

**PORT OF OSWEGO**  
AUTHORITY



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

**Wednesday, March 27, 2024**

**4:30 pm Meeting**

**AGENDA**

**Regular Meeting**

- 1. Call to Order**
- 2. Motion 03-27-2401: To approve the Minutes of the 02-12-2024 regular monthly meeting (Exhibit A).**
- 3. Administrative Operational Report: (Exhibit B)**
- 4. Administrative Financial Reports: (A) Primary and (B) Subsidiary  
Motion 03-27-2402: 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
    - Loan Summary
    - Schedule of Assets
    - Sales Report
- 5. Chairman's Report**
- 6. Committee Reports**
  - a. Executive Committee**
  - b. Audit and Finance Committee**
  - c. Governance Committee**
  - d. Planning and Development Committee**
- 7. Old Business**

**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.

**8. New Business**

East 1<sup>st</sup> Street discussion of evaluating return to original route, engineer draft review.

Goble Marina – C&S Companies Engineer’s Construction Bid Review (Exhibit D).

Goble Marina – New design within budget parameters and scope (Exhibit E).

Motion 03-27-2403: To move to executive session for discussion on property.

Motion 03-27-2404: To resume regular session.

Motion 03-27-2405: To accept funding through the New York State Department of Transportation (NYSDOT) for the 2023 Passenger and Freight Rail Assistance Program in the amount of \$1,832,320.00 for an Electric Railcar Mover (Exhibit F).

Motion 03-27-2406: To accept funding through the New York State Department of Transportation (NYSDOT) for the 2023 Passenger and Freight Rail Assistance Program in the amount of \$2,861,349.27 for additional storage track, track upgrades, and railcar unloading (Exhibit G).

H. Lee White Maritime Museum – Procedures for Total Solar Eclipse Monday, April 8, 2024

H. Lee White Maritime Museum – Star Gazing Event on Wednesday, April 24, 2024

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

Motion 03-27-240 : To

Motion 03-27-240 : To

**10. Motion 03-27-240 : To adjourn the regular monthly meeting.**

**Next Regular Monthly Board Meeting is scheduled for  
Monday, April 15, 2024 @ 4:30pm**

**MISSION STATEMENT**

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# Exhibit A

**PORT OF OSWEGO AUTHORITY**  
**Regular Monthly Meeting**  
**Monday, February 12, 2024**

**CALL TO ORDER:** Ms. Cosemento called the meeting to order at 4:40 PM.

**PRESENT:** Constance Cosemento - Vice Chairperson, Stan Delia, Tom Schneider, Kathleen Macey, Diane Zeller, and William Scriber - Executive Director.

**ALSO PRESENT:** Pat McMahon - Supervisor of Development & Maintenance, Debbie Godden - Accounting Manager, Kim Natoli - Port Employee, Tom Doran and Debbie Doran with the Oswego Yacht Club, Dr. Robert Morgan - Vice President of the H. Lee White Maritime Museum and Mercedes Niess - Executive Director of the H. Lee White Maritime Museum, and Don Smith - Board Member of H. Lee White Maritime Museum.

**PRESENT ON ZOOM:** Francis Enwright - Chairperson, Carl Rode - C&S Engineers, Allison Phillips, Esq. - Young/Sommer LLC., Josh Werbeck - Port Counsel with Bousquet Holstein PLLC, and Lawrence Ordway - Port Counsel with Bousquet Holstein PLLC.

**ABSENT:** Dr. John Kares Smith.

**EXECUTIVE SESSION**

**Motion 02-12-2401:** A motion was made by Mr. Delia to move to executive session for discussion on Hammermill property to receive privileged advice and counsel from Port's attorneys. Ms. Macey seconded the motion at 4:41 PM. Motion passed. 5-Aye, 0-Nay.

**Motion 02-12-2407:** A motion was made by Ms. Macey to pay Young/Sommer LLC for the process to purchase the Hammermill property at 5:50 PM. Motion seconded by Ms. Zeller. Motion passed. 5-Aye, 0-Nay.

**Motion 02-12-2402:** A motion was made by Ms. Zeller to resume the regular monthly meeting at 5:50 PM. Motion seconded by Mr. Delia. Motion passed. 5-Aye, 0-Nay.

**SPECIAL AWARD ANNOUNCEMENT**

Carl Rode announced a special award for the Port of Oswego Authority, in regard to the CNY Agricultural Center Project. In August/September 2023, C&S Engineers submitted to the American Council of Engineering Consultants in New York State (ACEC) under the transportation and multimodal project category. The project was awarded a silver award designation; C&S Engineers were notified in mid-January 2024 that the project was selected. A more formal session will take place, possibly in March or April, with a plaque and poster presentation finalized with the silver award designation. Mr. Rode stated that this is a great distinction for the project for the tremendous work, from the contractors that built the structure, to Mr. Scriber and his staff, pushing the project from conception to reality. Mr. Scriber recognized Carl Rode's hard work on the project and thought it is important for C&S Engineers to be recognized, furthermore for the Port of Oswego Authority to be



recognized, as well as an upstate New York project to be recognized. Carl Rode left the meeting at 6:01 PM.

### **APPROVAL OF MINUTES**

**Motion 02-12-2403:** A motion was made by Ms. Zeller to approve the minutes of the January 8, 2024 regular monthly meeting. Motion was seconded by Ms. Macey. Motion passed. 5-Aye, 0-Nay.

### **ADMINISTRATIVE OPERATIONAL REPORT**

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

#### **Report Topics:**

Monthly operations update – January 2024

Update on projects:

- Monthly Report – included.
- West Pier Reconstruction – contractor award included.
- Container Mover – submitted last month, the container mover from the grant the Port received, the American Marine Highway Program, which the Port was designated in 2019 as part of the Marine Highway, and the only port on Lake Ontario, and one of two ports in the Great Lakes; will possibly be completed in May 2024.
- Ballast Water Treatment – Mr. Fran Enwright can explain further in his report.
- Port of Oswego Authority/City of Oswego Advisory Meeting – Ms. Connie Cosemento can explain further in her report.
- Appraisal – for the U.S. Border Patrol property. Will possibly be complete by next month’s Board meeting.
- Aluminum – there will be a test run of the large ingots on three rail cars the next day, February 13, 2024. The ingots will be coming from a newly designed mill in the south to the Port, then transloaded to the local aluminum plant. July or August 2025 is when it is anticipated that full production will be transloaded to the Port on rail; approximately 600 railcars or 3,000 aluminum ingots. The new heavy-lift forklift will be crucial for this new project.
- Milwaukee, WI Business Trip – Mr. Scriber turned this discussion over to Board Member Mr. Schneider, who joined him on the trip, to visit a potential new grain customer.

### **DISCUSSIONS ON TOPICS**

Mr. Schneider described the trip as very positive and praised Mr. Scriber’s representation and marketing of the Port of Oswego Authority. He described the business trip, who was present during discussions/meetings, and appreciated the opportunity to travel for the purpose of speaking with a new potential customer.

Mr. Delia initiated a discussion and had questions regarding Ballast Water Treatment, such as the feasibility of the project. Mr. Enwright described that this is about invasive species that vessels may be carrying while off-loading cargo, and then have to pick up ballast water, which may contain invasive species that cannot be transported or discharged from the vessel’s hull until it undergoes a pasteurization process, to prevent the spread of invasive species (i.e. zebra mussels) from one Great Lake to another, or even from overseas. The Port of Oswego Authority would be the first port on the

Great Lakes to undertake such project, however other issues (profits, funding, training, ILA issues) would have to be discussed prior to retaining this. Mr. Scriber stated that Environmental Protection Agency (EPA), United States Coast Guard (USCG), and International Maritime Organization (IMO) has not set a standard at this time. The EPA is currently in discussions on setting standards. In the future, regulations will be enacted about this topic – Mr. Scriber wanted the Board members to be aware of this for the future. Ms. Zeller inquired if federal grant money was available. Mr. Scriber explained that if and when standards and rules are set for this type of project, grants would be available.

### **ADMINISTRATIVE FINANCIAL REPORTS**

**Motion 02-12-2404:** A motion was made by Mr. Schneider to accept the January financial reports as presented. Motion seconded by Ms. Zeller. Motion passed. 5-Aye, 0-Nay.

#### Primary Financial Reports

Cash Position  
Balance Sheet  
Profit & Loss Statement

#### Subsidiary Financial Reports

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

Mr. Delia commented that the current assets are above the current liabilities; Mr. Schneider agreed that the total asset ratio and payables was acceptable. Ms. Cosemento shared that the Oswego City engineer acknowledged that the sales tax revenue that was collected from citizens who used services in the City during Port projects was noticeable.

**Chairman's Report:** No report per Mr. Enwright.

### **COMMITTEE REPORTS:**

**Executive Committee:** Ms. Cosemento commented on the Port of Oswego Authority/City of Oswego Advisory Committee meeting that took place on February 5, 2024 was a positive meeting. She shared the meeting minutes from that meeting; the Oswego City engineer had examples of designs prepared to propose to the Port (removing part of the center island and/or inserting a raised crosswalk). Cost estimates will be needed. The Mayor of the City of Oswego will submit the topic and new design at the City's next Committee meeting (02/05/2024). The Port will be awaiting a cost analysis from the State. The Oswego City Mayor, who supports the project, will propose a resolution, once having some costs for the project, and then the resolution would be recommend to go before the full Oswego City Council. Mr. Enwright commented that full disclosure of the project to the Broadwell Group will need to be extended, and to be good neighbors with them. Ms. Cosemento insisted that the Broadwells to be present at the next meeting so that they understand that safety and aesthetics for businesses located on East 1<sup>st</sup> Street and for the Port to continue business – all are important. The next Port of Oswego Authority/City of Oswego Advisory meeting will be held at the Port.

Ms. Cosemento also went to Kevin Riley's office to meet and discuss ILA/ILA pension fund (they have two meetings a year).

**Audit and Finance Committee:** No report per Mr. Schneider.

**Governance Committee:** No report; Dr. Kares Smith was absent.

**Planning and Development Committee:** No report per Ms. Macey.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Oswego Yacht Club – In regard to Exhibit D, Mr. Scriber explained that at the last meeting, the Oswego Yacht Club, in order for the club to be able to launch on the water, and put docks in the water, they must have an entry/exit point. The only area that is would be is off the Port's property on the west side, and the Yacht Club would be responsible for constructing a concrete walkway with attached ramp. The Oswego Yacht Club does not own the property, the Port of Oswego is the land owner. The Board would have to authorize the resolution.

