

Warren County Port Authority

Meeting Minutes

April 4, 2011

Opening:

The meeting of the Warren County Port Authority was called to order at 5:03 pm on April 4, 2011 at E-Beam Services by Warren County Port Authority President Greg Sample.

Present:

Warren County Port Authority Board Members: Mr. Bolton, Mr. Ficke (5:10 pm), Mr. Gully, Mrs. Hreben, Mr. Sample and Mr. Wilson

Warren County Economic Development Staff: Martin Russell

Other Attendees:

Sean Fraunfelter – Warren County Port Authority Contract Accountant

Dave Keenan – E-Beam Services

Paul Minbiole – E-Beam Services

A. Approval of Agenda

The agenda and additional resources were distributed to the board for review and consideration without disapproval.

B. Approval of Minutes

- **A motion was offered by Mr. Gully and seconded Mr. Bolton to accept the March 7, 2011 minutes as presented by staff. The motion passed with a unanimous voice vote.**

C. Executive Director's Report

- Executive Director Martin Russell requested Port Contract Accountant Sean Fraunfelter to discuss the Port's Finance Report for February 2011. Mr. Fraunfelter discussed that there had been revenue to the Port in February from the Atrium YMCA bond agreement between the Warren and Butler County Port Authority. The Butler County Port Authority issued the bonds for the project, but received technical assistance from Warren County. Additionally, monies transferred to the Port by the Warren County Board of Commissioners for Sinclair Community College Courseview had been placed into the Port's account. These monies will be presented to Sinclair in a "big check" ceremony later in April. **A motion was offered by Mr. Wilson and seconded by Mr. Bolton to accept the February 2011 financial report as presented. The motion passed with a unanimous voice vote.**

- Executive Director Martin Russell requested Port Contract Accountant Sean Fraunfelter to discuss the Port's draft 2010 GAAP Report. Mr. Fraunfelter presented the Board with a draft report for their review. He asked Board members to reach out to staff if there were any questions or modifications to the report that needed to be made. The report will be required to be submitted to the State of Ohio no later than May 31, 2011.
- Executive Director Martin Russell and Contract Accountant Sean Fraunfelter presented a proposed records retention policy to the Board for their consideration. The presented policy was crafted by Butler County's Port Authority and had been approved by Butler County's Records Commission as well as Ohio's Historical Society. Staff requested Board members review the policy, authorize the acceptance of the records retention strategy for the Warren County Port Authority and to formally send it to the Warren County Records Commission as the next step in the process. **A motion was offered by Steve Wilson and seconded by Mr. Gully to approve the Warren County Records Retention Policy as presented and to authorize staff to take all necessary action to have said policy approved by other local/state agencies. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell stated that he had secured a website address for the Warren County Port Authority, www.warrencountyport.org. Additionally, staff has been working with some local firms to ascertain the best approach to create the actual webpage to be displayed on the Port's behalf. As for the letterhead and envelopes, the Port (as well as the Economic Development Office) may be moved into a new location because of space needs relating to the Warren County Prosecutor's Office. Until that decision is made, the Port staff does not wish to order materials that may need to be changed relative to their content soon after original purchase.
- Executive Director Martin Russell discussed that all travel arrangements have been made for the Dayton Development Coalition's Annual DC Fly-In. Mr. Russell stated that he was able to book airfare and other necessary arrangements below the allotted amount authorized by the Board. The trip will take place the first week in May, 2011.

D. Old Business

- Executive Director Martin Russell and Port Board members listened to a presentation of products and services from E-Beam's President, Paul Minbirole. Mr. Minbirole shared E-Beam's expansion progress after the 2010, \$6.5 million bond issuance and took the Board members and staff on a tour of the newly constructed 25,000 square feet of new space. Additionally, much conversation was had regarding the new vault created that will allow E-Beam to install a second electron accelerator within their facility. The expansion and new equipment will allow E-Beam to increase capacity and hire an additional 20-25 new employees.
- Executive Director Martin Russell discussed with the Board that the special assessment owed on the land/speculative building at the Corridor 75 Park had been made. The payments were late to the Warren County Treasurer's Office, but were secured and monies should be transferred to the City of Monroe for payment of debt service.
- Executive Director Martin Russell requested guidance as it related to the recent presentation by the NEC regarding their desire to house a Community Development Center (CDC). While many of the Board members believe that a CDC is a worthwhile endeavor, the Board agreed that it should be funded by the private sector and have a demonstrated/dedicated funding stream that is

more inclusive of the entire County. Therefore, the Board was not in favor of financially supporting the CDC as presented at this time.

E. New Business

- There was no new business presented.

F. Executive Session

- **A motion was offered at 6:10 pm by Mr. Gully and seconded by Mr. Bolton to enter into executive session to discuss litigation pertaining to Martha Paige. The motion passed with a roll call vote.**
- **A motion was offered at 6:43 pm by Mr. Gully and seconded by Mr. Bolton to exit executive session where discussions were held regarding litigation between the Port and Martha Paige. The motion passed with a roll call vote.**

Adjournment:

At 6:50 pm, a motion was made by Mr. Bolton and seconded by Mr. Ficke to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is scheduled to be at 5:00 pm on May 2, 2011 at the Warren County Administration Building, Room 128 B, 406 Justice Drive, Lebanon, Ohio 45036.

Minutes submitted by: Martin Russell

Approved by: Martin Russell