

OGDENSBURG BRIDGE & PORT AUTHORITY
FINANCE COMMITTEE MEETING
MONDAY, JULY 29, 2019

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 29, 2019 at 3:30 PM.

The following were present:

Christopher B. T. Coffin, Committee Chair
Vernon D. Burns, Boar Chair
David D. King, Member
Wade A. Davis, Executive Director
Steven J. Lawrence, Director of Operations
Fariha Qudsi, Accounting Manager
Stephanie L. Saracco, Airport Manager

Committee Chair Coffin called the meeting to order at 3:30 PM.

I. Business Items

1. Internal Control Audit Status/Update. Executive Director Wade A. Davis stated that there was nothing new to report from the last update.
2. June 2019 Financials. Accounting Manager Fariha Qudsi reported on the June 2019 Financials. Executive Director Wade A. Davis requested that the utilities be looked into to make sure that the proper amounts are being billed. Board Chair Vernon D. Burns asked how the utility bills compare now to before the solar farm was operational. Accounting Manager Fariha Qudsi stated that she would have to look at the bills. Board Chair Vernon D. Burns asked how the utilities are allocated. Executive Director Wade A. Davis responded that they should be allocated by meter readings. Committee Chair Christopher B. T. Coffin asked why maintenance expenses have increased. Director of Operations Steven J.

Lawrence replied that he has questions about those calculations and would like to look into them further.

Committee Chair Christopher B. T. Coffin noted that the remaining agenda items were not available. He stated that they would be discussed at subsequent meetings as the info becomes available. He asked if there were any further questions. Board Chair Vernon D. Burns asked if there is a way for the department heads to know what is being allocated to their budgets. Executive Director Wade A. Davis asked Accounting Manager Fariha Qudsi to begin sending all managers the trial balance, income statements, payables, and the check register on a regular basis. Board Chair Vernon D. Burns requested that the Finance Committee also receive the Charter of Accounts. Committee Chair Christopher B. T. Coffin stated that there was a need to go into Executive Session to discuss the employment history of an individual or corporation. On a motion by Vernon D. Burns, seconded by David D. King, the meeting moved into Executive Session at 3:50 PM. On a motion by Vernon D. Burns, seconded by David D. King, the meeting resumed at 5:14 PM. Committee Chair Christopher B. T. Coffin stated that there was no action taken in Executive Session and asked if there were any further questions or comments. The next meeting was set for August 26, 2019 at 3:30 PM. On a motion by David D. King, seconded by Vernon D. Burns, the meeting adjourned at 5:16 PM.


Christopher B. T. Coffin
Finance Committee Chairperson