paul Gauvin

**Lease Committee:** *Responsible for all lease property agreements both negotiations and management including transfer of management responsibilities to Oasis team.*

*Meeting Frequency: Monthly*

Chairman = George Peterson

Member = Patrick Arcaro

Member = Bill Kennedy

**Executive Committee:** Responsible for By laws and policy review modifications (with Full Board approval) and enforcement.

Meeting Frequency: Monthly

Chairman = George Peterson

Member = Bill Kennedy

Member = Patrick Arcaro

Member = Aaron Joslin

**Reminder:** Source CPA By Laws

**Officer Responsibility:**

**Chairman:** The Chair shall be the chief executive for the Board and shall be responsible for all operations of the Board. The Chair shall further preside at all meetings of the Board of Directors and shall exercise general supervision over the business of the Port Authority and its officers and any employees. The Chairperson shall have authority to sign contracts, releases, bonds, notes, and instruments and documents to be executed on behalf of the Port Authority. The Chairperson shall appoint and set compensation for each employee of the Port Authority, with the consent of the majority of the Board of Directors. No employee or Board Member shall be compensated without the approval of the majority of the Board of Directors. The Chairperson shall also appoint members of the Board of Directors and no more than one nonmember resident of the City of Conneaut to committees for a term not to exceed two years.

**Vice Chairman:** The Vice Chair shall preside at such meetings where the Chair is absent and shall assume the Chair in the event of the resignation, removal or death of the chair. The Vice Chairperson shall perform such other duties and have such other authority as may be assigned to the Vice Chairperson from time to time by the Board of directors or the Chairperson. At the request of the Chairperson or in the Chairperson's absence, disability or unavailability, the Vice Chairperson shall perform all the duties of the Chairperson, and when so acting, the Vice Chairperson shall have all the powers of the Chairperson.

**Treasurer:** The Treasurer shall serve as the chief financial officer of the Port Authority, and shall have the care and custody of the funds of the Port Authority, and may on behalf of the Port Authority endorse for deposit or collection, and may deposit all drafts, checks, notes and other instruments and orders for payment of money to the Port Authority. The Treasurer shall also be empowered on behalf of the Port Authority to endorse checks. The Treasurer shall be responsible for accounting on a monthly basis all income and expenses of the Port. The Treasurer shall provide to all board members at least five days prior to each regular meeting a complete copy of the financial records for the previous month and YTD profit and loss and balance sheet. No later than January 1st of any year, the Treasurer shall submit a budget to the Board for approval, including estimates and sources of all revenue, and an appropriation for expenses for the year.

**Board Secretary:** The Secretary shall be responsible for notifying each member of meetings and shall serve the agenda for such meeting at least 5 days prior to such meeting. The Secretary shall take and record minutes of each meeting and shall be responsible for retaining copies of all records in compliance with the Port Records Retention policy. The Secretary shall be deemed to have discharged the Secretary's responsibilities under these Rules and Regulations if the Secretary shall have caused the same to be discharged by an assistant or employee properly authorized or assigned to the Secretary by the Board of Directors.

Marina of the year- Conneaut Port Authority was awarded Marina of the Year from the Ohio Clean Marina's Program. We were the second most rapid platinum certification, completing it in less than 18 months. There are 100 active marinas the lake and around 200 more inland marinas across the state. 8 counties in Ohio account for 1/3 of all visitors coming to the state. All 8 are on the lake. We have a fantastic asset in Lake Erie and must do all we can to protect it.

Motion to remove Denver as the primary signer on the PCFCU credit card.

Motion: Patrick Arcaro; second: Bill Kline

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

Motion Carried

The card will now just be Conneaut Port Authority

Enviromental: Tom Perkoski

Looking for funding opportunities for eradicating phragmites on the Sandbar. Our goal is to "get them as dead as possible"

Also hoping to create some pamphlets on the wetlands and possibly do some outreach with the schools.

Exploring the Kubota Hometown Proud grant, it is \$100,000 award with the possibility of an additional \$100,000. This funding will be utilized for beautification of parks and possibly to partner with the Monarch Mayors Pledge program to increase food sources and habitat for Monarch Butterflies.

As noted in the CMAG update we will not be pursuing ARC POWER funds this grant cycle.

The Lawsuit brought against the City and CPA has been settled.

Motion to Excuse Bill Kennedy

Motion: Bill Kline; second: Tom Perkoski

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

Motion Carried

Conneaut Boat Club lease addendum has been completed and is awaiting signatures.

Breakwall BBQ has made their first installment of money owed to the CPA.

Peterson Property is not yet city owned.

Motion to Adjourn made at 6:50 PM

Motion: Patrick Arcaro; second: Aaron Joslin

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

Motion Carried

Motions:

23-14 Motion to accept minutes from the February Board Meeting

Motion: Bill Kline; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-15 Motion to accept the amended appropriations and resources as written (see attached report)

Motion: Aaron Joslin ; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-16 Motion to ratify the payment of February's bills

Motion: Patrick Arcaro; second: Bill Kline; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-17 Motion to accept Treasurer's reports

Motion: Aaron Joslin ; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-18 Motion to remove Denver as the primary signer on the PCFCU credit card.

Motion: Patrick Arcaro; second: Bill Kline; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-19 Motion to Excuse Bill Kennedy

Motion: Bill Kline; second: Tom Perkoski; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried

23-20 Motion to Adjourn made at 6:50 PM

Motion: Patrick Arcaro; second: Aaron Joslin; Vote: Yes-All; No:-none; Abstentions-none

Motion Carried