



websites. He noted that the Portage County website is “woefully lacking” and confusing as it is currently linked to the Portage County Workforce site. He urged the Board of Directors to contract to update the Port Authority website in 2009.

2. Mr. Ulik advised the Directors that he has on business visits with the top 25 employers in Portage County. He added that there have not been on-site visits in the past and noted that most of the companies have a reduced working capital. Most are dealing with Cleveland banks and not local lenders.
3. Mr. Ulik noted that he has had five inquiries into existing sites since September. Three or four were not qualified for Port Authority funding, two were working capital inquiries, two need Workforce funding, and two were interested in tax abatements.
4. Mr. Ulik advised that the Park Ohio FSI facility reopened the foundry in Rootstown with 100 employees. The intent is to reopen the Ravenna facility.
5. The Delta Systems ribbon cutting is scheduled for Saturday, December 4, 2008 at 3:00 PM. Each Director should receive an invitation to this state-of-the-art facility.
6. The October 2, 2008 Economic Development Summit was successful with 140 attendees. The final cost to the county was \$150.00 after the underwriting. The survey of those attending showed that 80% took something away from the seminar and that 90% would like to see this be an annual event.

D. Legal Counsel Denise Smith will discuss the retention schedule later in the meeting.

E. Internal Auditor Carol Kurtz

Ms. Kurtz reported that she reconciled the Port Authority records with the bank statements and the Secretary-Treasurer’s report appears to be correct.

\* \* \* \* \*

## CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS

- A. Appropriation - 2009 Budget  
Resolution to appropriate the 2009 budget/08-004
- B. Resolution to authorize payment for bonds for the Secretary-Treasurer, Assistant Secretary, Director Kohl and Director McDonald/08-005.
- C. Authorize payment to the Portage County Department of Economic Development \$100 for October 2, 2008 ED Seminar (\$25/each for Directors David Dix, T.N. Bhargava, Jim Wyatt and Internal Auditor Carol Kurtz)/Journal Entry

## D. ELECTION OF OFFICERS FOR 2009

- a. Chairman/08-006
- b. Vice Chairman/08-007
- c. Appointment of Secretary-Treasurer Deborah Mazanec/08-008  
Commissioners approved this appointment with Journal Entry #30 adopted 11/18/08, should the Board of Directors desire to make such appointment
- d. Appointment of Assistant Secretary Diana Fierle/08-009

Commissioners approved this appointment with Journal Entry #30 adopted 11/18/08, should the Board of Directors desire to make such appointment

- e. Enter into agreement with the Portage County Prosecutor's Office for legal services from January 1, 2009 through December 31, 2009/08-010
- f. Resolution to accept accounting services of Portage County Internal Auditor Carol Kurtz for the Portage County Port Authority for 2009. Commissioners approved this appointment with Journal Entry #31 adopted 11/18/08, should the Board of Directors desire to make such appointment/08-011
- g. Resolution authorizing the purchase of items in an amount not to exceed \$100 necessary for the hosting of Portage County Port Authority functions and meeting expenses from January 1, 2009 through December 1, 2009 (Organizational meeting)/08-012
- h. Resolution authorizing payment for meeting notices advertised in the Record-Courier for the year 2009 in an amount not to exceed \$100/08-013.
- i. Resolution recommending appointment of a Director by the Governor of Ohio to the Ohio Port Authorities Council. Resolution 07-020 appointed Directors Bhargava and Kohl to this Board and indicates that the Board of Directors will revisit this appointment yearly/08-014.
- j. Resolution to authorize the Portage County Port Authority to pay an amount not to exceed \$150 in dues (exact amount to be determined) to the Ohio Port Authority Council for 2009. Columbiana County Port Authority CEO Tracy Drake has taken over this council during this reorganization period. The next meeting is scheduled for Wednesday, January 28, 2009 with the time and location in Columbus to be determined/08-015.

\* \* \* \* \*

## DISCUSSION

### A. Summit County Port Authority

General Update by President and Executive Director Chris Burnham.