**Motion 02-12-2405:** A motion was made by Mr. Schneider to authorize the Executive Director to sign and complete any and all paperwork pertaining to the Oswego Yacht Club's proposed construction of a concrete ramp on Port of Oswego Authority property, indicating that the Port of Oswego Authority is the owner of said property at 17 Lake Street, Oswego (Exhibit D), as requested by the New York State Department of State Office of Planning, Development, and Community Infrastructure on the Joint Application Form. Motion seconded by Mr. Delia. Motion passed. 5-Aye, 0-Nay.

West Terminal Repairs – Mr. Scriber explained that the damage done to the West Terminal originates from the high-water event across Lake Ontario and St. Lawrence River basin in 2017 (lost the dock on west-side, as well as other repairs and engineering). This project has been delayed for about a year due to DEC requirements that appear to be trivial. DEC approval was completed two months ago. Details were finalized, bids were sent out, and this is the lowest, responsible bid for the pier. Once completed, it will put the west dock back into commercial operation. Ms. Cosemento inquired about project totals of two contractors. Mr. Scriber explained that the Port is obligated to accept the lowest qualified bid, however there is a condition of the award that is contingent upon the timely completion of Women, Minority Business Enterprise (WMBE) Good Faith Efforts, which the Port is exceeding the state efforts. This is part of the New York State law of going through the process of ensuring MWBE goals are achieved; if goals are not achieved, the Port would have to get an exemption, so the project may progress. This award is contingent upon the waiver of WMBE.

**Motion 02-12-2406:** A motion was made by Mr. Schneider to award W.D. Malone, who is the lowest responsible bidder, for the Port of Oswego Authority West Terminal repairs, contingent upon the timely completion and acceptance of their W/MBE Good Faith Effort package waiver request by New York State Empire State Development (NYS ESD), and authorize the Executive Director to sign all necessary paperwork for and administer the project (Exhibit E). Motion seconded by Ms. Macey. Motion passed. 5-Aye, 0-Nay.

**OLD BUSINESS**

Dr. Robert Morgan, Vice President of the H. Lee White Maritime Museum, and Mercedes Niess, Executive Director of the H. Lee White Maritime Museum inquired about the status of the updated paperwork from the attorney regarding the LT-5 tugboat. Mr. Scriber stated that he has not received the changes in the paperwork from the attorney.

**EXECUTIVE SESSION**

**Motion 02-12-2408:** A motion was made by Ms. Zeller to enter executive session at 6:55 PM for discussion of customer negotiation. Motion seconded by Ms. Macey. Motion passed. 5-Aye, 0-Nay.

Ms. Zeller left the meeting at 7:06 PM.

**Motion 02-12-2409:** A motion was made by Ms. Macey to resume the regular monthly meeting and adjourn at 7:10 PM. Motion seconded by Mr. Delia. Motion passed. 5-Aye, 0-Nay.

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Kathleen Macey, Secretary/Treasurer

# Exhibit B





## **Administrative and Operations Report**

***March 2024***

**William W. Scriber, Executive Director**

- Monthly (February 2024) operations update – see attached
- Aluminum – Test of large ingots, occurred on February 13, 2024
- Washington, DC – American Great Lakes Ports Association (AGLPA); see attached
- Reach Stacker – Bids are due Friday, March 29, 2024
- Oswego Micron Strategy Steering Committee – attended
- Army Corp of Engineers – Washington, D.C. and conference call
- Great Lakes Authority, The Consolidated Appropriations Act 2023 – see attached
- Total Solar Eclipse Plans – Private gathering to include employees, customers, Board Members
  - Operations during Monday, April 8, 2024
  - Security Measures during Monday, April 8, 2024



## **Administrative and Operations Report**

*March 2024*

**William W. Scriber, Executive Director**

- Passenger and Freight Rail Assistance Program (PFRAP) – for the following
  - \$1.832 million to the Port of Oswego to upgrade to a more efficient and smaller carbon footprint of an electric railcar mover. This is a zero-emission technology supporting New York’s green energy and electric policies (Exhibit F).
  - \$2.861 million to the Port of Oswego for the construction of an additional storage track capacity, rail safety upgrades throughout, and an upgraded unloading method for agricultural products (Exhibit G).

TO: BOARD OF DIRECTORS  
 FROM: George Lloyd  
 SUBJECT: February 2024 Activity Report

Totals						
	# In	# Out	Total # In/Out	MT In	MT Out	Total MT In/Out
Trucks	15	220	235	0.000	6898.336	6898.336
Railcars	0	37	37	0.000	3298.816	3298.816
Vessels	0	0	0	0.000	0.000	0.000
<b>Grand Totals</b>	<b>15</b>	<b>257</b>	<b>272</b>	<b>0.000</b>	<b>10197.152</b>	<b>10197.152</b>

	Company	ST	MT	In/Out	Mode	#
Potash	Nutrien Ag Solutions	0.00	0.000	Inbound	Vessel	0
	Nutrien Ag Solutions	0.00	0.000	Inbound	Railcar	0
	Nutrien Ag Solutions	483.19	438.342	Outbound	Trucks	13
Grain	Anderson's Soybeans	0.00	0.000	Inbound	Trucks	0
	Anderson's Soybeans	0.00	0.000	Inbound	Railcar	0
	Anderson's Soybeans	271.65	246.437	Outbound	Trucks	11
	Anderson's Soybeans	3636.33	3298.816	Outbound	Railcar	34
	Anderson's Soybeans	0.00	0.000	Outbound	Vessel	0
	Anderson's Corn	0.00	0.000	Inbound	Trucks	0
	Anderson's Corn	0.00	0.000	Inbound	Railcar	0
	Anderson's Corn	0.00	0.000	Outbound	Trucks	0
	Anderson's Corn	0.00	0.000	Outbound	Railcar	0
Anderson's Corn	0.00	0.000	Outbound	Vessel	0	
Aluminum	Marubeni	0.00	0.000	Inbound	Vessel	0
	Marubeni	0.00	0.000	Inbound	Railcar	0
	Marubeni	0.00	0.000	Outbound	Trucks	0
	Trafigura	0.00	0.000	Inbound	Vessel	0
	Trafigura	0.00	0.000	Inbound	Trucks	0
	Trafigura	0.00	0.000	Inbound	Railcar	0
	Trafigura	1874.36	1700.389	Outbound	Trucks	53
	Glencore	0.00	0.000	Inbound	Vessel	0
	Glencore	2195.81	1992.004	Outbound	Trucks	63
	Glencore	0.00	0.000	Inbound	Railcar	0
	Glencore	0.00	0.000	Inbound	Trucks	0
	Goldman	0.00	0.000	Inbound	Vessel	0
	Goldman	0.00	0.000	Inbound	Railcar	0
	Goldman	0.00	0.000	Inbound	Trucks	0
	Goldman	0.00	0.000	Outbound	Trucks	0
	Goldman	0.00	0.000	Outbound	Railcar	0
	Concord	0.00	0.000	Inbound	Vessel	0
	Concord	0.00	0.000	Outbound	Trucks	0
	Concord	0.00	0.000	Outbound	Railcar	0
	Concord	0.00	0.000	Inbound	Railcar	0
	Concord	0.00	0.000	Inbound	Trucks	0
IXM	0.00	0.000	Inbound	Vessel	0	
IXM	0.00	0.000	Inbound	Trucks	0	
IXM	0.00	0.000	Inbound	Railcar	0	

	IXM	2227.30	2020.571	Outbound	Trucks	62
	Mitsubishi	0.00	0.000	Outbound	Trucks	0
	Mitsubishi	0.00	0.000	Inbound	Trucks	0
	Mitsubishi	0.00	0.000	Inbound	Vessel	0
	Mitsubishi	0.00	0.000	Inbound	Railcar	0
	Mercuria	0.00	0.000	Inbound	Vessel	0
	Mercuria	0.00	0.000	Inbound	Trucks	0
	Mercuria	551.81	500.593	Outbound	Trucks	18
	Mercuria	0.00	0.000	Outbound	Railcar	0
	Mercuria	0.00	0.000	Inbound	Railcar	0
	Alcoa	0.00	0.000	Inbound	Vessel	0
	Novelis Ingots	0.00	0.000	Inbound	Vessel	0
	Novelis Ingots	0.00	0.000	Outbound	Trucks	0
	Novelis Ingots	281.72	255.572	Inbound	Trucks	15
	Novelis Ingots	0.00	0.000	Inbound	Railcar	0
	Novelis Ingots	281.72	255.572	Outbound	Railcar	3
	Novelis Transfer Loads	0.00	0.000	Outbound	Trucks	0
Dean Marine Rock/Stone	Rock/Stone	0.00	0.000	Inbound	Railcar	0





## **AMERICAN GREAT LAKES PORTS ASSOCIATION**

### **2024 POLICY AGENDA**

#### **Distribute of Port Infrastructure Grants Equitably**

The Port Infrastructure Development Program (PIDP) is the primary source of federal investment in the nation's port infrastructure, such as dock reconstruction, rail improvements, road access, storage expansion, and modernization of cargo handling equipment. The program is managed by the Maritime Administration, an agency of the U.S. Department of Transportation.

Port infrastructure grants are not being distributed equitably. Last year, the U.S. Department of Transportation distributed \$653 million under this program and Great Lakes ports only received 2% of the funds. Over the 5-year life of the program, Great Lakes ports received only 8% of funds distributed. By comparison, West Coast received 38.5% and East Coast ports received 34%.

Congress should require the U.S. Department of Transportation to distribute funds in an equitable manner between regions of the United States.

#### **Improve Great Lakes Icebreaking Services**

Heavy ice threatens the reliability of Great Lakes-Seaway transportation early and late in the navigation season. The U.S. Coast Guard is responsible for icebreaking services to ensure navigation and enhance safety. The agency's Great Lakes icebreaking fleet consists of nine vessels: six 140-foot icebreaking tugs, two buoy tenders, and the heavy icebreaking cutter Mackinaw. Severe winter weather is placing a stress on these assets. In 2022 Congress authorized the construction of a new heavy icebreaking cutter. The project's estimated cost is \$350 million. Both the House and Senate Appropriations Committees have approved \$55 million in FY24 to begin construction of the new vessel. Congress should complete work on the FY24 appropriation and include \$55 million in FY25 to continue construction.



## **Eliminate the Corps of Engineers' Great Lakes Navigation Maintenance Backlog**

According to the Corps of Engineers, over the next 5 years Great Lakes navigation channels will require \$550 million of dredging to maintain authorized dimensions. Breakwaters and other federal navigation structures will need \$768 million in repairs, and the existing Soo Locks will require \$300 million in upgrades.

Maintenance activities for coastal and Great Lakes navigation are funded from the Harbor Maintenance Trust Fund (HMTF), which is financed by the Harbor Maintenance Tax – a fee collected from users of the maritime transportation system. Although the tax generates adequate revenue, over the last two decades Congress has restricted spending on harbor maintenance due to budgetary constraints. The result has been crumbling infrastructure and harbors choked with sand and silt.

