

## **Warren County Port Authority**

### **Meeting Minutes December 16, 2013**

#### **Opening:**

The Warren County Port Authority did not meet in November, 2013 because action of the Board was not required.

The meeting of the Warren County Port Authority was called to order at 5:00 pm on December 16, 2013 at the Warren County Administration Building, Room 128B by Warren County Port Authority Chairman Greg Sample.

#### **Present:**

**Warren County Port Authority Board Members:** Mr. Bolton, Mr. Gully, Mr. Sample and Mr. Wilson

**Warren County Economic Development Staff:** Martin Russell and Matt Schnipke

#### **Other Attendees:**

None

#### **A. Approval of Agenda**

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

#### **B. Approval of Minutes**

- **The minutes of the September 27<sup>th</sup> and October 18<sup>th</sup>, 2013 meetings were unable to be passed because the attendees at the December meeting did not directly correlate with those who were present in both of the previous Port meetings.**

#### **C. Executive Director's Report**

- Executive Director Martin Russell requested the Board review the financial reports presented for October and November of 2013. **A motion was made by Mr. Wilson, seconded by Mr. Gully, to approve the financial reports for October and November 2013 as presented. The motion passed with a unanimous voice vote.**
- Executive Director Martin Russell discussed with the Board that Mr. Sample and Ms. Hreben's terms would expire in 2014 and that we would need to renew their positions with the Commissioners or seek other appointments if they were not interested in serving. Mr. Sample stated he would continue to serve and Mr. Russell stated he would reach out to Ms. Hreben directly since she was not able to attend this meeting.
- Executive Director Martin Russell gave the Port Board a brief update on projects around the County that may need assistance with the Port. Mr. Russell will let the Board know if a quick meeting needs to occur to meet the timelines of any businesses requesting Port services.

#### **D. Old Business**

- None

#### **E. New Business**

- Mr. Russell requested the Port Board approve Port Resolution #2013-10, a resolution authorizing an amendment to the Warren County Port Authority's budget for 2013. **Mr. Gully made a motion, seconded by Mr. Bolton, to approve Port Resolution #2013-10 as presented. The motion passed unanimously using a roll call vote of all members.**

#### **F. Executive Session**

- None

#### **Adjournment:**

At 5:26 pm, Mr. Bolton made a motion, seconded by Mr. Wilson, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting, which would fall in early 2014, has not been scheduled at this time.

Minutes submitted by: Martin Russell

Approved by: Martin Russell