- Mr. Burnham noted that the newly hired prevailing wage and construction coordinator Brian Edwards was to attend today to be introduced, but is ill and out of the office
- Mr. Burnham advised the Directors that the Delta Systems project is complete and closes this week
- The Brimfield Crossings project is now in Phase II. The Mike Casamento TIF has not closed and will restart in the Spring 2009 with the first payment expected in May or June 2009
- The Cascades of Brimfield anticipates that the Kohl's store will move forward

### B. Substitute House Bill 9 – Public Records Law (Denise Smith)

On June 3, 2008, the Board of Directors adopted Resolution No. 08-002 approving a public records policy for the Portage County Port Authority. Section II (B) of the proposed Public Records Policy requires that a Retention Schedule/General Records Schedule for the maintenance and destruction of records also be provided. The Directors adopted Resolution 08-016 approving the Retention Schedule, as provided by Attorney Denise Smith.

### C. The Board of Directors agreed to ask Proposal from the Portage County Information Technology for the hosting and maintenance of a Portage County Port Authority. IT Director Brian Kelley intends to provide a proposal ASAP. The Directors agreed that a redesign of the Port Authority website is in order. Secretary-Treasurer to prepare bid specs.

\* \* \* \* \*

**CORRESPONDENCE**

A. The Board of Commissioners adopted Resolutions 08-1065, 08-1095, and 08-1111 appointing Directors David Dix, Neil Mann, Jr., and Thomas V. Chema to the Port Authority Board of Directors/Information only

\* \* \* \* \*

**SCHEDULED MEETING DATES**

The next regular meeting is scheduled for Tuesday, March 3, 2009 at 2:00 PM

\* \* \* \* \*

**RESOLUTION NO. 08-004**

**RE: PORT AUTHORITY FISCAL 2009 APPROPRIATION MEASURE**

It was moved by Steven P. McDonald, seconded by James A. Wyatt, Jr. that the following Resolution be adopted:

**WHEREAS,** the Portage County Budget Commission has provided the Official Certificate of Estimated Resources for 2009 for the Portage County Port Authority; and

**WHEREAS,** Article VI, Section 2 of the Rules and Regulations of the Portage County Port Authority requires that Port Authority funds be appropriated; now therefore be it

**RESOLVED,** by the Portage County Port Authority Board of Directors that funds are set aside for Port Authority expenditures during the fiscal year ending December 31, 2009 as detailed in the following Portage County Port Authority 2009 Budget; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

<b>PORTAGE COUNTY PORT AUTHORITY</b>		
<b>2009 Tax Budget</b>		
	<b><u>Estimated Beginning Balance</u></b>	<b><u>Amount</u></b>
	Checking Account	\$9,000.00
	Money Market Account	<u>\$128,000.00</u>
	Total Estimated Balance	\$137,000.00
	<b><u>Description</u></b>	
	<b><u>Revenues</u></b>	
	May 2009 - Cascades Admin. Fees	\$3,056.00

	Nov. 2009 - Cascades Admin. Fees	<u>\$3,056.00</u>
	Total Revenues	\$6,112.00
	<b>Total Estimated Resources</b>	<b>\$143,112.00</b>
	<b><u>Expenses</u></b>	
	Employee Full-time Salaries (ED Director)	\$0.00
	PERS	\$0.00
	Medicare	\$0.00
	Workers Compensation	\$0.00
	Health Benefits	\$0.00
	Contract Services	\$600.00
	Training/Meeting Expenses	\$500.00
	Transportation	\$500.00
	Membership Dues	\$15,950.00
	Advertising/Marketing	\$2,162.00
	Telephone	\$0.00
	Postage	\$0.00
	Rent	\$0.00
	Professional & Technical Services	\$500.00
	Other Services	\$300.00
	Materials & Supplies	\$200.00
	Photocopy & Printing Supplies (Copier)	\$0.00
	Food Supplies	<u>\$400.00</u>
	<b>Total Expenses</b>	<b>\$21,112.00</b>

Voice Vote as Follows:

\* \* \* \* \*

T.N. Bhargava, Absent  
David Dix, Yea;  
Neil Mann, Jr., Yea;  
James A. Wyatt, Jr., Yea;

Thomas V. Chema, Yea;  
Jack Kohl, Yea;  
Steven P. McDonald, Yea;

