

Portage County Board of Building Appeals

449 S. Meridian Street, Ravenna, OH 44266 Tel: (330) 298-4503 Fax: (330) 297-3896

Ted Manfrass
Chairman

Audrey Kessler
Vice-Chairman

Michelle Conner
Secretary

Meeting Minutes:

Date: December 8, 2021

Place: Portage County Administration Building
449 S Meridian St., Ravenna, Ohio 44266
Room 708, 7th floor

Time: 9:30AM

Attended by:

Board Members:

Ted Manfrass	Architect
Frank Horack	Licensed Contractor
Audrey Kessler	Homeowner
Hal Stamm	Homeowner
Michelle Hershberger	Contractor/Builder

Others Present:

Michelle Conner	Secretary
Joe Bodnar	Deputy Director

Meeting called to order by Chairman, Ted Manfrass. Roll call was taken and a quorum was present.

OLD BUSINESS:

Audrey Kessler made a motion to accept the minutes from the July 14, 2021 meeting
Frank Horack seconded. Roll call taken, minutes accepted.

NEW BUSINESS:

- Election of officers for 2022: Audrey Kessler volunteered to be Vice Chairman. Hal Stamm made a motion for Ted Manfrass as Chairman and Audrey Kessler seconded. Board accepted by signifying with I.
- Meeting dates for 2022: Audrey Kessler moved to approve and Frank Horack seconded. Roll call taken and dates accepted.
- Appeal Hearing Procedures: Procedure handouts given to Board to go over at the the request of Randy Roberts. He was unable to attend so the discussion was tabled until the next meeting for discussion.

Frank Horack made a motion to adjourn, Hal Stamm seconded. Roll call taken, meeting adjourned.

NOTES FROM THE BOARD OF BUILDING APPEALS ARE ELECTRONICALLY STORED IN THE BUILDING DEPARTMENT RECORDS. AUDIO TAPES ARE AVAILABLE UPON REQUEST AND AT A COST. A SUMMARY OF THE WRITTEN NOTES ARE AVAILABLE ON THE PORTAGE COUNTY BUILDING DEPARTMENT WEBSITE.