

PORT OF OSWEGO AUTHORITY
Regular Meeting, March 20, 2023

CALL TO ORDER: Ms. Cosemento called the meeting to order at 4:34 PM.

PRESENT: Francis Enwright-Chairperson on Zoom; Constance Cosemento-Vice Chairperson; Dr. Ranjit Dighe-Secretary/Treasurer; Stanley Delia, Kathleen Macey, Dr. John Kares Smith, Tom Schneider, Diane Zeller, and William Scriber-Executive Director.

ALSO PRESENT: Pat McMahon-Supervisor of Development & Maintenance, Debbie Godden-Accounting Manager, Kim Natoli-Port Employee, Dr. Morgan, Mercedes Niess, and Bill Schickling-H. Lee White Maritime Museum Board and Trustees.

APPROVAL OF MINUTES

Motion 03-20-2301: A motion was made by Mr. Delia to approve the minutes of the February 13, 2023 meeting. Motion was seconded by Ms. Macey. Motion passed. 7-Aye, Nay-0.

ADMINISTRATIVE OPERATIONAL REPORT

Mr. William Scriber, Executive Director presented the Administrative Operational Report to the Board and addressed any questions or comments.

Report Topics:

Monthly operations update – February 2023

Update on projects:

- West Dock still awaiting environmental approval from NYSDEC; Army Corp. approved. This is for the cap system that was damaged from the high water event in 2017.
- Funding from US Department of Transportation St. Lawrence Seaway Administration for a study on inter-lake container transport, have been working on it for 2 years, study is in Stage 2.
- Productive meetings at the American Great Lakes Ports Association 2023, Washington, D.C. trip, March 7 – 9. Met with the Ways & Means Committee on transportation issues, MURAD, Congress members.
- Break Wall Projects – funding for approximately \$17 million passed & expected to begin in 2024; bid out 4 possible projects/companies.
- Annual Report mailed to local officials, Assembly & Senate transportation committees.
- Great Lakes Port Association phone call & aluminum studies funded by USDOT
- Met with Novelis new plant manager, gave overview of Port. Spoke about the possibility of heated warehouse storage.
 - Port Infrastructure Development Program (PIDP) Grant, which is heavily used by other lakes, we will apply for this year (\$11 million grant or less for a port our size); C&S to budget out what amount to apply for.

- Possible future request to take down the barrel building due to the conveyor system being defective and the roof leaking; would like to replace with 100 x 200 square foot warehouse space, heated, solar, with dock-side power, along with availability of a heavy-lift crane – placing the Port competitively with Micron coming into the area, as well as Novelis who has a need for equipment and coils in heated storage. Means revenue for the Port; possible 2024 start.
- PIDP due 04/28/2023.
- EDA grant to be submitted on 04/01/2023 (which was for additional trackage at rail yard and new conveyer system to load grain).

Pat McMahon-Supervisor of Development & Maintenance, described two courses he attended to the Board. One class was a two-day facility Security Officer course. The second course was a Certified Port Executive class, which included a certificate of Acknowledgement for Business Training for Slavery & Trafficking. Planning to take a 3-month course at Syracuse University for business training.

Debbie Godden and Meghan Wahrendorf attended a one-day seminar regarding labor practices and management for employees, put on by Bond, Schoeneck & King. Ms. Godden learned there are things that need to be implemented.

Ms. Cosemento inquired about the laws of succession, who is next in charge?

Ms. Cosemento stated introductions at 4:50 PM.

ADMINISTRATIVE FINANCIAL REPORTS

Motion 03-20-2302: A motion was made by Mr. Schneider to accept the February Primary and Subsidiary Financial Reports. Seconded by Ms. Zeller. Motion passed. 7-Aye, Nay-0.