\* \* \* \* \*

**RESOLUTION NO. 08-005**

**RE: AUTHORIZE THE PURCHASE OF SURETY BONDS FOR THE SECRETARY-TREASURER, ASSISTANT SECRETARY, AND DIRECTORS JACK KOHL AND STEVEN MCDONALD OF THE PORTAGE COUNTY PORT AUTHORITY.**

It was moved by Jack Kohl, seconded by Steven McDonald that the following resolution be adopted:

**WHEREAS,** Article IV, Section 10 of the Port Authority By-Laws requires that: "Checks, drafts, notes, bonds and other instruments requiring the payment of sums of money shall be executed with two signatures: one being of the Chairman or Vice-Chairman, and the other being the Secretary-Treasurer. The Board of Directors may at any time or from time to time designate one or more of its members or any other employee or officer to execute any such instrument for and on behalf of the Authority."; and

**WHEREAS,** the Board of Directors have agreed that Assistant Secretary Diana Fierle be a second signatory on the Port Authority checking account and designated Directors Jack Kohl and Steven P. McDonald to sign also as secondary signatory on the checking account; now therefore be it

**RESOLVED,** in accordance with Section 7 (B) of the By-Laws, the Board of Directors authorizes the purchase of surety bonds for the Secretary-Treasurer, Assistant Secretary, and Directors Jack Kohl and Steven P. McDonald; and be it further

**RESOLVED,** that the purchase is to be made from the Edward H. Sutton Insurance Agency, Inc., P.O. Box 271, Aurora, Ohio 44202, in an amount of \$100 per year for each \$5000 Surety Bond; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

*	*	*	*	*
T.N. Bhargava, absent;		Thomas V. Chema, yea;		
David Dix, yea;		James Wyatt, yea;		
Jack Kohl, yea;		Neil Mann, Jr., yea;		
Steven P. McDonald, yea;				
*	*	*	*	*

**RESOLUTION NO. 08-006**

**RE: T.N. BHARGAVA ELECTED CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2009**

It was moved by Jack Kohl, seconded by Steven McDonald that the following resolution be adopted:

**RESOLVED,** that T.N. Bhargava is elected to preside at all regular and special meetings in 2009 for a term of one year or until the next organizational meeting of the Board; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

\* \* \* \* \*

T.N. Bhargava, Absent	Thomas V. Chema, Yea;
David Dix, Yea;	Jack Kohl, Yea;
Neil Mann, Jr., Yea;	Steven P. McDonald, Yea;
James A. Wyatt, Jr., Yea;	

\* \* \* \* \*

**RESOLUTION NO. 08-007**

**RE: JACK KOHL ELECTED VICE-CHAIRMAN OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2009.**

It was moved by Neil Mann, seconded by David Dix that the following resolution be adopted:

**RESOLVED,** that Jack Kohl is elected Vice-Chairman of the Board of Directors of the Portage County Port Authority for the year 2009 or until the next organizational meeting of the Board, to preside at all regular and special meetings when and while the Chairman shall vacate the Chair, when so acting shall have all the powers of the Chairman; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

\* \* \* \* \*

T.N. Bhargava, Absent	Thomas V. Chema, Yea;
David Dix, Yea;	Jack Kohl, Yea;
Neil Mann, Jr., Yea;	Steven P. McDonald, Yea;
James A. Wyatt, Jr., Yea;	

\* \* \* \* \*

**RESOLUTION NO. 08-008**

**RE: APPOINT DEBORAH MAZANEC AS SECRETARY-TREASURER OF THE BOARD OF DIRECTORS FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2009.**

It was moved by James Wyatt, seconded by David Dix that the following resolution be adopted:

**RESOLVED,** that Deborah Mazanec is appointed by the Board of Directors of the Portage County Port Authority as Secretary-Treasurer of the Board for the year 2009 or until the next organizational meeting of the Board; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		Thomas V. Chema, Yea;		
David Dix, Yea;		Jack Kohl, Yea;		
Neil Mann, Jr., Yea;		Steven P. McDonald, Yea;		
James A. Wyatt, Jr., Yea;				

\* \* \* \* \*

**RESOLUTION NO. 08-009**

**RE: APPOINT DIANA FIERLE AS ASSISTANT SECRETARY OF THE BOARD OF DIRECTORS IN THE ABSENCE OF THE SECRETARY OF THE PORTAGE COUNTY PORT AUTHORITY.**

