

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

THURSDAY, FEBRUARY 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, February 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
Jennifer Quirk-Pickman, Assistant Treasurer
Toni Kennedy, Member

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

ABSENT: David D. King, Secretary
Nicole Terminelli, Assistant Secretary

- I. Board Chair Burns called the meeting to order at 4:08 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 Jennifer Quirk-Pickman, seconded by Megan J. M. Whitton, the minutes from the January 13, 2022 meeting were approved by voice vote.
- IV. Reports
Presentation and Reports:

Christopher B. T. 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. Ms. Nisco noted that the Authority will be paying

\$100,000 toward the \$285,000 NYSLRS invoice in the coming week. Jennifer Quirk-Pickman reported that the Personnel Committee met on January 7, 2022 in Executive Session to discuss wage scales and salaries. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly. Board Chair Vernon D. Burns noted that bridge crossings are still significantly lower than what had been anticipated. Executive Director Steven J. Lawrence agreed and added that the decrease in truck traffic is troubling. Airport Manager Stephanie L. Saracco reported that SkyWest has had to cancel several of their scheduled flights. Ms. Saracco expects to receive the bids for the Essential Air Service soon. Board Chair Vernon D. Burns asked for a Facilities Committee meeting to be scheduled to discuss the bids. Mr. Burns also stated that SkyWest should understand they still need to provide service under the EAS contract and that the Authority hopes that they would do everything they can to provide flights.

V. Unfinished Business.
There was none.

VI. Business Items.

A. General Administration (None)

B. Ogdensburg-Prescott International Bridge

1. Approval of Supplement Lease Agreement No. 3 with Demers, Inc. Staff has negotiated Lease Agreement Supplement No. 3 with Demers, Inc. for 120 square feet of office space in Room 201A of the Bridge Administration Building for a one-year period from February 1, 2022 through January 31, 2023, at a rate of \$140 per month including utilities. 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 Christopher B. T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Agreement Supplement No. 3 with Demers, Inc. for 120 square feet of office space in Room 201A of the Bridge Administration Building for a one-year period from February 1, 2022 through January 31, 2023 at a rate of \$140 per month including utilities, 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: Toni Kennedy
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

C. Commerce Park

1. Approval of Lease Supplement No. 9 with T-Base Communications. The Authority has prepared Lease Supplement No. 9 with T-Base Communications USA Inc. for 1,061 square feet of space in Building #4 in Commerce Park for the period January 1, 2022, through December 31, 2022. The rate associated with this agreement is \$6.50 per square foot per year. In addition, heat and light utilities are included in this supplemental agreement. All terms and conditions concerning insurance pertinent to the leased space shall be stipulated in the original Lease Agreement. Staff recommends approval of this supplemental agreement. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 9 with T-Base Communications USA Inc. for

1,061 square feet of space in Building #4 in Commerce Park for the period January 1, 2022, through December 31, 2022. The rate associated with this agreement is \$6.50 per square foot per year; and be it,

FURTHER RESOLVED, that heat and light utilities are included in this supplemental agreement; and be it,

FURTHER RESOLVED, that all terms and conditions concerning insurance pertinent to the leased space shall be stipulated in the original Lease Agreement.

A vote was called.

AYES: Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
Toni Kennedy

MOTION CARRIED

2. Approval of Supplemental Lease Agreement No. 7 with West End Asset

Management. Staff has negotiated Lease Agreement Supplement No.7 with West End Asset Management for 500 square feet of office space in Suite C of Commerce Park Campus Building 1 for a two-year period from January 1, 2022 through December 31, 2023 at a rate of \$300 per month including utilities. 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 Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Agreement Supplement No. 7 with West End Asset Management for 500 square feet of office space in Suite C of Commerce Park Campus Building 1 for a two-year period from January 1, 2022 through December 31, 2023 at a rate of \$300 per month including utilities, 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: Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
Toni Kennedy
Jennifer Quirk-Pickman

MOTION CARRIED

D. Ogdensburg International Airport (None)

E. Port of Ogdensburg (None)

F. Other Such Matters

1. Approval of Wage Schedules. To reflect the annual change in minimum wage and the expiration of wage scales previously approved, the Authority's pay scales for seasonal bridge crewmembers, seasonal maintenance summer help, and part time/relief toll collectors require updating. Attached are the three pay scale schedules. Staff recommends approval of these pay scales effective April 1, 2022.

On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to implement the attached three pay scale schedules for seasonal bridge crewmembers, seasonal maintenance summer help, and part time/relief toll collectors; and be it,

FURTHER RESOLVED, that these scales be approved for implementation on April 1, 2022.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Toni Kennedy
Jennifer Quirk-Pickman
Christopher B. T. Coffin

MOTION CARRIED

2. Approval of Management/Confidential Salary Schedule for Administrative Assistants. The Management/Confidential Compensation Policy, as approved at

the October 7, 2021 Board Meeting, states the annual adjustment factor for salaries will be set annually by the Ogdensburg Bridge & Port Authority Board of Directors at the November Board meeting each year. It is recommended by the Personnel Committee that a 3.5% Cost of Living Adjustment be extended to Management/Confidential Administrative Assistants for 2022. This increase will be retroactive to the 1st of January 2022. Christopher B. T. Coffin asked what impact this would have on the budget. Chief Financial Officer Patricia A. Nisco answered that 2% had been budgeted for, so this would not make much of a difference. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge & Port Authority approves a 3.5% Cost of Living Adjustment for Management/Confidential Administrative Assistants for 2022; and be it,

FURTHER RESOLVED, that the increase will be retroactive to January 1, 2022.

A vote was called.

AYES: Megan J. M. Whitton
Toni Kennedy
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns

MOTION CARRIED

3. Approval of Management/Confidential Salary Schedule for Executive Director, Chief Financial Officer & Airport Manager. The Management/Confidential Compensation Policy, as approved at the October 07, 2021 Board Meeting, states the annual adjustment factor for salaries will be set annually by the Ogdensburg Bridge & Port Authority Board of Directors at the November Board Meeting each year. It is recommended by the Personnel Committee that a 10% salary increase

be extended to Management/Confidential positions of: Executive Director, Chief Financial Officer, and Airport Manager for 2022. This increase will be retroactive to the 1st of January 2022. On a motion by Jennifer Quirk-Pickman, seconded by Toni Kennedy, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge & Port Authority approves a 10% salary increase be extended to Management/Confidential positions of: Executive Director, Chief Financial Officer, and Airport Manager for 2022; and be it,


FURTHER RESOLVED, that increase will be retroactive to January 1, 2022.


A vote was called.

AYES: Toni Kennedy
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

The next meeting date was confirmed for Thursday, March 10, 2022 at 4:00 PM. Executive Director Steven J. Lawrence stated that there was a need for Executive Session under Section 105 § 1d and §1h of the Open Meetings Law. On a motion by Jennifer Quirk-Pickman, seconded by Megan J. M. Whitton, the meeting moved into Executive Session at 5:10 PM. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, the meeting resumed at 5:25 PM. Executive Director Steven J. Lawrence stated that there was no action to be taken out of the Executive Session. On a motion by Megan J. M. Whitton, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 5:25 PM.


Megan J. M. Whitton
Vice-Chairperson


Vernon D. Burns
Chairperson