

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, FEBRUARY 13, 2020

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, February 13, 2020 at 3:30 PM

The following were present:

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

ALSO:

Francis P. Capello, Counsel
Steven J. Lawrence, Interim Executive Director
Fariha Qudsi, Accounting Manager
Stephanie L. Saracco, Airport Manager
Zachary Staff, McFarland Johnson

- I. Board Chair Burns called the meeting to order at 3:30 PM.
- II. Letters and Communications to the Board. There was a news article announcing that Steven J. Lawrence has been named as the Authority's Interim Executive Director.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Megan J. M. Whitton, the minutes from the January 16, 2020 meeting were approved by voice vote.
- IV. Reports
Presentation and Reports:

Zachary Staff from McFarland Johnson gave a presentation outlining funding sources that are available for capital improvements at the Airport. He noted that the Authority will be applying for FAA for snow removal equipment this year.

Accounting Manager Fariha Qudsi presented the December 2019 Financials. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed.

V. Unfinished Business.

There was none.

VI. Business Items.

A. General Administration

1. Salary Upgrade of CSEA Grade 9 Account Clerk. There is a Finance Department need for a salary upgrade to the CSEA Grade 9 Account Clerk position held by Erin MacMartin. The salary upgrade is necessitated by additional Federal and State project grants and associated requirements that were previously controlled by the Director of Operations. The Grade 9 position is included in the current 2020-21 budget. The increased cost of the salary upgrade would be $\$2.10 \times 2080 \text{ hours} = \$4,368.00$. The Grade 9 salary upgrade for the Account Clerk position increased budget cost will be offset from the Director of Operations salary that has not been filled. Effective 1/27/20. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Board of Directors does hereby authorize and approve the upgrading of the Grade 9 Account Clerk position held by Erin MacMartin from the current rate of \$18.03/hour to \$20.13/hour under the CBA with CSEA.

A vote was called.

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

MOTION CARRIED

2. Upgrade of the Finance Department CSEA Grade 9 Account Clerk position to Grade 12 Account Supervisor. There is a Finance Department need to upgrade the CSEA Grade 9 Account Clerk position held by Kathy Greene to Grade 12 Account

Supervisor. The position upgrade is necessitated by a Finance Department reorganization of the work load to better insure compliance with all OBPA financial policies. The Grade 12 upgrade for the Account Supervisor position was not included in the current 2020-21 budget. The increased cost of the upgrade would be $\$2.50 \times 2080 \text{ hours} = \$5,250.00$. The Grade 12 upgrade for the Account Supervisor position increased budget cost will be offset from the Director of Operations salary that has not been filled. Effective 1/27/20. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Board of Directors does hereby authorize and approve upgrading the Grade 9 CSEA Account Clerk position, held by Kathy Greene, to a Grade 12 Account Supervisor position under the CBA with CSEA.

A vote was called.

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

MOTION CARRIED

3. Salary Upgrade of CSEA Grade 12 Maintenance Supervisor position. To increase utilization and add job responsibilities there is a facilities maintenance and operations need to upgrade the Grade 12 Maintenance Supervisor salary. The salary upgrade is necessitated by additional operational demands that were previously handled by the Director of Operations. The Grade 12 Maintenance Supervisor salary current rate is $\$19.87/\text{hour}$ and would be raised to $\$21.37/\text{hour}$ under the CBA with CSEA. The Grade 12 Maintenance Supervisor salary is included in the current 2020-21 budget. The increased cost of the salary would be $\$1.50 \times 2080 \text{ hours} = \$3,120.00$. The Grade 12 Maintenance Supervisor salary increase will be offset from the Director of Operations salary that has not

been filled. Effective 1/27/20. On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Board of Directors does hereby authorize and approve the upgrading of the Grade 12 Maintenance Supervisor position, held by Donald Garriques from the current rate of \$19.87/hour to \$21.37/hour under the CBA with CSEA.

A vote was called.

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

MOTION CARRIED

4. Approval of Signature Authorizations for Tompkins Trust. The need has arisen to update signature authorizations with Tompkins Trust. In this regard, staff recommends that the following persons be given signature authorization and access to accounts with Tompkins Trust for the Ogdensburg Bridge and Port Authority:

Steven J. Lawrence, Interim Executive Director

It is also necessary to remove signature authorization and access to accounts with Tompkins Trust from the following persons:

Wade A. Davis
Joseph G. Russo

On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED, that the following persons be given signature authorization and access to accounts with Tompkins Trust for the Ogdensburg Bridge and Port Authority:

Steven J. Lawrence, Interim Executive Director

and be it;

FURTHER RESOLVED, that signature authorization and access to accounts with Tompkins Trust be removed from the following persons:

Wade A. Davis
Joseph G. Russo

A vote was called.

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

MOTION CARRIED

5. Acceptance of Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant. The Authority has received a Consolidated Rail Infrastructure and Safety Improvements Clauses (CRISI) grant from the U. S. Department of Transportation Federal Railroad Administration for New York & Ogdensburg Railway/Port of Ogdensburg intermodal equipment upgrades, in the amount of \$800,000. This grant will enable the Authority to purchase 1 railcar unloading conveyor; 2 front end loaders; and 2 conveyors to facilitate freight movement between the railroad, vessels and trucks. Financial participation for this project is broken down as follows:

U.S. Department of Transportation – Federal Railroad Administration (80%)	\$ 800,000
<u>OBPA (20%)</u>	<u>\$ 200,000</u>
Total (100%)	\$1,000,000

Per the project schedule, equipment would be bid in July 2020 and purchased by December 2020. The project would be closed by April 2021. Staff recommends acceptance of this grant from the U.S. Department of Transportation. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that Interim Executive Director is hereby authorized and directed to execute Agreement No. 69A36520401130CRSNY (Consolidated Rail Infrastructure and Safety Improvements Clauses grant) with the U.S.