It was moved by David Dix, seconded by Steven McDonald that the following resolution be adopted:

**RESOLVED,** that Diana Fierle is appointed by the Board of Directors of the Portage County Port Authority as Assistant Secretary in the absence of the Secretary for the Board, for the year 2007 or until the next organizational meeting of the Board; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		Thomas V. Chema, Yea;		
David Dix, Yea;		Jack Kohl, Yea;		
Neil Mann, Jr., Yea;		Steven P. McDonald, Yea;		
James A. Wyatt, Jr., Yea;				

\* \* \* \* \*



**RE: AGREE TO ENTER INTO AN AGREEMENT WITH THE PORTAGE COUNTY PROSECUTOR FOR LEGAL SERVICES FOR THE PORTAGE COUNTY PORT AUTHORITY FOR THE YEAR 2009.**

It was moved by Neil Mann, seconded by James Wyatt that the following resolution be adopted:

**RESOLVED,** that the Board of Directors accepts the proposal from the Portage County Prosecutor legal services for the Port Authority for the year 2009 at a cost of One Dollar and No Cents (\$1.00); and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		Thomas V. Chema, Yea;		
David Dix, Yea;		Jack Kohl, Yea;		
Neil Mann, Jr., Yea;		Steven P. McDonald, Yea;		
James A. Wyatt, Jr., Yea;				

\* \* \* \* \*

**RE: ACCEPT ACCOUNTING SERVICES OF PORTAGE COUNTY INTERNAL AUDITOR CAROL KURTZ FOR THE PORTAGE COUNTY PORT AUTHORITY.**

It was moved by David Dix, seconded by Steven McDonald that the following resolution be adopted:

**RESOLVED,** that the Board of Directors accepts the offer from the Portage County Board of Commissioners for accounting services for the Portage County Board of Commissioners' Internal Auditor Carol Kurtz for a period beginning December 2, 2008 and ending December 31, 2009, at a cost of One Dollar (\$1.00); and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

\* \* \* \* \*

T.N. Bhargava, Absent  
David Dix, Yea;  
Neil Mann, Jr., Yea;  
James A. Wyatt, Jr., Yea;

Thomas V. Chema, Yea;  
Jack Kohl, Yea;  
Steven P. McDonald, Yea;

\* \* \* \* \*  
**RESOLUTION NO. 08-012 - RE: AUTHORIZATION FOR THE PURCHASE OF ITEMS NECESSARY FOR THE HOSTING OF PORTAGE COUNTY PORT AUTHORITY FUNCTIONS AND MEETING EXPENSES FROM JANUARY 1, 2009 THROUGH DECEMBER 31, 2009.**

It was moved by David Dix, seconded by Steven McDonald that the following Resolution be adopted:

**WHEREAS,** the Board of Directors hosts various meetings and functions throughout the year for which they must authorize the purchase of items necessary for those events; and

**WHEREAS,** in accordance with the Auditor of the State of Ohio Bulletin 2004-002, which requires "that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority"; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors does hereby authorize the purchase of items necessary to host various meetings and events throughout the year 2009 in a total amount not to exceed \$100; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

\* \* \* \* \*  
T.N. Bhargava, Absent  
David Dix, Yea;  
Neil Mann, Jr., Yea;  
James A. Wyatt, Jr., Yea;  
Thomas V. Chema, Yea;  
Jack Kohl, Yea;  
Steven P. McDonald, Yea;

\* \* \* \* \*  
**RESOLUTION NO. 08-013 - RE: AUTHORIZATION FOR PAYMENT TO THE RECORD PUBLISHING COMPANY FOR LEGAL NOTICES OF THE PORTAGE COUNTY PORT AUTHORITY MEETINGS IN 2009.**

It was moved by Jack Kohl, seconded by Neil Mann that the following Resolution be adopted:

**RESOLVED,** that the Portage County Port Authority Board of Directors does hereby authorize payment to the Record Publishing Company of Ravenna for various legal notices published in the Record-Courier Newspaper of the Board of Directors' regular and special meetings throughout the year 2009 in a total amount not to exceed \$100; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

