

PORT OF OSWEGO AUTHORITY

Regular Board Meeting April 29, 2014 at 5:00 pm

CALL TO ORDER

Terrence Hammill – Chairman, Michael Carroll – Vice Chairman, Thomas Gillen – Secretary, Jerry Brown, Kirk Coates, Dave Schermerhorn, John Smith, Kenneth Stevens, Zelko Kirincich - Executive Director, Mike Shanley – Counsel

CONSENT AGENDA

Mr. Carroll made a motion to approve the consent agenda and Mr. Stevens seconded it. Motion passed. Motion 04-29-1401

ADMINISTRATIVE REPORT – Executive Director & Administrative Services Manager

Going forward we will have one unified Administration Report instead of two separate reports from the Executive Director and Administrative Services Manager. We are working together as a team and will be submitting a monthly management report. We saw our first barge of the season and have implemented new procedures for discharge which are designed to increase efficiency and cut costs. Marina opened for operations on April 15th and we will be providing some new services, beautifying the hill area, looking to repair docks. Starting today we have implemented a new two tier pay system for services, which will be based on tenant vs non-tenant system. We have been preparing historical payroll information for scanning and archiving. Going forward will be scanning and archiving Purchase Requisitions, A/P Invoices, A/R Invoices, Scales Office Tickets, Grant Information, Barge Information and Board Packets & Minutes. We will continue to add items to this list in an effort to reduce paper usage, storage space and time spent looking for items. Completed and submitted the 4th Quarter MWBE utilization report. Our utilization or the quarter was 43.22%, which was 23.33% over our goal of 20%. We have started a program of monthly safety training for the longshoremen aimed at addressing areas of concern. This month's subject was Personal Protective Equipment and Ladder Safety. With board approval, we will be applying for a number of grants in the next couple of months. We have prepared an RFP for lease options for up to eight 9,000lb forklifts and one 6,000 to 7,000 lb forklift. Completed the annual security personnel training for all security staff and we have also established a new security enhancement including visitor passes. All visitors to the port are now required to wear a visitor pass and are timed in and out by security. Reviewed the Port Strategic Plan.

ATTORNEY

No report

OLD BUSINESS

No Old Business

NEW BUSINESS

- Mr. Coates made a motion for consideration and approval to enter into an agreement with Windstream Communications, Inc. for a new phone system; which includes Access, voice, Integrated Voice & Data, Data & Equipment and Mr. Carroll seconded it. Motion passed. Motion 04-29-1402
- Motion for the consideration and approval to enter into a lease agreement for Forklifts to be determined after evaluation of RFP's received on 4/24/2014 was withdrawn. Motion 04-29-1403
- Mr. Carroll made a motion for consideration and approval to waive the late charges on past invoices for Dryden Diving Co., Inc. and Mr. Schermerhorn seconded it. Motion denied. Motion 04-29-1404
- Mr. Carroll made a motion for consideration and approval to submit an expanded TIGER VI Grant Application for funding through the Common Funding Application (CFA) and Mr. Brown seconded it. Motion passed. Motion 04-29-1405
- Mr. Brown made a motion for consideration and approval to submit the NYS Department of Transportation Passenger & Freight Rail Assistance Program (Integrated Corridor Management) Grant to create an integrated transportation information system for inventory control, tracking and integration with Novelis and Mr. Smith seconded it. Motion passed. Motion 04-29-1406
- Mr. Coates made a motion for consideration and approval to submit the Port Security 2014-2015 Grant to design an integrated access control and screening system, which will allow authorized persons entry into the port/intermodal center and allow security personnel and the scales office to monitor and verify their entry and port movement and Mr. Stevens seconded it. Motion passed. Motion 04-29-1407
- Mr. Stevens made a motion for consideration and approval to submit the USDA Rural Development Grant to request funding, with existing match from NYS Department of Agriculture (\$250,000) for a grain conveyor system and Mr. Gillen seconded it. Motion passed, with Mr. Schermerhorn abstaining. Motion 04-29-1408

- Mr. Carroll made a resolution to approval to apply for funding through the Northern Regional Border Commission for possible areas to request funding and Mr. Schermerhorn seconded it. Motion passed. Motion 04-29-1409
- Mr. Carroll made a motion to review and approve a request for sponsorship/donation to the Oswego Yacht Club EYC and SAIL Oswego Regatta in the amount of \$1,000; plus provide launch services and Mast Stepping (In and Out) to visiting yachts at a reduced flat rate of \$250 per boat and Mr. Coates seconded it. Motion passed. Motion 04-29-1410
- Mr. Schermerhorn made a resolution to authorize the Executive Director to solicit two (2) lines of credit for \$500,000.00 each to facilitate the gap financing for upcoming construction projects under terms not to exceed prime interest rate plus 2% and Mr. Stevens seconded it. Motion passed. Motion 04-29-1411

EXECUTIVE SESSION

Mr. Gillen made a motion to go into Executive Session to discuss personnel matters and Mr. Smith seconded it. Motion passed. Motion 04-29-1412

Mr. Coates made a motion to come out of Executive Session and Mr. Smith seconded it. Motion passed. Motion 04-29-1413

ACTION FROM EXECUTIVE SESSION

No Action from Executive Session

ADJOURN REGULAR SESSION

Mr. Stevens made a motion to adjourn and Mr. Carroll seconded the motion. Motion passed. Motion 04-29-1414


Thomas Gillen, Secretary/Treasurer