

PORT OF OSWEGO
AUTHORITY



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

Wednesday, March 26, 2025

4:30 PM Meeting

AGENDA

1. **Call to Order**
2. **Motion AM 2501 – Approval of Prompt Payment Policy Pursuant to Section 2880 of the Public Authorities Law (Exhibit AM-a).**
3. **Motion AM 2502 – Review and approve the adoption of Guidelines for Awarding of Procurement Contracts Pursuant to Section 2879 of the Public Authorities Law (Exhibit AM-b).**
4. **Motion AM 2503 - Review and approve the Port of Oswego Authority Property Disposition Policy Pursuant to Section 2896 of the Public Authorities Law (Exhibit AM-c).**
5. **Motion AM 2504 – Review and approve the Port of Oswego Authority Investment Policy Pursuant to Section 2925 of the Public Authorities Law (Exhibit AM-d).**
6. **Motion AM 2505 – Review and re-adopt the Port of Oswego Authority Mission Statement and KPIs (Exhibit AM-e).**
7. **Motion AM 2506 – Review and adopt the new Port of Oswego Authority Conflict of Interest Policy (Exhibit AM-f).**
8. **Appointments and Elections**
 - **Appointment of Legal Counsel for FY 2025-2026 (Exhibit AM-g)**
 - **Election of Board Officers for FY 2025-2026 (Exhibit AM-h)**
 - **Chairman**
 - **Vice-Chairman**
 - **Secretary/Treasurer**
9. **Adjourn**

MISSION STATEMENT

The mission of the Port of Oswego Authority is to serve as an economic catalyst in the *Central New York Development Council District Region* by providing diversified and efficient transportation services and conducting operations in a manner that promotes regional growth and development while being mindful of our responsibility to serve as a steward of the environment.



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

Wednesday, March 26, 2025

**Immediately after the Annual Meeting of the Board of Directors
of the Port of Oswego Authority**

- 1. Call to Order**
- 2. Motion 03-26-2501: To move to executive session for discussion of annual personnel issues.**
- 3. Motion 03-26-2502: To resume the regular monthly meeting.**
- 4. Motion 03-26-2503: To approve the Minutes of the 02-24-2025 regular monthly meeting (Exhibit A).**
- 5. Administrative Operational Report: (Exhibit B)**
- 6. Administrative Financial Reports: (A) Primary and (B) Subsidiary**
Motion 03-26-2504: To accept February's Primary Financial Reports and Subsidiary Financial Reports.
 - A. Primary Financial Reports: (Exhibit C-1)**
 - Cash Position**
 - Balance Sheet**
 - Profit & Loss Statement**
 - B. Subsidiary Financial Reports: (Exhibit C-2)**
 - Monthly Bills**
 - Accounts Payable**
 - Accounts Receivable**
 - Grants Receivable Summary**
 - Loan Summary**
 - Schedule of Assets**
 - Sales Report**
- 7. Chairman's Report**

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8. Committee Reports – no Committee Meetings in February

- a. Executive Committee**
- b. Audit and Finance Committee**

Motion 03-26-2505: Motion to authorize the Chairperson of the Audit Committee to execute the Engagement Letter from Bowers CPA's and Advisors.

- c. Governance Committee**
- d. Planning and Development Committee**

9. Old Business

10. New Business

Motion 03-26-2506: Motion to authorize the Interim Executive Director to execute the Utility Bill Integration Services Agreement with New York Energy Manager. (Exhibit D)

Review of Authorities Budget Office (ABO) audit of required website content – Policy Guidance 22-01: Posting and Maintaining Reports on Public Authority Websites. (Exhibit E)

11. AD HOC MOTIONS REQUIRED AS A RESULT OF MEETING BUSINESS:

Motion 03-26-250 : To

Motion 03-26-250 : To

12. Motion 03-26-250 : To adjourn the regular monthly meeting.

**Next Regular Monthly Board Meeting is tentatively scheduled for
Monday, April 21, 2025 @ 4:30pm**

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