\* \*  
T.N. Bhargava, Absent  
David Dix, Abstains;  
Neil Mann, Jr., Yea;  
James A. Wyatt, Jr., Yea;

\* \* \* \* \*  
Thomas V. Chema, Yea;  
Jack Kohl, Yea;  
Steven P. McDonald, Yea;

\* \* \* \* \*

**RESOLUTION NO. 08-014**

**RE: APPOINTMENT OF DIRECTOR THOMAS CHEMA AND DIRECTOR JACK KOHL AS THE PORTAGE COUNTY PORT AUTHORITY APPOINTMENTS TO THE OHIO PORT AUTHORITY COUNCIL FOR 2009.**

It was moved by Steven McDonald, seconded by David Dix that the following Resolution be adopted:

**WHEREAS,** the Portage County Port Authority was created by the Portage County Board of Commissioners in April 2002 by Resolution No. 02-0372 under Section 4582 of the Ohio Revised Code; and

**WHEREAS,** appointments to the Port Authority were made by the Board of Commissioners on November 22, 2005 by Resolution No. 05-1184; and

**WHEREAS,** the Ohio Port Authorities Council was created by Executive Order 98-09V; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors makes the following appointments for the Portage County Port Authority representative to the Ohio Port Authorities Council for the year 2009 (the third year of the term). The Board of Directors notes that term of this appointment is three (3) years but they agreed to revisit this appointment yearly:

Director Thomas V. Chema  
P.O. Box 67

Director Jack Kohl  
144 East Main Street

**RESOLVED,** that the Board of Directors authorizes Director Chema and/or Director Kohl to travel to regular and special meetings of the Ohio Port Authorities Council throughout 2009. The Board of Directors also authorizes the Directors to spend the night prior to the meetings when the meetings begin prior to 10:00 AM in the morning and authorizes reimbursement of the Directors travel expenses in accordance with the Port Authorities' Travel and Expense Reimbursement Policy; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		Thomas V. Chema, Yea;		
David Dix, Yea;		Jack Kohl, Yea;		
Neil Mann, Jr., Yea;		Steven P. McDonald, Yea;		
James A. Wyatt, Jr., Yea;				
*	*	*	*	*

**RESOLUTION NO. 08-015**

**RE: AUTHORIZE PAYMENT OF DUES TO THE OHIO PORT AUTHORITY COUNCIL.**

It was moved by David Dix, seconded by Steven McDonald that the following resolution be adopted:

**WHEREAS,** Ohio Governor Voinovich's Executive Order 98-09V created the Ohio Port Authority Council consisting of one House Representative (ex-officio capacity), one Senate Representative (ex-officio capacity), one ODOT Representative, one Ohio Department of Development Representative, *and one member from each Port Authority, as designated by the Chairman.* Council members are appointed by the Governor and serve three (3) year terms; and

**WHEREAS,** that the Board of Directors agreed to join the Ohio Port Authority Council at a current cost not to exceed \$150 for 2009. The Board of Directors noted that the dues may increase for 2009, to be decided by the Ohio Port Authority Council; now therefore be it

**RESOLVED,** that the Board of Directors authorizes payment not to exceed \$150 for dues in 2009 or in the amount determined in 2009 by the Ohio Port Authority Council; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were

in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		Thomas V. Chema, Yea;		
David Dix, Yea;		Jack Kohl, Yea;		
Neil Mann, Jr., Yea;		Steven P. McDonald, Yea;		
James A. Wyatt, Jr., Yea;				

*	*	*	*	*
<b>RESOLUTION</b>			<b>NO. 08-016</b>	

**RE: ADOPT RETENTION SCHEDULE/GENERAL RECORDS SCHEDULE TO USE IN CONJUNCTION WITH THE PUBLIC RECORDS POLICY FOR USE BY THE PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS' AND AUTHORIZE ADDITION OF THIS POLICY TO THE PORT AUTHORITY RULES AND REGULATIONS (BY-LAWS).**

It was moved by Steven McDonald, seconded by Jack Kohl that the following resolution be adopted:

**WHEREAS,** on June 3, 2008, the Portage County Port Authority Board of Directors adopted Resolution 08-002 approving a Public Records Policy in accordance with the requirements of Ohio House Bill No. 9; and