Primary Financial Reports

Cash Position
 Balance Sheet
 Profit & Loss Statement
 Marina Profit & Loss Statement

Subsidiary Financial Reports

Monthly Bills
 Accounts Payable
 Accounts Receivable
 Loan Summary
 Schedule of Assets
 Sales Report

Chairman’s Report: Mr. Enwright, Chairperson. Mr. Enwright described an incident that occurred on Sunday, March 19, 2023 at approximately 10:00 AM in regards to the LT-5 Tug boat that broke loose of its mooring lines due to high winds. Oswego Fire Department, Oswego Police Department, USCG, and Mr. McMahon worked to secure the tug; took about 2 hours and 45 minutes. Mr. Enwright thanked all involved. Mr. McMahon shared pictures of the incident

with Board members. Mr. Enwright commented that the tug continues to be a risk the way it is. Dr. Morgan also took the opportunity to comment on the operation. Mercedes Niess commented that all worked together as a team. Ms. Cosemento inquired whether the news media was notified.

Committee Reports:

Executive Committee: Ms. Cosemento spoke about a local phone call dealing with a Micron issue; will follow-up with members in Executive session.

Audit and Finance Committee: Mr. Schneider stated that that the committee met two times, reviewed policies (travel expenses, business expenses) and budgets. Spoke of the history of not having a policy for travel expenses; looked at budget process. Mr. Schneider discussed the review of the 2023–2024 budget, based on certain (recurring or contractual) revenue. It is a break-even budget, however expect revenues to exceed.

Micha Ordway, Port counsel joined the meeting at 5:10pm.

Governance Committee: No report from Dr. Kares Smith.

Planning and Development Committee: Dr. Dighe submitted his resignation to the Board, effective May 15, 2023. Dr. Dighe had a meeting March 10th with members of the Marine Museum and the Port lawyer. There is a need for better communication between the Board and the Museum members, liaisons.

OLD BUSINESS: None.

NEW BUSINESS:

- **Motion 03-20-2303:** Motion to award on-call engineering services to C&S Companies for 2 years, with the option of three (3) 1-year extensions (Exhibit D). Motion made by Dr. Kares Smith. Seconded by Ms. Zeller. Motion passed. 7-Aye, Nay-0.
- **Motion 03-20-2304:** Motion to approve Harborfest Sponsor Contract (Exhibit E). Mr. Scriber reiterated that the Port does this every year; the Port provides \$10,000 as well as barge, equipment, and security support to Harborfest. Motion made by Dr. Kares Smith. Seconded by Ms. Macey. Motion passed. 7-Aye, Nay-0.
- **Motion 03-20-2305:** Motion to approve a negative declaration for RV Park SEQR and the director will sign it (Exhibit F). Mr. Schneider asked who would be in charge of the RV Park. Mr. Scriber stated the Marina would be in charge of the RV Park, it is a business support for the Oswego Marina. Motion made by Dr. Kares Smith. Seconded by Ms. Macey. Motion passed. 7-Aye, Nay-0.
- **Motion 03-20-2306:** Motion to approve negotiated CSEA wage and benefit rates for fiscal year 2023–2024. There shall be a 6% wage increase in addition to \$0.25 increase per hour for security guard ship rate. Motion made by Dr. Kares Smith. Seconded by Ms. Zeller. Motion passed. 7-Aye, Nay-0.

Motion 03-20-2307: A motion was made by Mr. Delia and seconded by Ms. Zeller to enter executive session to discuss labor negotiations and contract at 5:23 PM. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2308: A motion was made by Ms. Zeller and seconded by Mr. Schneider to resume regular session at 6:12 PM. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2309: A motion was made by Mr. Schneider and seconded by Dr. Dighe to authorize the Executive Director to execute licensing agreement (transferring ownership of the LT-5 Tug Boat in the future) between the Museum and Port contingent upon clerical changes. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2310: A motion to authorize Mr. Scriber to sign affidavit, stating that the Port owns the LT-5 Tug Boat, was made by Mr. Schneider and seconded by Ms. Zeller. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2311: A motion was made by Ms. Zeller and seconded by Dr. Kares Smith to enter executive session at 6:23 PM. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2312: A motion was made by Dr. Kares Smith and seconded by Ms. Zeller to resume regular session at 7:37 PM. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2313: A motion was made by Mr. Schneider and seconded by Mr. Delia to adopt the 2023–2024 budget as presented. Motion passed. 7-Aye, 0-Nay.