The Water Resources Development Act of 2020 provides special budgetary treatment for amounts appropriated from the Harbor Maintenance Trust Fund (HMTF) – up to a cap defined in law. This provision is meant to eliminate budget constraints and allow full use of Harbor Maintenance Tax revenue. It is also meant to spend-down the trust fund's \$10 billion surplus balance. The cap for FY2025 is the sum of: 1) amounts deposited into the HMTF from tax revenue two years prior, plus 2) \$900 million. This calculation yields \$3.087 billion. Great Lakes ports urge Congress to appropriate \$3.087 billion from the HMTF for the Corps' deep draft coastal navigation operation and maintenance activities.

## **Complete the Soo Lock Project**

Owned and operated by the Army Corps of Engineers, the lock complex at Sault Ste Marie, Michigan ("Soo Locks") enables ships to navigate the St. Marys River, which connects Lake Superior and Lake Huron. Through this critical infrastructure, Great Lakes commercial vessels carry iron ore and other raw materials that feed the nation's steel industry, agricultural products destined for export markets, and low sulfur coal fueling the region's electric utilities. Unfortunately, the lock infrastructure is old and in need of repair and replacement. Congress originally authorized construction of a new large lock at Sault Ste Marie in the Water Resources Development Act of 1986. The project was reauthorized in 2022 at a total cost of \$3.2 billion. The project is currently under construction and has received a total of \$1.9 billion of federal and state funds to date.

Congress and the Administration should keep the project moving forward and provide adequate funding in the FY2025 Energy and Water Development Appropriations Bill to enable the project to remain on schedule for completion in 2030.

### **Improve U.S. Customs and Border Protection Services**

In recent years, Great Lakes ports have been working to develop new business in two distinct areas: containerized cargo shipping, and passenger cruise tourism. These new business sectors have presented a challenge for U.S. Customs and Border Protection (CBP). The inspection and processing of shipping containers and passengers is more complicated than the processing of traditional Great Lakes bulk cargoes. Both require unique staffing, equipment, and facilities. CBP officials have explained that they face both funding and staffing limitations and have denied service at some ports, limiting economic growth.

CBP's current service model discourages the development of new commerce and jobs at Great Lakes ports. In a real sense, it asks commerce to shape itself to the inspection regime, rather than shaping the federal CBP inspection service to the efficient flow of commerce.

Congress should provide more funding for CBP services, including staff, inspection facilities, and capital costs at seaports. To accomplish this goal, Congress should enact H.R. 6409, the CBP Space Act. This legislation allows revenue generated by the federal Merchandise Processing Fee (MPF) to be used for CBP capital needs at ports. Finally, Congress should direct CBP to develop a small port, low volume, and seasonal clearance model that accommodates the unique conditions and scale of the Great Lakes cargo and cruise market.

### **Harmonize the Seaway Navigation Season with the Soo Locks**

The opening and closing dates of the St. Lawrence Seaway vary from year to year due to weather conditions and the demands of commerce. The system's locks have opened as early as March 20 and as late as March 31. The closing date has ranged from December 24 to January 5. To enhance the reliability of the shipping system, attract new cargoes and foster employment in the maritime sector, the United States and Canada should harmonize the Seaway's opening and closing dates with those of the Soo Locks in northern Michigan. Doing so would establish a fixed navigation season for the entire Great Lakes navigation system from March 25th – January 15th.

### **Stand Up the Great Lakes Authority**

In 2022 Congress enacted legislation to create the "Great Lakes Authority," a new economic development agency for the Great Lakes Region. The authority is to be governed by a nine-member board with a federal co-chair appointed by the President, and one board member appointed by each of the eight Great Lakes Governors. The authority may hire an executive director and staff as are necessary to carry out its duties. Congress authorized the authority to receive up to \$30 million/year in annual appropriations.

The GLA will focus on both economic and infrastructure development and may provide grant funding to worthwhile projects. While the authority's mission is broad, it has a specific mandate to "develop the transportation infrastructure" of the region. This includes port infrastructure. AGLPA supported enactment of this important legislation and urges the White House and Governors to move quickly to appoint the authority's board. Similarly, AGLPA urges Congress to appropriate start-up funds in the FY2025 Energy and Water Development Appropriations Bill.

### **Reform Great Lakes Pilotage**

All ocean-going ships operating on the Great Lakes and St. Lawrence Seaway are required by law to hire a U.S. or Canadian marine pilot to assist with navigation.

The Great Lakes Pilotage Act of 1960, and its associated regulations, give form and structure to the pilotage regime in the sections of the Great Lakes under U.S. jurisdiction. In its current state the system is a regulated monopoly. Ship owners (the consumer) are required by federal law to employ pilots. Since there is only one pilotage service provider authorized in each geographic area, an effective monopoly exists. The Coast Guard exercises broad regulatory oversight over all aspects of Great Lakes pilotage, including the setting of fees.

Under Coast Guard management, Great Lakes pilotage has become a runaway cost for international trade on the Great Lakes-St. Lawrence Seaway navigation system. In the last ten years (2014-23), the overall cost of U.S. pilotage on the Great Lakes has tripled (\$12.8 million – \$37 million). Individual pilot compensation as set by the Coast Guard has soared to \$440,658. Unreasonable costs threaten the competitiveness of international commerce on the Seaway system.

Congress should update the Great Lakes Pilotage Act with the goal of maintaining safety, increasing efficiency, reducing costs, and improving the competitive position of the navigation system.

### **Maintain Safe and Efficient Commerce Through the Chicago Area Waterway System**

Constructed between 1887-1922, the Chicago Area Waterway System (CAWS) provides a connection between the inland river navigation system and the Great Lakes, facilitating the movement of maritime commerce and recreational boating. The waterway also serves an important role in the sanitation and flood control system serving Chicago and Northwest Indiana. Inland river barge transportation through the CAWS serves the Ports of Chicago, Milwaukee, Burns Harbor, Indiana Harbor and Gary.

To control the migration of non-native Asian Carp and other aquatic nuisance species, some have proposed physical separation and/or modification of the waterway. AGLPA opposes closure or extended disruption of navigable waterways in the Great Lakes region.

AGLPA supports efforts to prevent migration of non-native Asian Carp and other aquatic nuisance species between the Great Lakes and Mississippi River basins, while at the same time protecting the vital role of maritime commerce. AGLPA urges the federal government to continue to pursue a comprehensive approach to this problem, including operation and maintenance of electronic barriers in the canal near Lockport, Illinois; monitoring and sampling of fish populations; chemical and biological controls; expanding contract fishing, developing commercial markets for Asian Carp, and coordination with the Government of Canada to police illegal transport of Asian Carp in the aquaculture industry. AGLPA also supports continued development and implementation of a plan by the Corps of Engineers to modify the Brandon Road Lock in Joliet, Illinois, to include a series of fish deterrents. AGLPA opposes any new plan elements that threaten the health and safety of mariners or impede the efficient movement of commerce.

### **Fund the Great Lakes Restoration Initiative**

The Great Lakes include 20 percent of the world's surface freshwater and host a diverse ecosystem of aquatic and terrestrial life. Launched in 2010, the Great Lakes Restoration Initiative (GLRI) was created to restore and maintain the chemical, physical and biological integrity of the Great Lakes Basin ecosystem. The GLRI seeks to replace earlier piecemeal approaches to ecosystem restoration with a single comprehensive program. The Environmental Protection Agency (EPA) leads and administers the restoration initiative and partners with multiple federal agencies to carry out restoration projects.

As stakeholders in a healthy, productive ecosystem, Great Lakes ports support the GLRI program and urge Congress to approve no less than \$450 million in the EPA's FY2025 budget – the full, authorized amount.

### **Provide State Assistance for Port Infrastructure**

Great Lakes Seaway shipping supports 147,000 jobs in the eight Great Lakes states. This fact demonstrates that ports are important economic drivers. While state governments invest heavily in highways, airports, rail and transit, port funding is modest or non-existent.

To the contrary, federal investment in port infrastructure has exploded in the last two years. If Great Lakes states are to capture their fair share of these funds, port communities will require state assistance to meet non-federal cost sharing requirements.

In late 2015, a regional maritime strategy released by the Great Lakes St. Lawrence Governors and Premiers called for port investment by states. Great Lakes states should follow-up on that recommendation and enact harbor assistance programs.





## Great Lakes Authority

### Summary

The Consolidated Appropriations Act, 2023 (Public Law 117–328) created the Great Lakes Authority (GLA) by adding it to the part of the U.S. Code (Subtitle V of Title 40) that authorizes three other regional commissions. In doing so, the GLA has the same authorities and capabilities as those regional commissions, as well as their authorization or appropriation (\$33 million through FY23).

The region of the Great Lakes Authority consists of areas in the watershed of the Great Lakes and the Great Lakes System in each of the following States: Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin.

As authorized, the GLA shares an organizing structure of the other three regional commissions authorized by that part of the U.S. Code. By statute, the GLA will consist of a federal co-chair, appointed by the President with the advice and consent of the Senate, along with the participating state governors (or their designated representatives), of which one would be named by the state representatives as state co-chair. As enacted in statute, there is no term limit for the federal co-chair. However, the state co-chair is limited to two consecutive terms, but may not serve a term of less than one year.