**WHEREAS,** Section II (B) of the Public Records Policy requires that a Retention Schedule/General Records Schedule for the maintenance and destruction of records also be provided; and

**WHEREAS,** the Board of Directors reviewed and approved the draft Retention Schedule/General Records Schedule as provided by Attorney Denise Smith; now therefore be it

**RESOLVED,** that the Board of Directors agrees to adopt the Retention Schedule/General Records Schedule for use in conjunction with the Portage County Port Authority's Public Records Policy; and be it further

**RESOLVED,** that the Port Authority Rules and Regulations (By-Laws) adopted by the Board of Directors by Resolution 06-003 on June 6, 2006, are amended to incorporate this additional policy in **Article IX, Public Records Policy**, as recommended by the Portage County Port Authority Legal Counsel; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote As Follows:

\* \* \* \* \*

T.N. Bhargava, absent;	Thomas V. Chema, yea;
David Dix, yea;	Jack Kohl, yea;
Neil Mann, Jr., yea;	Steven P. McDonald, yea;
James A. Wyatt, Jr.; yea	

\*\*\*\*\*

**PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS  
GENERAL RECORDS SCHEDULE  
Resolution 08-016 – December 2, 2008**

These schedules list records that are commonly found in many offices and departments. Local governments may enact a General Schedule that covers all departments or may have each department enact their own schedule that incorporates these records.

**ACCIDENT REPORTS/FILES**

Bodily injury to non-employee	Six years provided no action pending
Employee injury reports	Place in personnel file
Damage to county vehicle	6 years provided no action pending

**ACCOUNTS RECEIVABLE LEDGER AND DOCUMENTS**      Three years provided audited

**ACTIVITY REPORTS**      Two years

**AGENDAS**      Two Years

**ANNUAL COUNTY BUDGETS**      Permanent

**ANNUAL DEPARTMENTAL/OFFICE BUDGET**      Five years

**ANNUAL REPORTS**      Permanent

**APPLICATION FOR EMPLOYMENT**      One year after receipt  
(Unsuccessful/Not Hired)

**ATTENDANCE REPORTS/RECORDS**      Three years

**AUDIOVISUAL, PR & TRAINING MATERIALS**      Until information is superseded,  
obsolete, or replaced. Appraise for  
historical value

**AUDIT REPORTS (FEDERAL, STATE & INTERNAL)**      Five years

AUTOMATIC DATA PROCESSING AND	Erase when no longer of administrative value
ELECTRONIC DATA PROCESSING MEDIA	Separately schedule any ADP or EDP media, which is to be maintained as a file or record series.
BADGES AND IDs	Turn in upon termination of employment
BANK DEPOSIT RECEIPTS	Three years provided audited
BANK STATEMENTS	Three years provided audited
BLANK FORMS	Until obsolete or superseded
BLUE PRINTS/VELLUMS	Until updated, superseded or obsolete. Appraise for historical value
BIDS (Successful)	A. Copies of successful bids to provide goods and/or services. Three fiscal years after expiration of contract.  B. Original, if made part of a contract and filed with contract. Fifteen years after expiration of contract.
BIDS (Unsuccessful)	Two years after letting of the contract.
BOND COUPONS	Two years provided audited
BOND REGISTERS	Twenty years after issue called or redeemed
BONDS (Redeemed)	Two fiscal years after redeemed, provided audited
BUDGET PREPARATION DOCUMENTS (Working Papers)	Four years
BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES necessary	Until no longer administratively necessary

CALIBRATION RECORDS	Five years
CANCELED CHECKS	Three years provided audited
CASH BOOKS AND CASH JOURNALS	Three years provided audited
CHECK REGISTERS	Three years provided audited
CLAIMS AND LITIGATION RECORDS	Five years after case is closed and appeals are exhausted
COMPLIANCE REPORTS	Five years
CONTINUING EDUCATION CERTIFICATIONS/CLASS/ SEMINARS/TRAINING ATTENDANCE RECORDS	Place in personnel file
CONTRACTS	Fifteen years after expiration
COPIES OF RECORDS	Destroy when no longer of administrative value
CORRESPONDENCE	
Routine Form Letters	One year
General	Two years
Executive	Five years
DELIVERY SLIPS/PACKING SLIPS	Two years
DESK/APPOINTMENT CALENDAR	Three months after the end of the calendar year
DISASTER PLANS	Until updated or superseded
DISPATCHER RADIO/TELEPHONE CALLS/AUDIO RECORDINGS	Thirty days, erase and reuse provided no action pending
DRAFTS necessary	Until no longer administratively



