

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BOARD MEETING**  
**TUESDAY, OCTOBER 11, 2022**

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 Tuesday, October 11, 2022 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
David D. King, Secretary arrived at 5:45 PM, via webinar  
Jennifer Quirk-Pickman, Assistant Treasurer  
Nicole A. Terminelli, Assistant Secretary

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
James D. Chase, Director of Operations  
Frank Mento, C&S Companies  
Carl Rode, C&S Companies  
Dennis Elias, Erdman Anthony

ABSENT: Christopher B. T. Coffin, Treasurer  
Toni A. Kennedy, Member

- I. Chair Burns called the meeting to order at 5:12 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by Nicole A. Terminelli, seconded by Jennifer Quirk-Pickman, the minutes from the September 6, 2022 meeting were approved by voice vote.
- IV. Reports  
Presentation and Reports:

Representatives from C&S Companies and Erdman Anthony presented their responses to the Authority's Request for Proposals for a Railroad Engineering Consultant. Jennifer Quirk-Pickman gave a report from the September 26, 2022 Facilities Committee meeting. Nicole A. Terminelli reported that the Governance Committee met on October 4, 2022 to discuss a policy for remote attendance at meetings. Chief Financial Officer Patricia A. Nisco gave an overview of the financial statements. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly. Executive Director Steven J. Lawrence noted that Airport Manager Stephanie L. Saracco has retired. Mr. Lawrence thanked her for her 4 years of service and stated that her experience and knowledge will be missed at the Authority.

V. Unfinished Business.  
There was none.

VI. Business Items.

A. General Administration

1. Approval of Remote Attendance Policy. The Governance Committee met on 10/04/2022 and discussed requirements for remote attendance under Public Officers Law § 103-a, with guidance from Counsel. After thorough review the Committee recommended that the attached policy be put before the Board of Directors for approval. On a motion by Jennifer Quirk-Pickman, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the attached Remote Attendance Policy.

A vote was called.

AYES: David D. King  
Jennifer Quirk-Pickman

Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 7 with NAC Logistics. Staff has negotiated Lease Supplement No. 7 with NAC Logistics for a section of parking lot at the Bridge Administration Building for a four (4) month term commencing November 1, 2022 and terminating February 28, 2023 at a rate of \$400.00 per month equaling \$1,600.00 for the four (4) month term. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Megan J. M. Whitton, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 7 with NAC Logistics for a section of parking lot at the Bridge Administration Building for a four (4) month term commencing November 1, 2022 and terminating February 28, 2023 at a rate of \$400.00 per month equaling \$1,600.00 for the four (4) month term, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli  
David D. King

MOTION CARRIED

C. Commerce Park

1. Approval of Lease Agreement with Strader-Ferris international Limited.

Staff has negotiated a new Lease Agreement with Strader-Ferris International Limited for 20,000 square feet of warehousing and distribution space in Building 11 of the Commerce Park Campus for a four (4) year term commencing November 1, 2022 and terminating October 31, 2026 at a rate of \$5.20 per square foot equaling \$8,667.00 per month, \$104,000.00 per year. Lease rate is subject to a three (3) percent escalation each year during the term of the lease. Strader-Ferris International Limited has the ongoing option to renew the lease for additional four (4) year terms. Strader-Ferris International will also be responsible for its pro-rated share of utilities. On a motion by Jennifer Quirk-Pickman, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Strader-Ferris International Limited for 20,000 square feet of warehousing and distribution space in Building 11 of the Commerce Park Campus for a four (4) year term commencing November 1, 2022 and terminating October 31, 2026 at a rate of \$5.20 per square foot equaling \$8,667.00 per month, \$104,000.00 per year, and be it;

FURTHER RESOLVED, that the lease rate is subject to a three (3) percent escalation each year during the term of the lease, and be it;

FURTHER RESOLVED, that Strader-Ferris International Limited has the ongoing option to renew the lease for additional four (4) year terms, and be it;

FURTHER RESOLVED, that Strader-Ferris International Limited will be responsible for its pro-rated share of utilities.

A vote was called.

AYES: Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli  
David D. King  
Jennifer Quirk-Pickman

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of Lease Agreement with General Services Administration (GSA) / Transportation Security Administration (TSA). Staff has negotiated a new Lease Agreement with General Services Administration (GSA) / Transportation Security Administration (TSA) for 508 square feet of office, breakroom, and private screening space at the Ogdensburg International Airport (OGS) for a ten (10) year term commencing October 7, 2022 and terminating October 6, 2032 at a rate of \$25.59 per square foot equaling \$1,083.31 per month, \$12,999.72 per year for years one (1) through five (5), and a rate of \$28.66 per square foot equaling \$1,213.27 per month, \$14,559.28 per year for years six (6) through ten (10). GSA / TSA will be granted one (1) secured parking space for federal vehicles and has the right, in years six (6) through ten (10), to terminate the Lease Agreement by providing written notice 120 days in advance of desired termination date. On a motion by Megan J. M. Whitton, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with General Services Administration (GSA) / Transportation Security Administration (TSA) for 508 square feet of office, breakroom, and private screening space at the Ogdensburg International Airport (OGS) for a ten (10) year term commencing October 7, 2022 and terminating October 6, 2032 at a rate of \$25.59 per square foot equaling \$1,083.31 per month, \$12,999.72 per year for years one (1) through five (5), and a rate of \$28.66 per square foot equaling \$1,213.27 per month, \$14,559.28 per year for years six (6) through ten (10), and be it;

FURTHER RESOLVED, that GSA / TSA will be granted one (1) secured parking space for federal vehicles, and be it;

FURTHER RESOLVED, that GSA / TSA has the right, in years six (6) through ten (10), to terminate the Lease Agreement by providing written notice 120 days in advance of desired termination date.

