

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BOARD MEETING**  
**TUESDAY, JULY 17, 2018**

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, July 17, 2018 at 4:00 PM.

The following were present:

Vernon D. Burns, Assistant Secretary  
Megan J. M. Whitton, Secretary / Chair pro tem  
Christopher B. T. Coffin, Member  
Joseph I. Andriano, Member  
David D. King, Member

ALSO:

Wade A. Davis, Executive Director  
James L. Smith, Chief Financial Officer  
John A. Rishe, Director of Commercial & Industrial Development  
Fariha Qudsi, Accounting Manager  
Steven J. Lawrence, Director of Operations

- I. Pro tem Chair Whitton called the meeting to order at 4:01 PM.
- II. Letters and Communications to the Board. There were several letters and articles pertaining to the Authority. Of note was a news article announcing the Airport serving its 30,000<sup>th</sup> passenger and the Port breaking handling records.
- III. Election of Officers. Christopher B. T. Coffin put forth the following slate of officers:

Vernon D. Burns – Chairperson  
Megan J. M. Whitton – Vice-Chairperson  
Christopher B. T. Coffin – Treasurer/Assistant Secretary  
Joseph I. Andriano – Secretary  
David D. King – Assistant Treasurer

David D. King, seconded by Joseph I. Andriano, moved to adopt the slate of officers.

A vote was called.

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

MOTION PASSED

VI. Business Items.

A. General Administration

1. Acceptance of Audit. EFPR Group, CPAs presented the audit reports for fiscal year ending March 31, 2018 for the Ogdensburg Bridge and Port Authority on July 10, 2018. Megan J. M. Whitton stated that a lot more work needs to be done for audit preparation, and she thanked Executive Director Wade A. Davis and Chief Financial Officer James L. Smith for all of their hard work. She noted that there has been a huge improvement in preparing for the audit over last year. Wade A. Davis thanked Ms. Whitton for her comments and in turn thanked Board Members, especially Christopher B. T. Coffin, for their advisement. On a motion by Christopher B. T. Coffin, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve and accept the audit reports for the Ogdensburg Bridge and Port Authority for the fiscal year ending March 31, 2018, as prepared by EFPR Group, CPAs.

A vote was called.

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

RESOLUTION PASSED

**B. Other Such Matters**

1. Approval of Handling and Storage Agreement with Lansing Vermont, Inc. Staff has negotiated a Handling & Storage Agreement with Lansing Vermont, Inc. for handling feed ingredient and grain products at the Port of Ogdensburg. The agreement commences on July 17, 2018 and terminates on October 31, 2018. Provided, however, that the Customer can extend the term of this agreement by three months by providing notice to the Authority 30 days in advance of the termination date. All rates are in U.S. Funds, are based on Short Tons (ST), and are predicated on handling product during straight time hours. The schedule of rates are as follows:

Scaling, truck receiving & stockpiling:	\$3.50 per ST.
Truck loading and scaling:	\$3.50 per ST.

Storage: \$1.00/ST per month, based on the highest amount in storage during the previous month. The rates outlined above are based on a minimum tonnage of 5,000 short tons per 3-month-period being moved through the Port of Ogdensburg during the term of this agreement. Executive Director Wade A. Davis thanked John A. Rishe, Director of Commercial and Industrial Development, for his hard work in getting this agreement ready in time for the meeting. Vernon D. Burns asked if this is a new customer. Mr. Rishe confirmed that it is new business. On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

**RESOLVED**, that the Executive Director is hereby authorized to execute this Handling and Storage Agreement with Lansing Vermont, Inc.

**FURTHER RESOLVED**, that the Authority agrees to provide the following services. All rates are in U.S. Funds, are based on Short Tons (ST), and are predicated on handling product

during straight time hours. The schedule of rates are as follows:

Scaling, truck receiving & stockpiling: \$3.50 per ST.  
Truck loading and scaling: \$3.50 per ST.

Storage: \$1.00/ST per month, based on the highest amount in storage during the previous month.

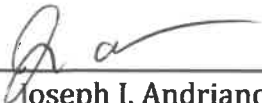
The rates outlined above are based on a minimum tonnage of 5,000 short tons per 3-month-period being moved through the Port of Ogdensburg during the term of this agreement.

A vote was called.

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


#### RESOLUTION PASSED

There was a brief discussion about scheduling and the next meeting was confirmed for Tuesday, August 7, 2018 at 4:00 PM. Joseph I. Andriano, seconded by Megan J. M. Whitton, moved to suspend the Ogdensburg Bridge and Port Authority Board Meeting at 4:20 PM and move into the Ogdensburg Border Station, Inc. meeting. On a motion by Megan J. M. Whitton, seconded by Joseph I. Andriano, the Ogdensburg Bridge and Port Authority Board meeting resumed at 4:27 PM. Chairperson Vernon D. Burns stated that there was a need for Executive Session to discuss contract negotiations and personnel issues. On a motion by Megan J. M. Whitton, seconded by Joseph I. Andriano, the meeting went into Executive Session at 4:27 PM. On a motion by Christopher B. T. Coffin, seconded by Joseph I. Andriano, the meeting resumed at 5:22 PM. On a motion by Christopher B. T. Coffin, seconded by David D. King, the meeting adjourned at 5:22 PM.



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Joseph I. Andriano  
Secretary



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Vernon D. Burns  
Chairperson