

ERIE-WESTERN PA PORT AUTHORITY REGULAR MONTHLY MEETING AGENDA

MEETING INFORMATION

Date: December 13, 2023
Time: 12:00 PM
Location: 1 Holland Street, Erie PA – Large Conference Room

AGENDA

1. Invocation
2. Pledge of Allegiance
3. Agenda Revisions/Additions
4. Approval of the Minutes as written and emailed to all members for the Regular Monthly Meeting on November 8, 2023 and a Special Board Meeting on November 27, 2023.
5. CITIZEN'S COMMENTS
6. Report of the Treasurer
 - a. Statement of Cash Disbursements for November 2023.
7. Progress Report from Facilities/Planning Committee
 - a. Authorization to enter into a Vehicle Maintenance Agreement with the City of Erie.
8. Progress Report from Real Estate Committee
9. Progress Report from Marketing & Trade Promotions Committee
10. Progress Report from Personnel Committee
 - a. Authorization to approve the Records Retention Policy.
 - b. Authorization to approve an annual motor vehicle record check of employees who operate Port Authority vehicles.
 - c. Authorization to approve the revised Employee Handbook.
 - d. Authorization to approve the employee job descriptions.
11. Old Business
12. New Business
13. Executive Director's Report
14. Adjournment