

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

THURSDAY, DECEMBER 5, 2019

A meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Board Room of the Administration Building on Thursday, December 5, 2019 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
Joseph I. Andriano, Secretary
David D. King, Assistant Treasurer

ALSO:

Francis P. Capello, Counsel
Wade A. Davis, Executive Director
Joseph G. Russo, Chief Financial Officer
Fariha Qudsi, Accounting Manager
John A. Rishe, Director of Commercial & Industrial Development
Steven J. Lawrence, Director of Operations
Stephanie L. Saracco, Airport Manager

- I. Board Chair Burns called the meeting to order at 4:00 PM.
- II. Letters and Communications to the Board. There was a news article pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by Joseph I. Andriano, seconded by David D. King, the minutes from the November 7, 2019 meeting were approved by voice vote.

MOTION CARRIED

- IV. Presentations and Reports:

Christopher B. T. Coffin gave a report on the Finance Committee meeting of November 21, 2019. He noted that the Committee has reviewed the budget as presented by staff. He also noted that some changes were made to the budget

between the Committee meeting and the Board meeting. He stated that it is accurate and a good prediction of revenue.

There were no questions regarding the Income/Expense Report. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed briefly. Executive Director Wade A. Davis noted that the airport is about to serve its 160,000th passenger.

V. Unfinished Business.

There was none.

VI. Business Items.

A. General Administration

1. Approval of 2020-21 Budget. The Authority's recommended annual budgets for the year ending March 31, 2021, have been prepared by staff and presented to the Finance Committee on November 21, 2019. The budgets, as prepared, are summarized below:

	Bridge & Port Authority
Revenue	9,275,414
Expense	7,445,533
Net Operating Profit	1,829,882
Debt Service Requirements	(1,457,947)
Cash Available for Capital	371,935
Financing / Capital Grant Income	39,052,180
Capital Grant Expenditures	(39,052,180)
Capital Expenditures	(364,500)
Net Cash Flow (Loss)	<u>7,435</u>

The annual budget is required to be submitted to the Authority Budget Office, Office of the State Comptroller (OSC), and Division of the Budget by January 1, 2020. Therefore, staff is requesting Board approval for submission of the annual budget as summarized above. On a motion by Christopher B. T. Coffin, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Executive Director and/or Chief Financial Officer are hereby authorized and directed to submit the budgets presented at the Authority Board Meeting on December 5, 2019 as summarized above for the year ending March 31, 2021, to the Authority Budget Office, Office of the State Comptroller, and Division of the Budget as required by the Public Authorities Law, General Municipal Law, and Office of the State Comptroller regulations.

A vote was called.

AYES: Joseph I. Andriano
David D. King
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

2. Approval Travel. The 2020-21 fiscal year budget includes Authority travel as outlined on the attached schedule of travel. As a best practice, this schedule for the 2020-21 fiscal year should be separately approved by the Board. On a motion by Megan J. M. Whitton, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the attached schedule of travel for the 2020-21 fiscal year.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
Joseph I. Andriano

MOTION CARRIED

3. Approval of Support for Outside Agencies. Within the 2020-2021 budget, the agencies on the attached worksheet are consistent with the Authority's mission. The Northern Corridor Transportation Group, commonly referred to as I-98, shows potential construction of this interstate highway along the US Route 11

corridor in central St. Lawrence County with a spur to the Ogdensburg-Prescott International Bridge. Due to the tremendous potential of increasing traffic at our bridge and because of its huge transformational economic development potential, the Authority has been supporting this project for several years. This support falls clearly within the mission of the Authority. The Chambers of Commerce in Watertown, Plattsburgh, Brockville, and Ottawa works to support cross-border merchants and businesses in surrounding communities, drawing tourists and travelers to the area and creating bridge traffic across our bridge. This is consistent with the mission of the Authority. The Ogdensburg Expo, Seaway Festival, and other local events, draw the greatest number of visitors and tourists to the area. Support of these events as they attract business and travelers to Ogdensburg is within the mission of the Authority. On a motion by Christopher B. T. Coffin, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Executive Director and Chief Financial Officer are hereby authorized and directed to process invoices for the agencies listed on the attached worksheet during the 2020-21 fiscal year.

A vote was called.