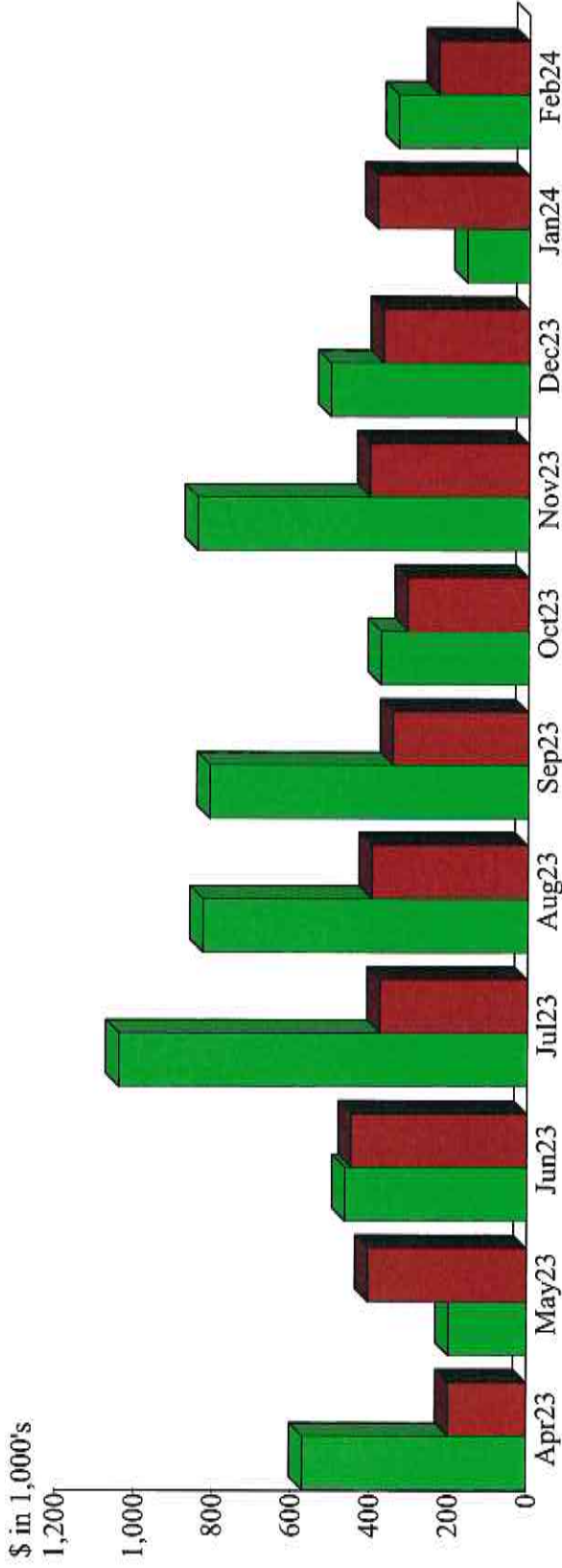
Like the three other regional entities, the GLA would be empowered to make grants to States and local governments, Indian tribes, and public and nonprofit organizations for projects to:

1. develop the transportation infrastructure;
2. develop the basic public infrastructure;
3. develop the telecommunications infrastructure;
4. assist its region in obtaining job skills training, skills development and employment-related education;
5. provide assistance to severely economically distressed and underdeveloped areas;
6. promote resource conservation, tourism, recreation, and preservation;
7. promote the development of renewable and alternative energy sources;
8. grow the capacity for successful community economic development; and
9. otherwise achieve the purposes of commission.



# Exhibit C-1

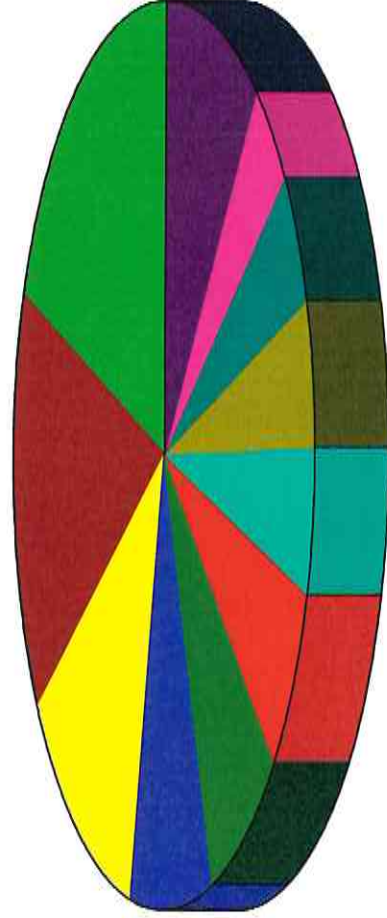
Income and Expense by Month  
April 2023 through February 2024



Income  
Expense

Income Summary  
April 2023 through February 2024

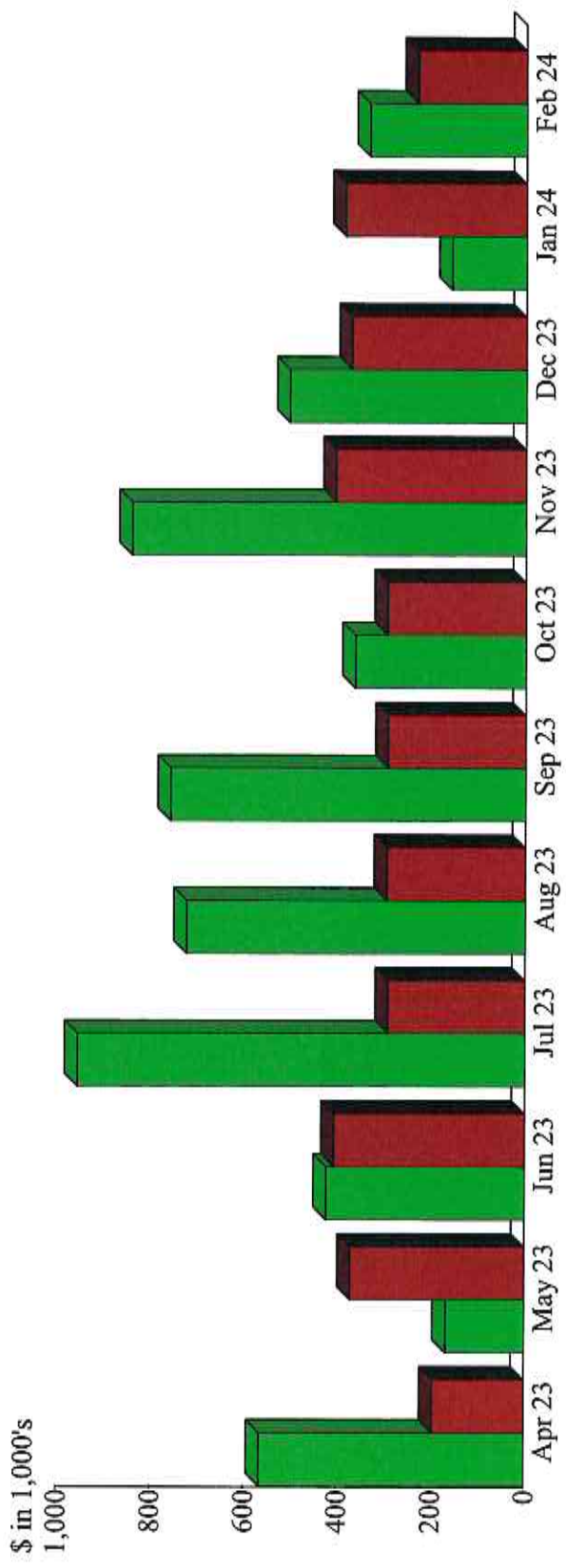
4600000 · Stevedoring	19.33%
9000017 · FEMA DR 4348	15.21
4800000 · Marina Income	12.28
4400000 · Rental	8.83
4300000 · Loading and Unloading	7.95
9001400 · REDI - Goble Marina	6.96
4000000 · Storage	5.36
9000014 · NYS Grant Pin 3935.59 ET Pier	5.30
4500000 · Misc Income	5.00
9000020 · Auction / Sale of equipment	4.32
Other	9.45
<b>Total</b>	<b>\$6,131,583.87</b>



By Account

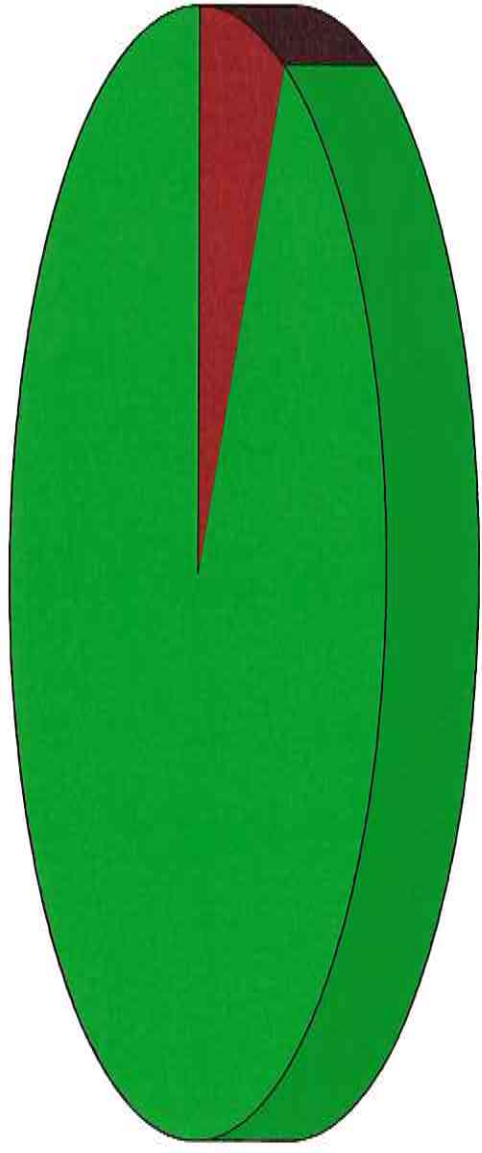
Income and Expense by Month  
April 2023 through February 2024

Income  
Expense



Income Summary  
April 2023 through February 2024

Port	92.66%
Marina	7.34
Total	\$5,802,515.66



By Class

**Port of Oswego Authority**  
**Cash Position**  
 As of February 29, 2024

	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>	<u>Net change</u>	<u>Beginning Balance</u>
<b>1000600 · Imprest Fund - Key Bank</b>					
Total 1000600 · Imprest Fund - Key Bank	436,405.05	522,737.61	847,192.52	-324,454.91	111,950.14
<b>1000700 · Health Fund - Key Bank</b>					
Total 1000700 · Health Fund - Key Bank	2,081.07	0.00	681.67	-681.67	1,399.40
<b>1001000 · Comptroller Fund - Key Bank</b>					
Total 1001000 · Comptroller Fund - Key Bank	5,166.44	432,067.80	426,510.88	5,556.92	10,723.36
<b>1001001 · Gen. State Checking - Key Bank</b>					
Total 1001001 · Gen. State Checking - Key Bank	745,725.38	429,465.53	522,737.61	-93,272.08	652,453.30
<b>1001500 · Key Money Market</b>					
Total 1001500 · Key Money Market	201,035.48	135.82	0.00	135.82	201,171.30
<b>TOTAL</b>	<u><u>1,390,413.42</u></u>	<u><u>1,384,406.76</u></u>	<u><u>1,797,122.68</u></u>	<u><u>-412,715.92</u></u>	<u><u>977,697.50</u></u>