A vote was called.

AYES: Megan J. M. Whitton  
Nicole A. Terminelli  
David D. King  
Jennifer Quirk-Pickman  
Vernon D. Burns

MOTION CARRIED

- E. Port of Ogdensburg  
There was none.

Board Chair Vernon D. Burns asked for a motion to amend the agenda to place item F.1. at the end of the agenda. On a motion by Nicole A. Terminelli, seconded by Jennifer Quirk-Pickman, item F.1. was placed at the end of the agenda by voice vote.

- F. New York & Ogdensburg Railroad

2. Approval of Easement Supplements No.2 with SLIC Network Solutions.

Staff has negotiated six (6) Easement Supplements No. 2 with SLIC Network Solutions for easements located at various Authority railroad crossings, as further outlined below, for a five (5) year term commencing June 1, 2022 and terminating May 31, 2027 at a rate of \$2,600.00 for the five (5) year term.

DOCUMENT #	RAILROAD CROSSING LOCATION
OR-187	Buck Road – Town of Madrid, NY
OR-188	County Route 30 – Town of Lisbon, NY
OR-189	Austin Ridge Road – Town of Norwood, NY
OR-190	Pray Road – Town of Lisbon, NY
OR-191	Railroad Road – Town of Potsdam, NY
OR-192	County Route 27 – Town of Lisbon, NY

All other terms and conditions of the original Easement Agreements shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Megan J. M. Whitton, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute six (6) Easement Supplements No. 2 with SLIC Network Solutions for easements located at various Authority railroad crossings, as further outlined below, for a five (5) year term commencing June 1, 2022 and terminating May 31, 2027 at a rate of \$2,600.00 for the five (5) year term.

DOCUMENT #	RAILROAD CROSSING LOCATION
OR-187	Buck Road – Town of Madrid, NY
OR-188	County Route 30 – Town of Lisbon, NY
OR-189	Austin Ridge Road – Town of Norwood, NY
OR-190	Pray Road – Town of Lisbon, NY
OR-191	Railroad Road – Town of Potsdam, NY
OR-192	County Route 27 – Town of Lisbon, NY

, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Easement Agreements shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: David D. King  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli

MOTION CARRIED

G. Other Such Matters

1. Approval of Engagement for Foreign-Trade Zone Legal Services with Sandler, Travis & Rosenberg, P.A. Staff desires to engage with the law firm of Sandler, Travis & Rosenberg, P.A., on an as-needed/as-desired basis for the specific purpose of general representation of Foreign-Trade Zone (FTZ) No. 118 matters including, but not limited to, updates to the Zone Schedule, FTZ Operations Agreements, Application Review and preparation, and questions as they arise. An attorney with extensive FTZ knowledge who worked with OBPA in the past has joined Sandler, Travis & Rosenberg, P.A. and staff would like to continue to have access to his expertise. Staff intends to continue to utilize our current FTZ law firm Miller and Company as well, and have the flexibility to engage with

either law firm. Sandler, Travis & Rosenberg, P.A. will charge a discounted hourly rate of \$440 billed in six-minute increments when they are engaged to act on behalf of the OBPA. On a motion by Megan J. M. Whitton, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Engagement for Legal Services with Sandler, Travis & Rosenberg, P.A. at a discounted hourly rate of \$440 billed in six-minute increments when they are engaged to act on the behalf of OBPA.

A vote was called.

AYES: Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli  
David D. King

MOTION CARRIED

Executive Director Steven J. Lawrence stated that there was a need for Executive Session under §105 (f) of the Open Meetings Law to discuss matters leading to the appointment of a particular corporation. On a motion by Jennifer Quirk-Pickman, seconded by Nicole A. Terminelli, the meeting moved into Executive Session at 7:27 PM. On a motion by Nicole A. Terminelli, seconded by Jennifer Quirk-Pickman, the meeting resumed at 7:52 PM.

F. New York & Ogdensburg Railroad

1. Selection of Railroad Engineering Consultant. The Ogdensburg Bridge and Port Authority solicited a Request for Qualifications for a Consulting Engineer for the New York & Ogdensburg Railroad for a five-year period. Proposals were received and opened on August 26, 2022. These proposals were reviewed and evaluated by the Authority staff and Facilities Committee. It is the Committee's recommendation that Erdman Anthony be awarded the Railroad Engineering



Consultant contract. On a motion by Megan J. M. Whitton, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby select Erdman Anthony as the Authority's Consulting Engineer for the next five-year period for the Port of Ogdensburg.

A vote was called.

AYES: Nicole A. Terminelli  
David D. King  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

The next meeting date was set for Thursday, November 10, 2022 at 5:00 PM. On a motion by Nicole A. Terminelli, seconded by Megan J. M. Whitton, the meeting adjourned at 7:55 PM.

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David D. King  
Secretary

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Vernon D. Burns  
Chairperson