Motion 03-20-2314: A motion was made by Ms. Zeller and seconded by Ms. Macey to adjourn the regular monthly meeting @ 7:40 PM. Motion passed. 7-Aye, 0-Nay.

Annual Meeting of the Board of Directors of the Port of Oswego Authority

Monday, March 20, 2023

Immediately following the 4:30pm Regular Monthly Meeting

CALL TO ORDER Ms. Cosemento-Vice Chairperson called the Annual Meeting to order at 7:41 PM.

PRESENT: Francis Enwright-Chairperson on Zoom; Constance Cosemento-Vice Chairperson; Dr. Ranjit Dighe-Secretary/Treasurer; Stanley Delia, Kathleen Macey, Dr. John Kares Smith, Tom Schneider, Diane Zeller, and William Scriber-Executive Director.

ALSO PRESENT: Pat McMahon-Supervisor of Development & Maintenance, Debbie Godden- Accounting Manager, and Kim Natoli-Port Employee.

Motion AM 2301: A motion was made by Mr. Schneider and seconded by Ms. Zeller to approve Prompt Payment Policy Pursuant to Section 2880 of the Public Authorities Law (Exhibit A). Motion passed. 7-Aye, 0-Nay.

Motion AM 2302: A motion was made by Mr. Schneider and seconded by Mr. Delia to approve the adoption of the Guidelines for Awarding of Procurement Contracts (with changes) Pursuant to Section 2879 of the Public Authorities Law (Exhibit B) as amended. Motion passed. 7-Aye, 0-Nay.

Motion AM 2303: A motion was made by Ms. Zeller and seconded by Dr. Kares Smith to approve the Port of Oswego Authority Property Disposition Policy (with changes) Pursuant to Section 2896 of the Public Authorities Law (Exhibit C). Motion passed. 7-Aye, 0-Nay.

Motion AM 2304: A motion was made by Mr. Schneider and seconded by Dr. Dighe to approve the Port of Oswego Authority Investment Policy (with changes) Pursuant to Section 2925 of the Public Authorities Law (Exhibit D) as amended. Motion passed. 7-Aye, 0-Nay.

Motion AM 2305: A motion was made by Ms. Zeller and seconded by Dr. Kares Smith to approve Minority and Women's Business Enterprise (WMBE) Procurement Strategy (Exhibit E). Motion passed. 7-Aye, 0-Nay.

Motion AM 2306: A motion was made by Ms. Zeller and seconded by Ms. Macey to approve the adoption of Service- Disabled Veteran Owned Business (SDVOB) Goal Plan (Exhibit F). Motion passed. 7-Aye, 0-Nay.

Motion AM 2307: A motion was made by Ms. Zeller and seconded by Ms. Macey to approve the NYS Agencies/Authorities/Commissions Agency Master Goal Plan inclusive of the Port's Mission Statement and KPI's (Exhibit G). Motion passed. 7-Aye, 0-Nay.

Appointments and Elections

- Appointments of Legal Counsel for FY 2023–2024 (Exhibit H) as existing. Motion made by Mr. Schneider and seconded by Dr. Kares Smith. Motion passed. 7-Aye, 0-Nay.

- Election of Board Officers for FY 2023–2024 (Exhibit I). Motion made by Mr. Schneider and seconded by Ms. Macey to maintain appointments as is. Motion passed. 7-Aye, 0-Nay.
 - Chairman of the Board – Francis Enwright
 - Vice-Chairman – Mrs. Constance Cosemento
 - Secretary/ Treasurer – Dr. Ranjit Dighe

Adjourn

Meeting adjourned at 7:55 PM.



A handwritten signature in cursive script, appearing to read "Kares Smith", is written over a horizontal line.