**Port of Oswego Authority**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000100 · Petty Cash	187.29	134.58	52.71
1000300 · Oswego Marina - Register fund	600.00	600.00	0.00
1000600 · Imprest Fund - Key Bank	111,950.14	240,732.12	-128,781.98
1000700 · Health Fund - Key Bank	1,399.40	1,959.99	-560.59
1001000 · Comptroller Fund - Key Bank	10,723.36	5,007.91	5,715.45
1001001 · Gen. State Checking - Key Bank	652,453.30	1,917,471.37	-1,265,018.07
1001500 · Key Money Market	201,171.30	157,706.40	43,464.90
1003200 · CD - Wtrline Maint Fund	10,000.00	0.00	10,000.00
1003300 · CD - Bldg Rehab Fund	89,582.61	88,174.99	1,407.62
<b>Total Checking/Savings</b>	<b>1,078,067.40</b>	<b>2,411,787.36</b>	<b>-1,333,719.96</b>
<b>Accounts Receivable</b>			
1100000 · Accounts Receivable	94,526.15	224,832.87	-130,306.72
<b>Total Accounts Receivable</b>	<b>94,526.15</b>	<b>224,832.87</b>	<b>-130,306.72</b>
<b>Other Current Assets</b>			
1100103 · Accounts Receivable Other	995.04	995.04	0.00
1100104 · Short term Lease Receivable	148,452.47	0.00	148,452.47
1100900 · Other Receivable	0.00	760,621.00	-760,621.00
1201000 · Prepaid Insurance	58,463.51	52,576.96	5,886.55
1202000 · Prepaid expense	193.05	193.05	0.00
1210000 · Inventory Asset	16,763.12	17,936.61	-1,173.49
1300000 · Grant Receivable	2,729.07	2,729.07	0.00
1499000 · Undeposited Funds	2,560.00	1,385.00	1,175.00
<b>Total Other Current Assets</b>	<b>230,156.26</b>	<b>836,436.73</b>	<b>-606,280.47</b>
<b>Total Current Assets</b>	<b>1,402,749.81</b>	<b>3,473,056.96</b>	<b>-2,070,307.15</b>
<b>Fixed Assets</b>			
1502000 · Land & Land Impr-Capital Assets	14,074,827.75	14,074,827.75	0.00
1502050 · Land & Land Impr-Held for Lease	1,537,131.13	1,376,575.13	160,556.00
1502100 · Alcan Water Line	1.00	1.00	0.00
1502300 · Bldgs & Improvem-Capital Assets	8,524,445.43	8,516,661.43	7,784.00
1502350 · Bldgs & Improvem-Held for Lease	4,043,402.88	4,019,489.22	23,913.66
1502400 · Office Equipment & Furniture	490,330.93	469,143.90	21,187.03
1502500 · Operating Equipment	3,702,820.62	3,166,293.41	536,527.21
1502501 · Equipment - Marina	315,141.60	297,977.20	17,164.40
1502550 · Lease Assets	434,701.63	0.00	434,701.63
1502555 · Accumulated Amortization	-130,760.25	0.00	-130,760.25
1502600 · Computer Software	32,872.24	32,872.24	0.00
1502800 · Acc Dep-Bldg & Impr-Cap Assets	-6,722,169.54	-6,529,748.54	-192,421.00
1502850 · Acc Dep Bldg & Impr-Held for Le	-2,331,837.00	-2,221,428.00	-110,409.00
1502900 · Acc Dep - Operating Equip	-2,554,080.33	-2,385,670.33	-168,410.00



**Port of Oswego Authority**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
1502905 · Acc Dep - Marina equipment	-239,567.00	-227,418.00	-12,149.00
1503000 · Acc Dep - Office Equipment	-462,481.46	-454,703.46	-7,778.00
1503100 · Acc Dep-Land & Impr-Cap Assets	-8,048,916.11	-7,468,047.11	-580,869.00
1503101 · Acc Dep - Computer Software	-32,872.00	-32,872.00	0.00
1503150 · Acc Dep Land & Impr-Held for Le	-96,532.00	-37,174.00	-59,358.00
1503200 · Acc Dep - Lease Asset	-158,555.00	0.00	-158,555.00
1503600 · Equipment - New or Replacement	59,757.49	11,975.00	47,782.49
1504900 · Cap Imp - Gas Dock improvements	1,031.76	0.00	1,031.76
1505200 · Cap Imp - rail fall protect sys	0.00	1,520.16	-1,520.16
1505600 · Cap Imp - Agricultural Center	14,564,069.57	14,453,127.39	110,942.18
1505700 · Cap Imp - Marine Pumpout System	10,752.71	0.00	10,752.71
1505800 · Cap Imp - Railcar conveyor	11,546.14	0.00	11,546.14
1506400 · Cap Imp - Warehouse doors	17,105.44	0.00	17,105.44
1506600 · Cap Imp - RV Park	123,858.04	95,677.02	28,181.02
1507300 · Cap Imp - Scales	93,603.23	0.00	93,603.23
1507400 · Cap Imp-Marina elect. upgrade	57,955.02	0.00	57,955.02
1507800 · Cap Imp - FEMA-West 2017	397,135.39	362,346.89	34,788.50
1507802 · Cap Imp - FEMA-East 2017	1,689,658.29	1,250,924.79	438,733.50
1508600 · Cap Imp-REDI 19515-Goble Marina	1,939,094.60	542,080.44	1,397,014.16
1508900 · Cap Imp-Fitzgibbons Prop Imprv	0.00	160,556.00	-160,556.00
<b>Total Fixed Assets</b>	<b>31,343,472.20</b>	<b>29,474,987.53</b>	<b>1,868,484.67</b>
<b>Other Assets</b>			
1100105 · Long Term Lease Receivable	961,847.09	0.00	961,847.09
1100106 · Interest Receivable	2,211.20	0.00	2,211.20
1800000 · Pension - Deferred Outflow	-190,195.00	-76,109.00	-114,086.00
1800001 · Deferred Outflow - OPEB	385,391.00	519,043.00	-133,652.00
<b>Total Other Assets</b>	<b>1,159,254.29</b>	<b>442,934.00</b>	<b>716,320.29</b>
<b>TOTAL ASSETS</b>	<b>33,905,476.30</b>	<b>33,390,978.49</b>	<b>514,497.81</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000100 · Accounts Payable	68,960.38	742,622.93	-673,662.55
<b>Total Accounts Payable</b>	<b>68,960.38</b>	<b>742,622.93</b>	<b>-673,662.55</b>
<b>Credit Cards</b>			
2000101 · Key Bank - Bill Mastercard	2,732.75	7,261.89	-4,529.14
2000103 · Lowe's credit card	244.99	214.18	30.81
<b>Total Credit Cards</b>	<b>2,977.74</b>	<b>7,476.07</b>	<b>-4,498.33</b>
<b>Other Current Liabilities</b>			
2000200 · Retainage Payable	0.00	52,157.76	-52,157.76
2000300 · Accounts Payable Other	557.85	138.00	419.85
2000610 · Deposits received	25,000.00	0.00	25,000.00

**Port of Oswego Authority**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
2001000 · Accrued Salaries	37,502.49	49,791.08	-12,288.59
2001200 · Accrued Compensation	58,468.03	53,350.23	5,117.80
2001600 · Accrued NYS Retirement Withheld	873.19	855.12	18.07
2001700 · NYS Retirement Loan Withheld	722.00	756.00	-34.00
2001800 · NYS Retirement Arrears Withheld	61.90	163.66	-101.76
2002700 · Accrued NYS PFL withheld	2,253.60	1,971.23	282.37
2003000 · #1570A Pension Fund	14,595.25	15,434.63	-839.38
2003100 · 1570 1% Checkoff Withheld	196.64	206.13	-9.49
2003200 · 1570 1/10% Checkoff Withheld	19.68	20.63	-0.95
2003300 · 1570A 9/10% Checkoff Withheld	176.98	185.51	-8.53
2003401 · 1570A Local Dues Withheld	369.50	390.75	-21.25
2004500 · Accrued Mass Mutual withheld	-167.75	0.00	-167.75
2005600 · Payments on Insurance Claims	961.95	961.95	0.00
2005700 · Short Term Lease Liability	71,786.16	0.00	71,786.16
2550000 · Sales Tax Payable	-10,286.59	-30,261.08	19,974.49
<b>Total Other Current Liabilities</b>	<b>203,090.88</b>	<b>146,121.60</b>	<b>56,969.28</b>
<b>Total Current Liabilities</b>	<b>275,029.00</b>	<b>896,220.60</b>	<b>-621,191.60</b>
<b>Long Term Liabilities</b>			
2500400 · NYS Retirement Employer Contri	10,289.00	-9,080.00	19,369.00
2500500 · Advances from NYS	3,405,925.71	3,505,925.71	-100,000.00
2500600 · Vehicle Note Payable	45,576.91	0.00	45,576.91
2501010 · Note Payable - PPP 2nd draw	0.00	374,895.00	-374,895.00
2501400 · OPEB liability	1,559,497.00	2,466,448.00	-906,951.00
2502100 · Note Payable - Liebherr Crane	0.00	281,035.95	-281,035.95
2502200 · Note Payable-SANY Forklift-LEAF	431,803.43	0.00	431,803.43
2503500 · Long Term Lease Liability	77,065.21	0.00	77,065.21
2600000 · Net Pension Liability - ERS	-187,532.00	2,143.00	-189,675.00
2800001 · Deferred Inflow - OPEB	1,084,415.00	248,736.00	835,679.00
2800002 · Deferred Inflow - Lessor	1,058,210.30	0.00	1,058,210.30
<b>Total Long Term Liabilities</b>	<b>7,485,250.56</b>	<b>6,870,103.66</b>	<b>615,146.90</b>
<b>Total Liabilities</b>	<b>7,760,279.56</b>	<b>7,766,324.26</b>	<b>-6,044.70</b>
<b>Equity</b>			
3000500 · Contributed Capital	144,946.00	144,946.00	0.00
3001000 · Contributed Capital - Federal	45,777.00	45,777.00	0.00
3001500 · Grant from NYS	2,253,367.90	2,253,367.90	0.00
3001600 · Grant MultiCodul Capital Proj	2,073,783.33	2,073,783.33	0.00
3001700 · Grant-MultiModal	370,000.00	370,000.00	0.00
3001800 · Grant Energy Savings	60,000.00	60,000.00	0.00
3005000 · Retained Earnings	19,678,911.68	18,101,112.78	1,577,798.90
Net Income	1,518,410.83	2,575,667.22	-1,057,256.39
<b>Total Equity</b>	<b>26,145,196.74</b>	<b>25,624,654.23</b>	<b>520,542.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>33,905,476.30</b>	<b>33,390,978.49</b>	<b>514,497.81</b>

