

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 14, 2022

Place: Portage County Administration Building
449 S Meridian St., Ravenna, Ohio 44266
Room 134, 1st 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
Ron Goodspeed	Fire Safety Inspector

Others Present:

Michelle Conner	Secretary
Joe Bodnar	Deputy Director
Randy Roberts	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 approve the meeting minutes from May 11, 2022. Frank Horack seconded. Minutes approved.

NEW BUSINESS:

Audrey Kessler made a motion to accept the meeting dates for 2023 and Michelle Hershberger seconded. Meeting dates approved for 2023.

Motion Made by Ted Manfrass to nominate Audrey Kessler as Chairman, Frank Horack seconded. Roll call taken.

Motion made by Ted Manfrass to nominate Michelle Hershberger as Vice Chairman. Frank Horack seconded. Roll call taken.

The Board had a discussion on the topic of filling the alternate position on the Board. Robert Blunk is resigning at the end of 2022. The Board would like to confirm that candidates do not have to live in the county. The Secretary will reach out to the Prosecutor's Office and look at the by laws to see if the candidate can live, work or own a business for eligibility to be a candidate. We will follow up at a future meeting if any action is required on the topic.

Floor was open for general discussion/concerns.

Motion to adjourn made by Audrey Kessler, Michelle Hershberger 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.