

**OGDENSBURG BRIDGE & PORT AUTHORITY**

**BOARD MEETING**

**THURSDAY, MARCH 4, 2021**

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 4, 2021 at 4:00 PM.

The following were present:

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

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

ABSENT: Toni Kennedy, Member

- I. Board Chair Burns called the meeting to order at 4:04 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the airport, the port, and the border closure.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Christopher B. T. Coffin, the minutes from the February 4, 2021 meeting were approved by voice vote.

IV. Reports  
Presentation and Reports:

Christopher B. T. Coffin gave a short report on the February 22, 2021 Finance Committee meeting. He noted that Chief Financial Officer Patricia A. Nisco has changed the format of Accounts Receivable to make the numbers more meaningful and that everyone should be aware of the change when comparing new financial statements to old. The Income/Expense, Bridge Traffic, Airport Activity, Port

Activity, and Building Occupancy/Marketing reports were discussed briefly. Board Chair Vernon D. Burns requested that Airport Manager Stephanie L. Saracco put together a report on advertising and send it to David D. King, as he is the Chair of the Facilities Committee. Nicole Terminelli requested that Stephanie L. Saracco give the board an update on ridership in the next few weeks.

V. Unfinished Business

1. Appointment of OBPA Executive Director. On a motion by Christopher B.T. Coffin, seconded by David King, this item was taken off the table.

WHEREAS, the position of OBPA Executive Director has been vacant for over a year, and

WHEREAS, Steve Lawrence has filled in as Interim Executive Director, and

WHEREAS, the past year has been the most difficult for this Authority with the International Border closed, the departure of our low-cost carrier, and the cutback in all travel due to Covid-19, and the loss of operating funds due to the closure, and

WHEREAS, Steve Lawrence has shown the ability to manage the day-to-day operations of the OBPA and with his many years of experience at the Authority he understands the culture and mission of this Authority, and

WHEREAS, Steve Lawrence has proven to the Board of Directors that he is the most qualified to fill this important position, therefore 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 and Port Authority hereby appoints Steve Lawrence as Executive Director of the Ogdensburg Bridge & Port Authority, and

BE IT FURTHER RESOLVED that Steve Lawrence will receive the salary already approved by the Board of Directors.

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Jennifer Quirk-Pickman

MOTION CARRIED

VI. Business Items.

A. General Administration

1. Approval of an Independent Auditor Agreement. EFPR Group, CPAs, proposes to provide financial statement audit and related services for the Ogdensburg Bridge and Port Authority, as well as services associated with audit of the Passenger Facilities Charge (PFC) Program associated with the Ogdensburg International Airport. EFPR Group, CPAs, has submitted proposals to continue providing these services for each entity for the year ending March 31, 2021. The annual proposed costs for the year ending March 31, 2021, is \$20,100 for the Ogdensburg Bridge and Port Authority and \$1,350 for the PFC Program audit. 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 execute contracts with EFPR Group, CPAs, to provide audit and related services for the Ogdensburg Bridge and Port Authority, as well as services associated with audit of the Passenger Facilities Charge (PFC) Program associated with the Ogdensburg International Airport. EFPR Group, CPAs, has submitted proposals to continue providing these services for each entity for the year ending March 31, 2021. The annual proposed costs for the year ending March 31, 2021, is \$20,100 for the Ogdensburg Bridge and Port Authority and \$1,350 for the PFC Program audit.

FURTHER RESOLVED, that approval without competition is in the best interest of the Authority.

A vote was called.

AYES: Christopher B. T. Coffin

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

MOTION CARRIED

2. Approval of Vacation Buyout of Former Executive Director. Former Executive Director Wade Davis' anniversary date was January 16, 2020. He was hired on January 16, 2006. The Vacation Policy for Management/Confidential Employees Hired Prior to December 31, 2006 provides that the employee's entire amount of vacation time for the year is added to the employee's accrued time on the anniversary date. Wade Davis had contracted for 7 weeks of vacation, therefore, when he left the Authority on January 17, 2020, 280 hours of vacation time had accrued. The Vacation Policy also states that accrued vacation earnings will be provided, "regardless of the employee giving proper notice, terminations for the rule infractions, or resignations in lieu of terminations for rule infractions". Counsel was consulted and concurred with Staff's assessment that the Authority must pay Mr. Davis for his vacation time. Mr. Davis used 4.5 hours of vacation on January 17, 2020. As a result, he is owed \$63.08 per hour for 275.5 hours, or \$17,378.54. Christopher B. T. Coffin requested that the current policy be updated to address this issue. Chief Financial Officer Patricia A. Nisco stated that the policy had already been changed to prevent this sort of occurrence. David D. King stated that there was a need for Executive Session to discuss personnel matters. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the meeting moved into Executive Session at 4:41 PM. On a motion by Jennifer Quirk-Pickman,

seconded by Nicole Terminelli, the meeting resumed at 4:53 PM. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, the Executive Director is hereby authorized and directed to issue payment to former Executive Director Wade A. Davis in the amount of \$17,378.54 for 275.5 accrued hours of vacation time, at a rate of \$63.08 per hour,

and be it;

FURTHER RESOLVED, that Counsel was consulted and concurred with Staff's assessment that the Authority must pay Mr. Davis for his vacation time.

A vote was called.

