

Port of Shelton
Special Commission Meeting Minutes
June 8, 2021

I. CALL TO ORDER

Commissioner Taylor called to order the special meeting of the Port of Shelton Commission at 2:00 PM on June 8, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; and Dedrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

None

IV. ADOPT AGENDA

Agenda adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the May 18, 2021 regular meeting were adopted as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson provided the June 8, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated May 20 and June 4, 2021 in the amount of \$64,577.65, and reported the payments of Accounts Payable checks #31118 through #31139 dated June 8, 2021 in the amount of \$70,934.33; and Accounts Payable Electronic Payments dated May 26, May 28, and May 31, 2021 in the amount of \$9,036.89 for a total combined amount of \$79,971.22. The total General Fund check and electronic payments in the amount of \$144,548.87 have been approved and accepted as presented.

Patterson noted that the Port moved some funds from checking into the LGIP fund and also into the regular savings account at Heritage Bank.

VII. ACTION/DISCUSSION ITEMS

A) Addendum 3 – Sims Vibration - Action

Director Smith presented four addenda to extend the current leases with Sims Vibration Laboratory, Inc. Commissioner Patterson made a motion to approve Lease Addenda with Sims Vibration Laboratory, Inc, for properties at 50 Rose Nye Way, 121 W. Development Rd, 161 William White Way, and 301 W Business Park Rd, for the lease term July 1, 2021 through June 30, 2022. Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B) Lease Renewal – TruFab - Action

Director Smith presented a lease agreement with TruFab, LLC. Commissioner Patterson made a motion to approve the lease with TruFab, LLC at 410 W Enterprise Rd, for the lease term July 1, 2021 through June 30, 2022. Commissioner Buck seconded.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – In Favor
- Commissioner Patterson – In Favor

Motion Carries

C) Resolution 21-02 – CERB Authorization - Action

Smith read Resolution 12-02, a resolution authorizing submission of an application for a Community Economic Revitalization Board (CERB) Planning Grant in the approximate amount of \$50,000 for strategic planning.

Commissioner Patterson made a motion to approve Resolution 21-02 for CERB Planning Grant funding, and Commissioner Buck seconded.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – In Favor
- Commissioner Patterson – In Favor

Motion Carries

VIII. STAFF COMMENTS

Smith commented that she expects the fire investigation to be wrapping up later this week, and that she worked with Port Auditor Fancher to submit the annual financial statement prior to the deadline on May 30th.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Buck has an EDC meeting Thursday, June 10.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the special meeting of the **Port of Shelton Commission** at 2:25 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