DRAWINGS, TRACINGS, MYLARS	Until updated, superseded, or obsolete. Appraise for historical value
ELECTRONIC MAIL (e-mail)	Retain according to content. Contact the LGRP for more information about retaining electronic mail
EQUIPMENT INVENTORIES	Three years
EQUIPMENT MAINTENANCE RECORDS	Life of the equipment
EXPENSE RECORDS	Three years
FAX	
Logs	One year
Messages	Treat as correspondence
FEDERAL GRANT FILES, SUPPORTING FINANCIAL RECORDS AND DOCUMENTS	Five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved
FLOW CHARTS (OPERATIONS)	Two Years
FUEL USAGE RECORDS	Three years
GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES	Until superseded, retain one copy until audited
HEARINGS	
Audio and video recordings	One year
Report of proceedings	Permanent
Transcripts	Five years
INSURANCE POLICIES	Two years after expiration, provided all claims settled
INVENTORIES (Annual of County Property)	Three years provided audited
INVOICES (Paid)	County auditor record copy, three years, provided audited. Duplicate copies two years.

JOB DESCRIPTIONS	Until superseded or classification abolished
LEASES	
Equipment	Two years after expiration
Real estate	Five years after expiration, provided audited
LEAVE REQUESTS (Sick and Vacation)	Three years provided audited
LICENSES, PERMITS, CERTIFICATIONS	One year after expiration
MAIL	
Unsolicited mail	Until no longer administratively necessary
Postal records	Two years
MAILING LISTS	Until updated, superseded or obsolete
MANAGEMENT AND OPERATIONS REPORTS	
Monthly/quarterly/Semiannual	Until incorporated in an annual report
Annual	Five years
Consultant	Five years
MANUALS, HANDBOOKS, AND DIRECTIVES	Until superseded, obsolete, or replaced. Retain one file copy for five years
MATERIAL SAFETY SHEETS	Until superseded
MEETING NOTICES	One year
MEMORANDA	Use correspondence periods
MINUTES OF MEETINGS	
Official Copy	Permanent
Audio and video recordings	One year provided information concern the meeting is substantially transcribed to hardcopy
Drafts/Notes	Until official minutes are approved
911 SYSTEM	

Documentation	Life of system
Logs	Three years
Printouts	One year
Recording Tapes	Thirty days then reuse provided no
action	
OATHS OF OFFICE OF ELECTED OFFICIALS	Ten years after leaving office
OFFICIALS. BONDS	Ten years after expiration
PAY-INS TO TREASURY RECORDS	Three years provided audited
PERSONNEL FILES	Two years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances.
PETTY CASH RECORDS	Three years provided audited
PLATS AND MAPS	Permanent
PHOTO FILE	Until information is no longer current. Appraise for historical value
PRELIMINARY DRAFTS OF LETTERS, MEMORANDA, WORKSHEETS, REPORTS, AND THE PREPARATION OF RECORDED INFORMATION	Destroy when no longer of administrative value to the office
PRESS/NEWS RELEASES	Three years
PRINTING ORDERS	Three years
PROFESSIONAL ASSOCIATION RECORDS	Destroy when no longer of administrative value
PROJECT PLANS/DRAWINGS	Life of project or obsolete. Appraise for historical value
PUBLICATION STOCK	Thirty days after obsolescence
PUBLICATIONS (created by the local government)	Until superseded or obsolete. Retain one copy permanently