Department of Transportation – Federal Railroad Administration for New York & Ogdensburg Railway/Port of Ogdensburg intermodal equipment upgrades, in the amount of \$800,000.

A vote was called.

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

MOTION CARRIED

6. Approval of Creation of CSEA Level 16 Airport Operations/Maintenance Specialist Supervisor Position. As the airport has grown in size and activity it is necessary for the airport manager to have assistance supervising daily activities and have a designated contact when he/she is not available. The critical duties, in addition to the regular Operations/Maintenance Specialist duties are, act as the Assistant Airport Security Coordinator for the TSA, make decisions on daily activities including snow removal operations, act as the Incident Commander in emergency events, and be the contact person for the airport. This position and employee was approved by the OBPA Board Personnel Committee at the CSEA Level 16 pay rate. (The level 16 rate was chosen because it comes the closest to a \$5.00 per hour raise discussed for the responsibilities of the position. This shows an increase of \$1.25 per hour per level increase from Level 12 to Level 16) Total increase for the 2020-2021 budget is \$10,400. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to create and fill CSEA Level 16 Airport Operations/Maintenance Supervisor Position and assign Mr. Scott A. Chapple to fill this position at the rate of \$37.92.

A vote was called.

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

MOTION CARRIED

7. Approval of Purchase of New Deal Blend Runway Deicer. Runway safety is critical and OBPA-OGS is responsible for the safe operation of aircraft on our runways in all weather conditions. Due to the climate in Ogdensburg, NY it is necessary to prepare for and implement a snow and ice control plan. New Deal Blend Deicer is an approved FAA deice material that has been used with success in past winter weather events at OGS, and is the sole source for this product. It is now time to re supply our stock of the chemical so that we are prepared for the season. The material comes in 2205 lb. bags and it is most cost effective to have six bags delivered at the cost of \$11,921 per delivery. On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to purchase deicing chemicals from New Deal Deicing in the amount of \$11,921 in accordance with the Procurement Policy Requirements – sole source;

AND BE IT FURTHER RESOLVED, that the Airport Manager is hereby authorized to purchase additional deicing chemicals when needed for up to \$25,000, before requiring additional Board approval.

A vote was called.

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

MOTION CARRIED

- B. Other Such Matters

1. Approval of Handling and Storage Agreement with GSL Grain St. Laurent. Staff has prepared a Port Handling and Storage Agreement with GSL Grain St Laurent for the handling and storage of canola meal during the period February 18, 2020, through December 31, 2020. Rates associated with the handling of this canola meal are as follows:

Stockpiling/Truck Loading & Scaling:	\$8.00/ST
Storage:	\$1.50/ST/MO

Also included in this agreement is the requirement that GSL Grain St Laurent provide proof of the appropriate insurance naming the Ogdensburg Bridge and Port Authority as an additional insured. Staff recommends approval of this agreement with GSL Grain St Laurent. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Interim Executive Director is hereby authorized and directed to execute a Port Handling and Storage Agreement with GSL Grain St Laurent, for the handling and storage of canola meal during the period February 18, 2020, through December 31, 2020., at the following rates:

Stockpiling/Truck Loading & Scaling:	\$8.00/ST
Storage:	\$1.50/ST/MO

and be it,


FURTHER RESOLVED, that GSL Grain St Laurent provide proof of the appropriate insurance coverage to the Authority naming the Ogdensburg Bridge and Port Authority as an additional insured.

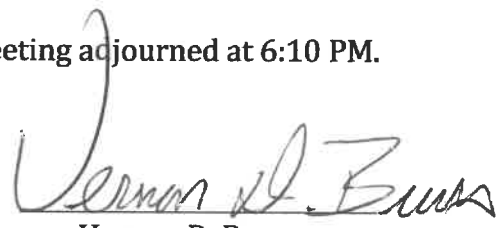
A vote was called.

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

MOTION CARRIED

Board Chair Vernon D. Burns reported that he had a meeting with the NYSDOT and that there is \$17.3 million allocated for steel replacement on the Ogdensburg-Prescott International Bridge in the Governor's upcoming budget. The next Board meeting was set for Thursday, March 12, 2020 at 5:00 PM. Executive Director Steven J. Lawrence stated that there was a need to go into Executive Session to discuss litigation and also the employment history of an individual. §105 items d and f, respectively. On a motion by Megan J. M. Whitton, seconded by David D. King, the meeting moved into Executive Session at 5:20 PM. On a motion by David D. King, seconded by Megan J. M. Whitton, the meeting resumed at 6:10 PM. Executive Director Steven J. Lawrence stated that there was no action to be taken coming out of the Executive Session. On a motion by David D. King, seconded by Megan J. M. Whitton, the meeting adjourned at 6:10 PM.


David D. King
Secretary


Vernon D. Burns
Chairperson