

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BOARD MEETING**  
**THURSDAY, MARCH 10, 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 Thursday, March 10, 2022 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
Christopher B. T. Coffin, Treasurer  
Nicole Terminelli, Assistant Secretary

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Stephanie L. Saracco, Airport Manager  
Anthony Adamczyk, Director of Economic Development

ABSENT: David D. King, Secretary  
Jennifer Quirk-Pickman, Assistant Treasurer  
Toni Kennedy, Member

- I. Board Chair Burns called the meeting to order at 4:12 PM. Mr. Burns welcomed Director of Economic Development Anthony Adamczyk to the Authority. Mr. Adamczyk thanked the Board and Management.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority. Board Chair Vernon D. Burns thanked Senator Schumer for the \$3 million grant for the Ogdensburg-Prescott International Bridge.
- III. Approval of Board Minutes. On a motion by Megan J. M. Whitton, seconded by Nicole Terminelli, the minutes from the February 10 and February 24, 2022 meetings were approved by voice vote.
- IV. Reports

## Presentation and Reports:

Christopher B. T. Coffin expressed interest in being more fully involved in the finances. Mr. Coffin asked that Chief Financial Officer Patricia A. Nisco give a report on the Income/Expense report. Chief Financial Officer Patricia A. Nisco gave a brief overview of the financials. The Bridge repair project has been paid off and half of the payment owed to the retirement system has been made. The PPP loan has been forgiven. The Authority was given an A+ rating by the Division of MWBE. There was a discussion about advertising for the airport. Board Chair Vernon D. Burns asked that staff look into the I Love NY travel grant. Christopher B. T. Coffin suggested that staff research industry specific advertising rates to determine an appropriate amount of advertising spending. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly.

V. Unfinished Business.  
There was none.

VI. Business Items.

A. General Administration

1. Approval of Sale of Surplus Property. The Authority held a public auction on March 1, 2022 for sealed bids on an Authority owned 1.86-acre parcel (St. Lawrence County Tax Map #: 48.002-2-40) located in the Town of Lisbon at the corner of NYS Rt 37 and County Rt 28. Only 1 bid was received. The Authority received a bid from Lori A. Aubrey-Smith in the amount of \$25,276.00. The submitted bid amount is above the minimum bid requirement of \$20,000 set forth in the bid documents. Staff recommends acceptance and approval of the bid amount for the surplus property. Board Chair Vernon D. Burns noted that this property will be placed back on the tax roll for Lisbon. Counsel stated that she

will get the title and transfer documents ready. On a motion by Megan J. M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Board of the Ogdensburg Bridge and Port Authority does hereby authorize and accept the bid amount by Lori A. Aubrey-Smith in the amount of \$25,276.00 on the 1.86-acre parcel (St. Lawrence County Tax Map #: 48.002-2-40) located in the Town of Lisbon at the corner of NYS Rt 37 and County Rt 28.

BE IT FURTHER RESOLVED, that it is the Authority's interpretation that this sale complies with its policies and the New York State Public Authorities Law in regard to the disposition of public authority property because the land has been appraised and is being sold at public auction in an open and competitive process.

A vote was called.

AYES: Christopher B. T. Coffin  
Nicole Terminelli  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge (None)

C. Commerce Park

1. Approval of Supplemental Lease Agreement No. 3 with Supreme Court, Appellate Division, Third Judicial Department, Mental Hygiene Legal Service. The current lease with Supreme Court, Appellate Division, Third Judicial Department, Mental Hygiene Legal Service, for space in Building 12, 806 Commerce Park Drive, Ogdensburg, NY, is set to expire on March 31, 2022. A new 5-year agreement has been negotiated and prepared. On a motion by Nicole Terminelli, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into Renewal & Amendment No. 3 with Supreme Court, Appellate Division, Third Judicial Department, Mental Hygiene Legal Service for the rental of 2,424 s.f. of office space in Building 12;

RESOLVED, that the annual base rent for the Renewal Term shall be \$22,826.29 (Base Rent) payable by Lessee to the Authority in equal monthly installments of \$1,902.19 per month and that the Base Rent shall be subject to a 4 percent annual increase on each anniversary of the Effective Date;

RESOLVED, that the additional monthly rent for janitorial and snow removal services for the Renewal Term shall be \$469.98 per month; and that this rate shall be subject to a 4 percent annual increase on each anniversary of the Effective Date;

BE IT FURTHER RESOLVED, that all other terms and conditions of the original agreement shall remain in full force and effect.

A vote was called.

AYES: Nicole Terminelli  
Vernon D. Burns  
Megan J. M. Whitton  
Christopher B. T. Coffin

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of Rates and Charges. In order for the airport to operate in a “self-sustaining as possible” position, it is necessary to evaluate and update airport rates and charges and create reasonable fees for new services and adjust current fees. The attached Rates and Charges 2022 Schedule details the proposed levels. These reflect the current services and costs that the airport incurs for the performance/use of OBPA resources. The Facilities Committee met on February 17, 2022 and reviewed the Schedule. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED that the Authority Board of Directors authorizes the enactment of the Rates and Charges 2022 Schedule.

A vote was called.

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

Nicole Terminelli

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Base Bid Award for Railcar Transloader Conveyor. The Authority solicited bids on February 9, 2022 for the purchase of new Railcar Transloader Conveyor for the Port of Ogdensburg. The Authority received 1 Bid from US Material Handling Corporation, East Syracuse, NY, for a Gruber 40" Railcar Transloader Conveyor. Based upon the attached bid analysis, available CRISI Grant funding and the vendors' qualifications, staff is recommending award of the base bid including alternate #1 to US Material Handling Corporation for a cost not to exceed \$229,684.44. The project cost (\$229,684.44) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program		
CRISI Grant	(80%)	\$183,748.00
Ogdensburg Bridge and Port Authority	(20%)	\$ 45,936.44
		\$229,684.44

On a motion by Megan J. M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with US Material Handling Corporation, East Syracuse, NY, for a Gruber 40" Railcar Transloader Conveyor with associated hydraulic railcar vibrator, for the Port of Ogdensburg for a cost not to exceed \$229,684.44. and be it,

FURTHER RESOLVED, that this project cost (\$229,684.44) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program

CRISI Grant	(80%)	\$183,748.00
Ogdensburg Bridge and Port Authority	(20%)	<u>\$ 45,936.44</u>
		\$229,684.44

and be it,

FURTHER RESOLVED, that acceptance and approval of this contract with US Material Handling Corporation, East Syracuse, NY is contingent upon funding,

acceptance, and approval by the Federal Railroad Administration which administers the CRISI Grant Award.

A vote was called.

AYES: Megan J. M. Whitton  
Christopher B. T. Coffin  
Nicole Terminelli  
Vernon D. Burns

MOTION CARRIED

F. Other Such Matters (None)

Executive Director Steven J. Lawrence stated that there was a need for Executive Session under Section 105 §1d under the Open Meetings Law, to discuss proposed, pending, or current litigation. On a motion by Megan J. M. Whitton, seconded by Nicole Terminelli, the meeting went into Executive Session at 5:14 PM. On a motion by Nicole Terminelli, seconded by Megan J. M. Whitton, the meeting resumed at 5:57 PM. There was no action to be taken out of the Executive Session. On a motion by Megan J. M. Whitton, seconded by Nicole Terminelli, the meeting adjourned at 5:58 PM.

---

Nicole Terminelli  
Assistant Secretary

---

Vernon D. Burns  
Chairperson