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

NAYS: David D. King

MOTION CARRIED

3. Renewal of Existing Line of Credit with Tompkins Trust Company. The Board of Directors of the Ogdensburg Bridge and Port Authority approved a Line of Credit with Tompkins Trust Company on November 15, 2017. The Line of Credit was renewed on February 11, 2019 by Board approval. Tompkins Trust Company has agreed to renew the term of the Line of Credit again, with a revised expiration date of June 28, 2021. The resolution of February 11, 2019 remains in full force and effect. On a motion by Nicole Terminelli, seconded by David D. King, it was,

RESOLVED, that the Executive Director and/or Chief Financial Officer is hereby authorized and directed to execute the renewal of the existing Line of Credit with Tompkins Trust Company, in an amount not to exceed \$500,000, with a term ending on June 28, 2021,

and be it;

FURTHER RESOLVED, that the Board resolution of February 11, 2019 remains in full force and effect

A vote was called.

AYES: Megan J. M. Whitton  
Nicole Terminelli  
Jennifer Quirk-Pickman  
David D. King  
Christopher B. T. Coffin  
Vernon D. Burns

MOTION CARRIED

4. Approval of Use Permit with Carp Tournament Series, LLC – May. Carp Tournament Series, LLC, has requested use of Port property at Wheathouse Bay for their carp tournament scheduled for May 27-30, 2021. Staff has prepared a Use Permit with Carp Tournament Series, LLC. Which includes a hold harmless clause and requires proof of insurance coverage to be provided to the Authority naming the Ogdensburg Bridge and Port Authority as an additional insured as well as a security deposit in the amount of \$150. Staff recommends approval of this Use Permit with Carp Tournament Series, LLC. On a motion by David D. King, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Use Permit with Carp Tournament Series, LLC, for use of Port property on May 27-30, 2021, for their carp tournament; and be it,

FURTHER RESOLVED, that Carp Tournament Series, LLC, shall provide the Authority with proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured; and be it,

FURTHER RESOLVED, that Carp Tournament Series, LLC, shall provide a security deposit to the Authority in the amount of \$150.

A vote was called.

AYES: Nicole Terminelli  
Jennifer Quirk-Pickman  
David D. King

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

MOTION CARRIED

5. Approval of Use Permit with Carp Tournament Series, LLC – July.

Carp Tournament Series, LLC, has requested use of Port property at Wheathouse Bay for their carp tournament scheduled for July 19-24, 2021. Staff has prepared a Use Permit with Carp Tournament Series, LLC. Which includes a hold harmless clause and requires proof of insurance coverage to be provided to the Authority naming the Ogdensburg Bridge and Port Authority as an additional insured as well as a security deposit in the amount of \$150. Staff recommends approval of this Use Permit with Carp Tournament Series, LLC. On a motion by David D. King, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Use Permit with Carp Tournament Series, LLC, for use of Port property on July 19-24, 2021, for their carp tournament; and be it,

FURTHER RESOLVED, that Carp Tournament Series, LLC, shall provide the Authority with proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured; and be it,

FURTHER RESOLVED, that Carp Tournament Series, LLC, shall provide a security deposit to the Authority in the amount of \$150.

A vote was called.

AYES: Jennifer Quirk-Pickman  
David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli

MOTION CARRIED

- B. Other Such Matters

1. Recognition of John Rishe – Director of Commercial & Industrial Development.

WHEREAS: The Board of Directors have been given notice by Mr. Rishe that after 15 (fifteen) years of service to the Ogdensburg Bridge & Port Authority, he has decided to retire, and

WHEREAS: John Rishe has been instrumental in developing Commerce Park as a viable industrial campus for numerous light manufacturing companies employing hundreds of local workers, and

WHEREAS: John has written numerous grant proposals that were accepted and the Authority has been able to expand because of his expertise in this area, and

WHEREAS: John developed long term contracts for several firms at the Port of Ogdensburg helping to bring additional business to the Ogdensburg area, therefore on a motion by Nicole Terminelli, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Board of Directors of the Bridge & Port Authority offer our sincere thanks to John Rishe for the number of years and dedication he has given to this Authority and wish him the best in any future endeavors he might pursue and hope he enjoys a well-deserved retirement!

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Jennifer Quirk-Pickman

MOTION CARRIED

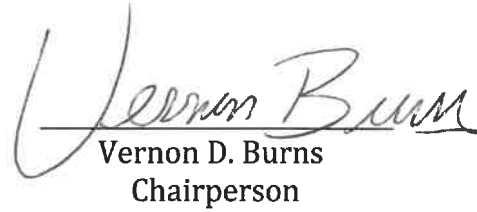
Board Chair Vernon D. Burns appointed Nicole Terminelli and Toni Kennedy to a special committee to work with Senator Gillibrand to develop a daycare facility in the Industrial Park. Board Chair Burns requested that David D. King set up a Facilities Committee meeting to discuss a low-cost carrier at the airport, as well as work on the bridge. Brendan Straub from WWNY asked why it took over a year for the Authority to pay Wade Davis' vacation buyout. Board Chair Vernon



D. Burns responded that Mr. Davis had only recently made the request for the buyout. The next meeting was set for Thursday, April 8, 2021 at 4:00 PM. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, the meeting adjourned at 5:18 PM.



David D. King  
Secretary



Vernon D. Burns  
Chairperson