Port of Oswego Authority  
**Profit & Loss**  
 February 2024

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 03/12/24  
 Accrual Basis

	Period to Date			Year to Date			% Variance from Budget		
	Actual	Prior	Budget	Actual	Prior	Variance to Prior		\$ Over Budget	
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
4000000 · Storage	53,520.75	24,292.71	30,833.33	328,424.23	335,701.75	-7,277.52	339,166.67	-10,742.44	-3.2%
4100000 · Dockage	0.00	0.00	0.00	90,077.03	223,128.44	-133,051.41	125,000.00	-34,922.97	-27.9%
4200000 · Wharfage	0.00	0.00	0.00	220,504.96	260,264.96	-39,760.00	252,000.00	-31,495.04	-12.5%
4300000 · Loading and Unloading	42,303.15	55,643.79	66,666.67	487,552.52	1,320,529.82	-832,977.30	733,333.33	-245,780.81	-33.5%
4400000 · Rental	33,432.42	33,015.65	47,500.00	541,622.53	582,503.62	-40,881.09	522,500.00	19,122.53	3.7%
4500000 · Misc Income	2,342.35	970.00	20,833.33	306,735.85	1,137,704.71	-830,968.86	229,166.67	77,569.18	33.8%
4600000 · Stevedoring	0.00	0.00	0.00	1,185,530.09	1,669,920.70	-484,390.61	750,000.00	435,530.09	58.1%
4750000 · Profit Share	0.00	0.00	0.00	85,911.12	1,017,965.05	-932,053.93	0.00	85,911.12	100.0%
4800000 · Marina Income	78,307.87	50,500.00	18,000.00	752,728.12	934,465.24	-181,737.12	908,000.00	-155,271.88	-17.1%
4850000 · RV Park	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	-100.0%
<b>Total Income</b>	<b>209,906.54</b>	<b>164,422.15</b>	<b>183,833.33</b>	<b>3,999,086.45</b>	<b>7,482,184.29</b>	<b>-3,483,097.84</b>	<b>3,864,166.67</b>	<b>134,919.78</b>	<b>3.5%</b>
<b>Cost of Goods Sold</b>									
4900000 · Cost of Goods Sold	0.00	159.56	0.00	329,068.21	477,907.16	-148,838.95	425,000.00	-95,931.79	-22.6%
<b>Total COGS</b>	<b>0.00</b>	<b>159.56</b>	<b>0.00</b>	<b>329,068.21</b>	<b>477,907.16</b>	<b>-148,838.95</b>	<b>425,000.00</b>	<b>-95,931.79</b>	<b>-22.6%</b>
<b>Gross Profit</b>	<b>209,906.54</b>	<b>164,262.59</b>	<b>183,833.33</b>	<b>3,670,018.24</b>	<b>7,004,277.13</b>	<b>-3,334,258.89</b>	<b>3,439,166.67</b>	<b>230,851.57</b>	<b>6.7%</b>
<b>Expense</b>									
5000000 · Personal Service	88,509.32	84,399.08	78,354.20	1,442,395.50	1,981,081.67	-538,686.17	1,471,839.19	-29,443.69	-2.0%
505000a · Travel Expense	86.54	619.70	500.00	7,733.86	10,004.55	-2,270.69	5,500.00	2,233.86	40.6%
510000a · Auto Expense	0.00	124.21	583.34	3,366.83	6,975.24	-3,608.41	6,416.67	-3,049.84	-47.5%
511000a · Fuel expense	1,721.98	2,316.45	4,291.67	39,626.50	63,288.39	-23,661.89	47,208.33	-7,581.83	-16.1%
515000a · Office Supplies	931.19	2,752.91	3,333.33	55,397.93	48,486.84	6,911.09	36,666.67	18,731.26	51.1%
5150200 · General Insurance Expense	28,438.29	23,661.91	23,333.33	306,754.47	256,002.17	50,752.30	256,666.67	50,067.80	19.5%
520000a · Advertising & Printing	3,028.84	1,531.77	2,500.00	41,286.94	31,759.94	9,507.00	27,500.00	13,766.94	50.1%
525000a · Communications	797.39	3,890.91	2,500.00	8,292.50	33,934.24	-25,641.74	27,500.00	-19,207.50	-69.8%
5260000 · FTZ expenses	0.00	0.00	0.00	1,895.00	0.00	1,895.00	0.00	1,895.00	100.0%
530000a · Fuel, Light & Power	7,305.27	10,178.53	6,250.00	57,330.45	76,632.07	-19,301.62	68,750.00	-11,419.55	-16.6%
535000a · Household Supplies	1,074.77	2,239.89	1,750.00	22,398.17	27,818.51	-5,420.34	19,250.00	3,148.17	16.4%
540000a · Payroll Taxes	8,300.76	8,420.71	9,499.52	221,501.27	249,244.48	-27,743.21	221,270.72	230.55	0.1%
545000a · Health Insurances	16,189.61	20,705.62	20,416.67	236,299.36	220,502.65	15,796.71	224,583.33	11,716.03	5.2%
5500000 · ILA Pension	14,595.25	15,434.63	17,500.00	338,534.77	619,715.52	-281,180.75	192,500.00	146,034.77	75.9%
5520000 · CSEA Workbooks/Workclothes	0.00	115.65	83.33	793.07	1,170.10	-387.03	916.67	-133.60	-14.6%
555000a · Special Supplies	3,888.18	-23,618.33	5,833.33	92,738.47	403,230.06	-310,491.59	64,166.67	28,571.80	44.5%

Port of Oswego Authority  
**Profit & Loss**  
 February 2024

4:42 PM  
 03/12/24  
 Accrual Basis

	Period to Date				Year to Date				% Variance from Budget
	Actual	Prior	Budget	Actual	Prior	Variance to Prior	Budget	\$ Over Budget	
655130a · Spec Supp & Ex - Metered Water	0.00	0.00	583.33	2,374.45	5,971.70	-3,597.25	6,416.67	-4,042.22	-63.0%
6551500 · Spec Supp & Ex - Comm Support	0.00	0.00	943.75	12,725.00	10,725.00	2,000.00	10,381.25	2,343.75	22.6%
6560000 · Professional Services	20,826.42	13,004.75	8,083.33	188,411.99	437,903.81	-249,491.82	88,916.67	99,495.32	111.9%
6570000 · Marina Supp & Expenses	3,789.91	2,813.70	3,500.01	57,765.10	63,805.87	-6,040.77	49,999.99	7,765.11	15.5%
6580000 · Education/Training	0.00	0.00	83.33	0.00	10,463.40	-10,463.40	916.67	-916.67	-100.0%
6590000 · Technical Services	0.00	8,675.00	2,750.00	15,400.00	34,315.50	-18,915.50	30,250.00	-14,850.00	-49.1%
660000a · Repairs & Maintenance	929.35	19,555.12	7,500.00	100,679.22	115,152.96	-14,473.74	82,500.00	18,179.22	22.0%
6660000 · Repairs due to ILA accidents	0.00	0.00	0.00	6,014.36	1,455.00	4,559.36	0.00	6,014.36	100.0%
6670000 · House Gasoline	0.00	0.00	0.00	1,296.21	2,939.39	-1,643.18	0.00	1,296.21	100.0%
6680000 · Hammermill property lease	0.00	0.00	0.00	0.00	75,600.00	-75,600.00	0.00	0.00	0.0%
6700000 · Rentals	0.00	237.36	833.33	45,098.31	57,632.96	-12,534.65	9,166.67	35,931.64	392.0%
6700200 · Lease-Track Mobile	0.00	2,558.00	2,558.00	0.00	28,138.00	-28,138.00	28,138.00	-28,138.00	-100.0%
6700300 · Lease - other equipment leases	13,184.00	9,760.00	16,388.00	21,409.00	107,360.00	-85,951.00	180,268.00	-158,859.00	-88.1%
6700301 · Lease - vehicles	0.00	292.92	292.92	0.00	3,918.94	-3,918.94	3,222.12	-3,222.12	-100.0%
6730000 · FEMA 4480 - Covid19 Expenses	0.00	0.00	0.00	0.00	213.98	-213.98	0.00	0.00	0.0%
6750000 · Write offs	0.00	0.00	166.67	1.36	0.40	0.96	1,833.33	-1,831.97	-99.9%
6800000 · Museum	1,682.07	884.34	500.00	10,221.14	6,894.86	3,386.28	5,500.00	4,721.14	85.8%
6850000 · Interest Expense	3,545.27	1,306.73	1,666.67	42,818.53	20,303.18	22,515.35	18,333.33	24,485.20	133.6%
6900000 · Freight Expense	58.12	494.32	416.67	17,664.09	5,178.10	12,485.99	4,583.33	13,080.76	285.4%
<b>Total Expense</b>	<b>218,882.53</b>	<b>212,295.88</b>	<b>222,994.73</b>	<b>3,398,193.85</b>	<b>5,017,759.48</b>	<b>-1,619,565.63</b>	<b>3,191,160.95</b>	<b>207,032.90</b>	<b>6.5%</b>
<b>Net Ordinary Income</b>	<b>-8,975.99</b>	<b>-48,033.29</b>	<b>-39,161.40</b>	<b>271,824.39</b>	<b>1,986,517.65</b>	<b>-1,714,693.26</b>	<b>248,005.72</b>	<b>23,818.67</b>	<b>9.6%</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
8999999 · Interest Income - Leases	2,211.34	0.00	0.00	25,718.60	0.00	25,718.60	0.00	25,718.60	100.0%
9000000 · Interest Income	4,617.03	6,009.57	833.33	46,967.30	22,892.80	24,074.50	9,166.67	37,800.63	412.4%
9000001 · Grant - Agricultural Center	0.00	0.00	0.00	21,519.89	222,258.44	-200,738.55	423,027.65	-401,507.76	-84.9%
9000011 · Grants - miscellaneous	1,142.98	0.00	0.00	1,142.98	0.00	1,142.98	800.00	342.98	42.9%
9000014 · NYS Grant Pin 3935.59 ET Pier	117,071.73	0.00	0.00	325,024.54	0.00	325,024.54	361,283.85	-36,259.31	-10.0%
9000017 · FEMA DR 4348	0.00	0.00	1,067,430.24	311,209.66	295,646.41	15,563.25	5,228,065.52	-4,916,855.86	-84.0%
9000019 · Grant-POA Harbor Deepening	0.00	0.00	0.00	0.00	300,000.00	-300,000.00	0.00	0.00	0.0%
9000020 · Auction / Sale of equipment	0.00	0.00	0.00	265,000.00	0.00	265,000.00	0.00	265,000.00	100.0%
9001400 · REDI - Goble Marina	0.00	0.00	0.00	398,525.09	-27,990.80	426,515.89	1,148,966.35	-750,441.26	-65.3%
<b>Total Other Income</b>	<b>125,043.08</b>	<b>6,009.57</b>	<b>1,068,263.57</b>	<b>1,395,108.06</b>	<b>812,806.85</b>	<b>582,301.21</b>	<b>7,171,310.04</b>	<b>-5,776,201.98</b>	<b>-80.5%</b>
<b>Other Expense</b>									



