

Warren County Port Authority

Meeting Minutes December 19, 2012

Opening:

The meeting of the Warren County Port Authority was called to order at 1:06 pm on December 19, 2012 at the Warren County Administration Building, Suite 332 by Warren County Port Authority Vice-Chairman Steve Wilson.

Present:

Warren County Port Authority Board Members: Mr. Bolton (1:10 pm), Mr. Gully, Ms. Hreben, Ms. Reindl-Johnson and Mr. Wilson

Warren County Economic Development Staff: Martin Russell

Other Attendees:

Caleb Bell – Bricker and Eckler (Via phone)

Scott Brunka – Assistant City Manager (City of Lebanon)

Jason Millard – Economic Development Director (City of Lebanon)

A. Approval of Agenda

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

B. Approval of Minutes

- **Mr. Gully made a motion seconded by Ms. Hreben to approve the Port's minutes from October 9, 2012 as submitted. The motion passed with a unanimous voice vote.**

C. Executive Director's Report

- Executive Director Martin Russell presented a draft 2013 meeting schedule for the Port Board. This schedule had monthly meetings with four meetings being set meetings while the others would be kept/cancelled due to Port business. Staff asked the Board to review the schedule and submit any required changes.
- Executive Director Martin Russell updated the Port Board on the progress of the SBDC. The communities that came together in support of this concept have created their own 501(c)(6). The new organization has a Board of Directors and they are getting signed cooperative agreements and financial commitments to start the center early in 2013. The Port will enter into a service agreement with this new entity to provide SBDC services and the Port will serve as the fiduciary host for this project. Staff will request a representative of the organization's Board of Directors to give a presentation of progress at one of the early Port meetings in 2013.

- Executive Director Martin Russell updated the Port Board on the progress of the “Chamber Alliance”. The group has meet on a couple of occasions and continues to make strides in communicating their needs within this concept. The next meeting(s) will focus on putting more structure to processes and how to better communicate within chambers as well as setting regional priorities.
- Executive Director Martin Russell gave the Port an update on the Racino project in Turtlecreek Township. Our counsel, Caleb Bell, and Port staff are engaged with Delaware North on leasing structures and the Port should be sending draft documents for their review shortly. The land is expected to transfer before the end of the year indicating this project will move more quickly in early 2013.

D. Old Business

- Executive Director Martin Russell requested the passage of Resolution 2012-05. This resolution would authorize staff to enter into a contract with Poggemeyer for initial design of the sewer project for the 71/123 JEDD Project. The fee for this service will be paid by the City of Lebanon. They have agreed to “escrow” \$80,000 for this project and have signed an agreement with the Port stating such and given an initial payment to be deposited into the Port’s account. **A motion was made by Ms. Hreben and seconded by Mr. Gully to approve Resolution #2012-05 as presented. The motion passed a unanimous roll call vote.**
- Executive Director Martin Russell requested the Board create a 71/123 Fund in order to accept and account for monies used for this project. **A motion was made by Mr. Gully and seconded by Ms. Reindl-Johnson to create a 71/123 Development Fund to record related revenues and expenses used for the 71/123 JEDD Project. The motion passed a unanimous voice vote.**

E. New Business

- None

F. Executive Session

- None

Adjournment:

At 2:00 pm, a motion was made by Mr. Gully and seconded by Mr. Bolton to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting will be scheduled on the Port’s new 2013 system unless otherwise deemed necessary before due to project/prospect timelines.

Minutes submitted by: Martin Russell

Approved by: Martin Russell