



## Fairfield County Port Authority

4465 Coonpath Rd. NW, Carroll, OH 43112

Robert Carbonara  
Charles Elsea  
Brian Householder  
Tom James  
Rick Lemonds  
Mark Matthews  
Robert Maynard  
Jeff Sauer  
Luann Snyder

Fairfield County Port Authority  
Board of Directors Meeting Minutes  
March 14, 2024 at 9:00 am  
Fairfield County Workforce Center  
4465 Coonpath Rd. NW Carroll OH 43112

1. Chair Jeff Sauer called the meeting to order at 9:00 am. Present were board members Robert Carbonara, Brian Householder, Tom James, Jeff Sauer, Rick Lemonds, Mark Matthews, Luann Snyder; Fairfield County Economic Development staff Rick Szabrak, Vince Carpico and Anthony Iachini; Fairfield County Engineer Office staff Mitch Noland.
2. The board reviewed meeting minutes from the November 9, 2023 meeting. Tom James made a motion to accept the minutes as is. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously.
3. Brian Householder reviewed Port Authority financials and discussed recent activity and future invoices. Invoices over \$5,000 require board approval; the Port has no invoices over \$5,000 that need board approval. Tom James made a motion to accept the financial reports. 2<sup>nd</sup> by Luann Snyder. Motion passed unanimously.
4. Park National Bank & County Agency Accounts – Rick Szabrak explained that the Port has two operating accounts – Treasurer Brian Householder primarily uses a commercial checking account at Park National Bank, but when the Port received grants funds for the Workforce Center, a County Agency account was open to custody those funds due to the large dollar amount. Rick recommends that the Port



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combine funds into one account; because the County Agency account can provide an additional layer of oversight and control (utilizing purchase orders, adhering to the County budgeting process) he recommends that the Board close the Park National account and utilize the County Agency account as the Port's main operating account. Tom James made a motion to close the Park National Account and utilize the County Agency account as the primary operating account. 2<sup>nd</sup> by Mark Matthews. Motion passed unanimously, with Luann Snyder abstaining.

5. Conflict of Interest Policy – Vince Carpico explained that an edit was made to language in Section 4, Item 1. With this revision, the board reviewed the current policy. Tom James made a motion to accept the Conflict of Interest Policy as written. 2<sup>nd</sup> by Brian Householder. Motion passed unanimously, and Port Board members were asked to sign the document.
  
6. Resolution Regarding issuance of Bonds – Mitch Noland provided an update to the Basil Western Rd. realignment and expansion project. The County engineer's office is working on cost estimates, and one expense item is right of way acquisition. Through the Transportation Improvement District (TID), the Engineer's office learned of a grant opportunity through the Ohio Department of Transportation (ODOT) to receive funding for right of way acquisition. One of the conditions of the ODOT grant application is the availability of matching funds. From a discussion at the TID Board meeting, it was offered that the Port could issue bonds with the backing of the County Commissioners to raise the funds needed to provide matching funds. Mark Matthews made a motion to pass resolution 2024-01, which would allow the Port Authority to issue bonds that would raise funds needed for the completion of the Basil Western Rd. realignment project. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously. A signed and verified document of this Port Resolution is on file at the Port Authority offices.
  
7. There was no Executive Session at the March 14, 2024 Port Authority Board meeting.



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8. The next regularly scheduled meeting is scheduled for April 11, 2024 if necessary.
9. With no other business to discuss, Tom James made a motion to adjourn. 2<sup>nd</sup> by Robert Carbonara. Motion passed unanimously.

Recorded by Vince Carpico on March 14, 2024.