Port of Oswego Authority  
Profit & Loss  
February 2024

	Period to Date			Year to Date			% Variance from Budget
	Actual	Prior	Budget	Actual	Prior	Budget	
9000400 - Windmill Proj Rd Improvements	0.00	0.00	0.00	0.00	172,389.56	0.00	0.0%
9000700 - Profit Sharing Exp - Castalooop	0.00	0.00	0.00	0.00	51,267.72	0.00	0.0%
9005500 - Amortization Expense	13,179.03	0.00	0.00	148,521.62	0.00	0.00	100.0%
Total Other Expense	13,179.03	0.00	0.00	148,521.62	223,657.28	0.00	100.0%
Net Other Income	111,864.05	6,009.57	1,068,263.57	1,246,586.44	589,149.57	7,171,310.04	-82.8%
Net Income	102,888.06	-42,023.72	1,029,102.17	1,518,410.83	2,575,667.22	7,419,315.76	-79.5%

# Exhibit C-2

**Port of Oswego Authority  
Imprest Bills**

February 6, 2024  
W-124

<b>Avaya Financial Services</b>	Phone Lease	<b>\$2,145.50</b>
<b>Benefit Resource, Inc.</b>	Monthly Administration Fee	<b>\$100.00</b>
<b>Bond, Schoeneck &amp; King, PLLC</b>	Legal Counsel - ILA Negotiations & General Matters	<b>\$1,043.75</b>
<b>Burke's Do-it-Best Home Center</b>	Water Heater Parts, Concrete Mix for the Parking Lot, Pex Elbow	<b>\$41.97</b>
<b>Cintas</b>	Work Uniforms & Floor Mats	<b>\$87.42</b>
<b>CIT Group Inc</b>	Trackmobile Lease	<b>\$2,558.00</b>
<b>Computer Outlet North, Inc.</b>	Replacement Mouse, Data Migration on Phones, Linking Printer, & Set-up New Laptop	<b>\$70.00</b>
<b>Five Star Equipment, Inc.</b>	Fuel Pedal for JD Loader & Freight Charges	<b>\$778.44</b>
<b>Glider Oil</b>	Port Propane	<b>\$104.02</b>
<b>Key Bank - B</b>	Monthly Credit Card Charges	<b>\$3,502.18</b>
<b>Lakeshore Supply</b>	Plumbing Supplies for the Marina	<b>\$799.89</b>
<b>LEAF</b>	Heavy Forklift Payment	<b>\$8,258.53</b>
<b>Lindsey Aggregates, Inc.</b>	Ice Melt Mix Delivered	<b>\$1,029.50</b>
<b>Mohawk Global Logistics Corp</b>	FTZ Consulting	<b>\$437.50</b>
<b>NaGr #-09104 Lighting-1 Gate, 1 NE Corner</b>	Electric Delivery & Supply - 1 Account	<b>\$108.46</b>
<b>Raby's Ace Homecenter</b>	Propane Fill & Plumbing Supplies for the Marina	<b>\$130.02</b>
<b>S&amp;B Computer and Office Products, Inc.</b>	Office Supplies & Household Cleaning, Credit for Damaged Item	<b>\$75.25</b>
<b>Shark Welding &amp; Repair Service</b>	Marina Boat Hoist Repair	<b>\$9,920.00</b>

**Port of Oswego Authority  
Imprest Bills**

February 6, 2024  
W-124

**WD Malone**

Retainage Payment for Goble Marina

**\$66,431.76**

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**\$97,622.19**



**Port of Oswego Authority  
Imprest Bills**

February 8, 2024  
W-126

**Pathfinder Bank - Interest Only**

**\$3,050.52**

Pathfinder Bank, Interest Only for Goble Marina

**\$3,050.52**

**Port of Oswego Authority  
Imprest Bills**

February 13, 2024  
W-129

<b>AmVet Office Supplies, LLC</b>	Office Supplies - Copy Paper, Pens, Notepads	<b>\$97.99</b>
<b>Cintas</b>	Work Uniforms & Floor Mats	<b>\$87.42</b>
<b>City of Oswego Water - #006583-000</b>	Lake Road Water Line	<b>\$96.21</b>
<b>City of Oswego Water - 000004-000</b>	Port Water Bill	<b>\$307.01</b>
<b>Ed &amp; Ed Business Technology, Inc.</b>	Contract Charge for Copiers	<b>\$106.21</b>
<b>Glider Oil</b>	Port Diesel, Port Propane	<b>\$1,194.41</b>
<b>Lindsey Aggregates, Inc.</b>	Limestone Delivered (for grounds repair & rail repair)	<b>\$688.00</b>
<b>National Grid</b>	Electric Supply & Delivery (13 Accounts)	<b>\$7,851.30</b>
<b>NYS Insurance Fund - WC</b>	Monthly Worker's Compensation Premium	<b>\$3,581.71</b>
<b>Oswego Auto Parts</b>	Shop Supplies - Gloves, Work Lamp, Parts for International Loader	<b>\$251.19</b>
<b>Palladium Times/Sample News Group Oswego</b>	Advertising in the Newspaper for Goble Marina Restroom	<b>\$65.43</b>
<b>Taylor Northeast, Inc.</b>	Repairs to F-15 Forklift - Chain, Links	<b>\$383.90</b>
<b>Verizon Business</b>	Cell Phones for Bill, Pat, Tammy, & George	<b>\$379.74</b>
<b>Volney Multiplex Inc.</b>	Camera, Lock Box, Channel Network Recorder for the Guard Shack	<b>\$2,500.00</b>
<b>WEX Inc.</b>	Fuel for Port Vehicles	<b>\$337.84</b>
		<hr/> <b>\$17,928.36</b>

**Port of Oswego Authority  
Imprest Bills**

February 20, 2024

W-131

<b>Bousquet Holstein PLLC</b>		<b>\$11,076.42</b>
	Lease Negotiation with Maritime Museum, Hammermill, & General Matters	
<b>Business Council of NYS, Inc.</b>		<b>\$374.84</b>
	Life, AD&D, & LTD Insurance	
<b>Butler Disposal Systems Inc</b>		<b>\$78.77</b>
	Trash & Recycle Service	
<b>C&amp;S Engineers, Inc.</b>		<b>\$1,121.73</b>
	Professional Services - East Terminal Wharf	
<b>Chirello Advertising</b>		<b>\$2,188.41</b>
	Advertising for PIDP Grant, Annual Report, Printing	
<b>Glider Oil</b>		<b>\$283.11</b>
	Port Propane	
<b>GM Financial Leasing</b>		<b>\$292.92</b>
	Equinox Lease	
<b>J&amp;A Mechanical Contractors, Inc.</b>		<b>\$185.00</b>
	Testing of Backflow Preventer, Backflow Test Kit	
<b>LexisNexis</b>		<b>\$200.00</b>
	Legal Information	
<b>Lowe's</b>		<b>\$684.85</b>
	Monthly Credit Card Charges	
<b>Mohawk Global Logistics Corp</b>		<b>\$125.00</b>
	FTZ Consulting	
<b>Pathfinder Bank - 2024 Chevy P/U</b>		<b>\$833.15</b>
	Vehicle Loan	
<b>Paychex</b>		<b>\$919.38</b>
	Payroll Administration & Fees	
<b>Pitney Bowes Purchase Power</b>		<b>\$150.00</b>
	Postage Meter Refill	
<b>S&amp;B Computer and Office Products, Inc.</b>		<b>\$381.15</b>
	Port Water & Water Cooler Rental, Office Supplies, Cleaning, & Credits	
<b>Siewert Equipment</b>		<b>\$3,444.00</b>
	Sewer Pump Core including Freight for Garage Repairs	
<b>Taylor Northeast, Inc.</b>		<b>\$4,164.00</b>
	Forklift Rentals (7)	
<b>Wells Fargo Financial Leasing</b>		<b>\$4,400.00</b>
	Doosan Lease	
		<b>\$30,902.73</b>

**Port of Oswego Authority  
Imprest Bills**

February 21, 2024  
W-130

REPAYMENT OF STATE ADVANCE - Fiscal Year 2023-2024 **\$50,000.00**

REPAYMENT OF STATE ADVANCE - Fiscal Year 2023-2024

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**\$50,000.00**

**Port of Oswego Authority  
Imprest Bills**

February 27, 2024

W-135

<b>AmVet Office Supplies, LLC</b>	Household Items - Foam Cups	<b>\$69.79</b>
<b>C&amp;S Engineers, Inc.</b>	Professional Services - FEMA West Terminal Pier	<b>\$12,690.70</b>
<b>Cintas</b>	Work Uniforms & Floors Mats	<b>\$391.02</b>
<b>Computer Outlet North, Inc.</b>	Monthly E-Mails, Repair Sales, 10-Hour Services Agreement	<b>\$1,247.50</b>
<b>CSEA Employee Benefit Fund</b>	Dental & Vision Insurance	<b>\$1,504.46</b>
<b>FitzGibbons Agency LLC</b>	Insurance Policy Payment	<b>\$500.00</b>
<b>Glider Oil</b>	Port Propane, Port Diesel	<b>\$379.62</b>
<b>LEAF</b>	Copier Lease	<b>\$156.99</b>
<b>Oswego Auto Parts</b>	Battery Clamps for 988 Loader	<b>\$17.98</b>
<b>Paychex</b>	Payroll Administration & Fees	<b>\$924.35</b>
<b>Paychex</b>	Payroll Administration & Fees	<b>\$919.38</b>
<b>Raby's Ace Homecenter</b>	Marina Waterline Repair Materials, Urinal, Valves, Clamps, Adapter	<b>\$653.39</b>
<b>S&amp;B Computer and Office Products, Inc.</b>	USGS Water, USGS Water Cooler Rental, Office Supplies	<b>\$150.76</b>
<b>Sprague Operating Resources LLC</b>	Electric Supply - 4 Accounts, Account Credits	<b>\$919.92</b>
<b>Volney Multiplex Inc.</b>	Service Call for Security Camera not functioning	<b>\$125.00</b>
<b>Young/Sommer, LLC</b>	Legal Fees for Phone Call to C&S	<b>\$30.00</b>
		<hr/> <b>\$20,680.86</b>