PURCHASE ORDERS	Three years provided audited
RECEIPT DOCUMENTS	Two years provided audited
RECEIVING DOCUMENTS	Three years
RECORDS OF ACCRUED FEES	Three years provided audited
RECORDS OF RECEIPTS AND EXPENDITURES	Ten years
RECORDS REQUESTS	Two years
RECORDS DOCUMENTS (RC-1, RC-2, RC-3)	Permanent
REFERENCE/LIBRARY MATERIALS	Until superseded, obsolete or replaced
REQUISITIONS	Three years
RESEARCH FILES	Five years
ROSTERS/DIRECTORIES	One year after superseded or obsolete
SCRAPBOOKS/YEARBOOKS	Appraise for historical value
SPEECHES/PRESENTATIONS	Three years
STATISTICAL REPORTS	
Monthly/Quarterly/Semiannual	Until incorporated into annual report
Annual	Five years
Consultant produced	Five years
SURVEYING/ FIELD NOTES	Permanent
SURVEILLANCE TAPES/VIDEOS	Thirty days then reuse provided no action pending
TABLE OF ORGANIZATION/ORGANIZATIONAL CHARTS	Until superseded
TAPE RECORDINGS, VIDEO RECORDINGS & SHORT-HAND NOTES	One year after transcribed or minutes approved. Exceptions: two years for

Statutory Boards and Commissions.

TELEPHONE RECORDS

Messages

Until no longer of administratively necessary

Charges/Bills

Two years, provided audited

Documentation

Life of system

Service record

Two years

System equipment inventory

Continually updated, retain superseded data one year

TIME CARDS, TIME SHEETS,  
PAYROLL SIGN IN SHEETS

Three years, provided audited

TRAINING MATERIAL/LESSON PLANS

Until superseded

TRAVEL EXPENSE REPORTS

Three years provided audited

UNIFORM RECORD

Three years provided audited

VEHICLE MAINTENANCE RECORDS

Until vehicle sold

VEHICLE MILEAGE RECORDS

Until vehicle sold

VISITORS. LOG OR SIGN-IN SHEETS

One year

VOICE MAIL

Messages  
necessary

Until no longer administratively necessary

System Documentation

Life of system

VOUCHER REGISTERS

Three years provided audited

VOUCHERS

Three years provided audited

WARRANT REGISTERS/JOURNALS

Three years provided audited

WARRANTS (Paid)

Three fiscal years provided audited

WORK ORDERS

Two years

WORK SCHEDULES

One year after schedule changed

**RE: RESOLUTION OF THANKS TO PORTAGE COUNTY PORT AUTHORITY CHAIRMAN THOMAS V. CHEMA.**

It was moved by David Dix, seconded by Jack Kohl that the following resolution be adopted:

**WHEREAS,** the Portage County Port Authority was created by the Portage County Board of Commissioners on April 9, 2002; and

**WHEREAS,** Portage County Port Authority Chairman Thomas V. Chema was originally appointed by the Board of Commissioners on November 22, 2005 to serve a three year term, ending December 31, 2008. His current term expires December 31, 2011; and

**WHEREAS,** Chairman Chema has served as the Chairman since his appointment at the March 3, 2006 Board meeting; now therefore be it

**RESOLVED,** that the Portage County Port Authority Board of Directors thanks Chairman Chema for his leadership, dedication, direction and contribution to the Port Authority during his chairmanship. The Board of Directors offers a sincere "Thank You" for Director Chema's continued support and expresses deep appreciation to Director Thomas V. Chema for his contributions to Portage County; and be it further

**RESOLVED,** that the Board of Directors finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

*	*	*	*	*
T.N. Bhargava, Absent		David Dix, Yea;		
Jack Kohl, Yea;		Neil Mann, Jr., Yea;		
Steven P. McDonald, Yea;		James A. Wyatt, Jr., Yea;		
*	*	*	*	*

**JOURNAL ENTRY  
December 2, 2008**

Motion by Jack Kohl, seconded by Steven McDonald to authorize payment to the Portage County Department of Economic Development of \$100 for the attendance at the October 2, 2008 Economic Development Seminar of Directors David Dix, T.N. Bhargava, Jim Wyatt and Internal Auditor Carol Kurtz. All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Port Authority Board of Directors' meeting on **December 2, 2008**. There being no further business to come before the Board, motion by Jack Kohl, seconded by Steven McDonald that the official meeting of **December 2, 2008** be adjourned at **2:50 PM**.

ABSENT

T.N. Bhargava

Thomas V. Chema

David Dix

Jack Kohl

Neil Mann, Jr.

Steven P. McDonald

James A. Wyatt, Jr.

Deborah Mazanec  
Secretary-Treasurer

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