AYES: Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
Joseph I. Andriano
David D. King

MOTION CARRIED

4. Approval of Management/Confidential Salary Schedule. The Management/Confidential Compensation Policy, as approved at the October 12, 2016 Board Meeting, states the annual adjustment factor will be set annually by the Ogdensburg Bridge and Port Authority Board of Directors at the November

Board Meeting each year. It is recommended by the Finance Committee and Executive Director that a 2.5% salary increase be extended to management/confidential employees for 2020. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority approves a 2.5% increase for management/confidential employees for 2020.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Joseph I. Andriano
David D. King
Christopher B. T. Coffin

MOTION CARRIED

5. Approval of Agreement Extension with Strategic Development. The Authority has a contract with Strategic Development Specialists, a MWBE organization, to assist the Authority with government affairs and advocacy of Authority projects, to provide information on policies and programs that may have a potential impact on the Authority, and to assist in strategic planning efforts to advance the interests of the Authority with respect to identifying and securing grants and other incentives pertaining to the Authority's priorities and programs. The Authority has negotiated to extend the current contract through December 31, 2020, at a cost of \$4,750 per month. On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Strategic Development Specialists to assist the Authority with government affairs and advocacy of Authority projects, to provide information on policies and programs that may have a potential impact on the Authority, and to assist in strategic planning efforts to advance the interests of the Authority with respect to identifying and securing grants

and other incentives pertaining to the Authority's priorities and programs for the period January 1, 2020 through December 31, 2020, for the cost of \$4,750 month.

A vote was called.

AYES: Megan J. M. Whitton
Joseph I. Andriano
David D. King
Christopher B. T. Coffin
Vernon D. Burns

MOTION CARRIED

6. Mandatory Replacement of Office Computers. The current computers in use in Authority offices are about to become obsolete and unsupported by Microsoft as of January 1, 2020. It is necessary to replace them. Three quotes were sought from Coulter Computers, HP through the State contract, and Dell through the State Contract. Their prices were as follows:

Company	Cost	Total
Coulter Computers	\$1,280.00 x9	\$11,520.00
HP	\$1,441.86 x9	\$12,976.74
Dell	\$1908.79 x9	\$17,179.11

The additional cost of MS Office 2019 Pro is not included. The cost with Coulter Computers is \$440.00 per license, or \$3,960 total. Staff recommends purchasing the computers through Coulter Computers. On a motion by David D. King, seconded by Christopher B. T. Coffin, it was,


RESOLVED, that the Executive Director is hereby authorized and directed to purchase 9 new computers from Coulter Computers, with Microsoft Office 2019 Pro for a cost not to exceed \$15,480.00

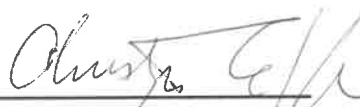
A vote was called.

AYES: Joseph I. Andriano
David D. King
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

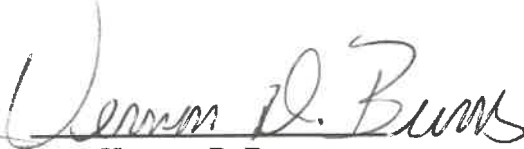
MOTION CARRIED

Executive Director Wade A. Davis stated that there was a need to go into Executive Session to discuss matters leading to the appointment of an individual. Joseph I. Andriano, thanked the other Board members and staff for his time as a Board member. He also thanked Governor Cuomo for appointing him and Mark Bellardini for forwarding his name to the Governor. Board Chair Vernon D. Burns thanked Mr. Andriano for his service. He then appointed David D. King to chair the nomination committee to select a slate of officers for the January Board Meeting. The date of the January meeting was set for Thursday, January 16, 2019 at 4:00 PM. On a motion by Megan J. M. Whitton, seconded by Joseph I. Andriano, the meeting moved into Executive Session. On a motion by Megan J. M. Whitton, seconded by David D. King, the meeting resumed at 4:20 PM. Executive Director Wade A. Davis stated that there was no action to be taken after the Executive Session. On a motion by Joseph I. Andriano, seconded by David D. King, the meeting adjourned at 5:22 PM.





Christopher B. T. Coffin
Assistant Secretary



Vernon D. Burns
Chairperson