**Port of Oswego Authority**  
**A/P Aging Summary**  
As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL
Aflac	1,085.76	0.00	0.00	0.00	0.00	0.00	1,085.76
AmVet Office Supplies, LLC	73.13	0.00	0.00	0.00	0.00	0.00	73.13
Avaya Financial Services	2,145.50	0.00	0.00	0.00	0.00	0.00	2,145.50
Babcock Highway Supply, Inc.	74.50	0.00	0.00	0.00	0.00	0.00	74.50
Benefit Resource, Inc.	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Blake Equipment	3,252.71	0.00	0.00	0.00	0.00	0.00	3,252.71
Bond, Schoeneck & King, PLLC	8,750.00	0.00	0.00	0.00	0.00	0.00	8,750.00
Burke's Do-it-Best Home Center	111.04	0.00	0.00	0.00	0.00	0.00	111.04
Butler Disposal Systems Inc	662.82	0.00	0.00	0.00	0.00	0.00	662.82
C & B Farm & Garden	29.64	0.00	0.00	0.00	0.00	0.00	29.64
C&S Engineers, Inc.	435.00	0.00	0.00	0.00	0.00	0.00	435.00
Cardiac Life Products, Inc.	201.21	0.00	0.00	0.00	0.00	0.00	201.21
Cintas	174.84	0.00	0.00	0.00	0.00	0.00	174.84
CIT Group Inc	2,558.00	0.00	0.00	0.00	0.00	0.00	2,558.00
City of Oswego Water - #005071-000	180.00	0.00	0.00	0.00	0.00	0.00	180.00
City of Oswego Water - #005430-000	180.00	0.00	0.00	0.00	0.00	0.00	180.00
City of Oswego Water - #005825-000	180.00	0.00	0.00	0.00	0.00	0.00	180.00
Cooper Electric	71.84	0.00	0.00	0.00	0.00	0.00	71.84
CSX Transportation	0.00	0.00	0.00	3,150.00	4,125.00	0.00	7,275.00
Glider Oil	517.33	0.00	0.00	0.00	0.00	0.00	517.33
Great Lakes Seaway Review	775.00	0.00	0.00	0.00	0.00	0.00	775.00
Haun Welding Supply Inc.	55.45	0.00	0.00	0.00	0.00	0.00	55.45
Key Bank - B	4,603.88	0.00	0.00	0.00	0.00	0.00	4,603.88
LEAF	8,258.53	0.00	0.00	0.00	0.00	0.00	8,258.53
LexisNexis	400.00	0.00	0.00	0.00	0.00	0.00	400.00
NaGr #-04008 Security Gate, Entrance Elec	223.43	0.00	0.00	0.00	0.00	0.00	223.43
NaGr #-05002 Gas & Elec New Garage	420.81	0.00	0.00	0.00	0.00	0.00	420.81
NaGr #-09104 Lighting-1 Gate, 1 NE Corner	108.95	0.00	0.00	0.00	0.00	0.00	108.95
NaGr #-10106 Electric - Barrel Bldg.	20.40	0.00	0.00	0.00	0.00	0.00	20.40
NaGr #-32051 Storage (Silo & Barrel Bldg)	3,264.53	0.00	0.00	0.00	0.00	0.00	3,264.53
NaGr #-38107 Gas Museum	381.75	0.00	0.00	0.00	0.00	0.00	381.75
NaGr #-38118 Marina - Unit B	646.42	0.00	0.00	0.00	0.00	0.00	646.42
NaGr #-39107 F&W	2,627.34	0.00	0.00	0.00	0.00	0.00	2,627.34
NaGr #-40109 Electric Derrick	20.40	0.00	0.00	0.00	0.00	0.00	20.40
NaGr #-40127 11 Lake St Gas & Elec.	47.08	0.00	0.00	0.00	0.00	0.00	47.08
NaGr #-41109 Electric Museum	533.51	0.00	0.00	0.00	0.00	0.00	533.51
NaGr #-47025 Marina - Pier B	29.17	0.00	0.00	0.00	0.00	0.00	29.17
NaGr #-74022 Vinegar Hill	20.40	0.00	0.00	0.00	0.00	0.00	20.40
NaGr #-83002 - 22 Mercer - Security Pole	26.96	0.00	0.00	0.00	0.00	0.00	26.96
NaGr #-91027 Marina - Pier A	188.01	0.00	0.00	0.00	0.00	0.00	188.01
Pitney Bowes Global Financial Serv LLC	201.18	0.00	0.00	0.00	0.00	0.00	201.18
Raby's Ace Homecenter	81.50	1.60	0.00	0.00	0.00	0.00	83.10
S&B Computer and Office Products, Inc.	116.91	0.00	0.00	0.00	0.00	0.00	116.91
Sherwin-Williams Co.	52.59	0.00	0.00	0.00	0.00	0.00	52.59
Taylor Northeast, Inc.	11,988.00	0.00	0.00	0.00	0.00	0.00	11,988.00
Thompson & Johnson Equipment Co., Inc.	1,196.00	0.00	0.00	0.00	0.00	0.00	1,196.00
Wells Fargo Financial Leasing	4,400.00	0.00	0.00	0.00	0.00	0.00	4,400.00
WEX Inc.	212.26	0.00	0.00	0.00	0.00	0.00	212.26
<b>TOTAL</b>	<b>61,683.78</b>	<b>1.60</b>	<b>0.00</b>	<b>3,150.00</b>	<b>4,125.00</b>	<b>0.00</b>	<b>68,960.38</b>

**Port of Oswego Authority**  
**A/R Aging Summary**  
 As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL
*Transient	0.00	864.00	0.00	0.00	0.00	1,626.62 <sup>1</sup>	2,490.62
Burke, Tom	0.00	1,350.00	0.00	0.00	0.00	0.00	1,350.00
Burkhart, Dave	0.00	1,175.00	0.00	0.00	0.00	0.00	1,175.00
Coffey, Greg	0.00	600.00	0.00	0.00	0.00	0.00	600.00
Creasy, Troy	0.00	1,350.00	0.00	0.00	0.00	0.00	1,350.00
DeLong, Frederick	0.00	-375.00	0.00	0.00	0.00	0.00	-375.00
General Services Admin.	8,939.81	0.00	0.00	0.00	0.00	0.00	8,939.81
Glencore LTD.	25,334.02	0.00	0.00	0.00	0.00	0.00	25,334.02
Goldman Sachs & Co	6,032.82	0.00	0.00	0.00	0.00	0.00	6,032.82
Hogan, Edward	0.00	1,350.00	0.00	0.00	0.00	0.00	1,350.00
IXM Trading LLC/Louis Dreyfus Co.	0.00	-411.07	0.00	0.00	0.00	0.00	-411.07
Kerr, James	0.00	0.00	0.00	0.00	0.00	1,794.78 <sup>2</sup>	1,794.78
Kirby Gregory	1,175.00	0.00	0.00	0.00	0.00	0.00	1,175.00
Lockwood, Jeremy	0.00	0.00	0.00	0.00	135.00 <sup>3</sup>	0.00	135.00
Manning, Greg	0.00	864.00	0.00	0.00	0.00	0.00	864.00
Marubeni America Corp.	18,966.82	0.00	0.00	0.00	0.00	0.00	18,966.82
Monette, Edward	0.00	-50.00	0.00	0.00	0.00	0.00	-50.00
Novelis-Oswego Works	0.00	4,243.75	2,265.00	0.00	0.00	0.00	6,508.75
Nutrien Ag Solutions - CPS	8,566.81	0.00	0.00	0.00	0.00	0.00	8,566.81
Oswego Expeditions/Destination Expeditio	0.00	100.00	100.00	0.00	16.00 <sup>4</sup>	0.00	216.00
Oswego Yacht Club	0.00	100.00	0.00	0.00	0.00	0.00	100.00
Page Material Management	0.00	0.00	56.79	0.00	0.00	0.00	56.79
Ryan, Patrick	0.00	756.00	0.00	0.00	0.00	0.00	756.00
Shark-Attach, LLC	0.00	425.00	0.00	0.00	0.00	0.00	425.00
WT Terminal Oswego, LLC	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Zych, Matt	0.00	1,175.00	0.00	0.00	0.00	0.00	1,175.00
<b>TOTAL</b>	<b>75,015.28</b>	<b>13,516.68</b>	<b>2,421.79</b>	<b>0.00</b>	<b>151.00</b>	<b>3,421.40</b>	<b>94,526.15</b>

1. Issued winter storage invoice. Awaiting call back.

2. Making montly payments

3. Received 3/25/2024

4. Received 3/12/2024

**Port of Oswego Authority**  
**Loan Summary**  
as of February 29, 2024

<u>Name</u>	<u>Loan Balance</u>	<u>Available</u>	<u>Rate</u>
NYS first advances	\$ 3,405,925.71	\$ -	0.000%
Pathfinder Bank - LOC	\$ -	\$ 500,000.00	7.500%
Pathfinder Bank - LOC FEMA/REDI	\$ -	\$ 1,400,000.00	7.500%
Note Payable - SANY Forklift	\$ 431,803.43	\$ -	7.750%
Note Payable - 2024 Chevy Silverado	\$ 45,576.91	\$ -	6.875%

**Port of Oswego Authority**  
**Schedule of Assets**  
 As of February 29, 2024

	<u>Cost</u>	<u>Accum. Depr.</u>	<u>Net Book Value</u>
<b>Fixed Assets</b>			
1502000 · Land & Land Impr-Capital Assets	14,074,827.75	-8,048,916.11	6,025,911.64
1502050 · Land & Land Impr-Held for Lease	1,537,131.13	-96,532.00	1,440,599.13
1502100 · Alcan Water Line	1.00	0.00	1.00
1502300 · Bldgs & Improvem-Capital Assets	8,524,445.43	-6,722,169.54	1,802,275.89
1502350 · Bldgs & Improvem-Held for Lease	4,043,402.88	-2,331,837.00	1,711,565.88
1502400 · Office Equipment & Furniture	490,330.93	-462,481.46	27,849.47
1502500 · Operating Equipment	3,702,820.62	-2,554,080.33	1,148,740.29
1502501 · Equipment - Marina	315,141.60	-239,567.00	75,574.60
1502550 · Lease Assets	434,701.63	-158,555.00	276,146.63
1502600 · Computer Software	32,872.24	-32,872.24	0.00
<b>Total Fixed Assets</b>	<b>33,155,675.21</b>	<b>-20,647,010.68</b>	<b>12,508,664.53</b>

**Port of Oswego Authority**  
**YTD Sales Report**  
April 2023 through February 2024

Income	Apr '23 - Feb 24	%	Apr '22 - Feb 23	%	\$ Change
<b>4000000 · Storage</b>					
4000100 · Storage - Novells	5,000.00	0.13%	0.00	0.00%	5,000.00
4002800 · Storage - Marubeni	32,568.67	0.81%	39,534.65	0.53%	-6,965.98
4002900 · Storage - Glencore	56,209.06	1.41%	1,461.64	0.02%	54,747.42
4003000 · Storage - Goldman Sachs	22,058.52	0.55%	16,790.96	0.22%	5,267.56
4003400 · Storage - Mercuria	26,462.66	0.66%	33,436.75	0.45%	-6,974.09
4003500 · Storage - Mitsubishi	155.89	0.00%	5,750.75	0.08%	-5,594.86
4003600 · Storage - The Andersons	91,280.72	2.28%	97,230.79	1.30%	-5,950.07
4003700 · Storage - Hammermill Site	0.00	0.00%	67,200.00	0.90%	-67,200.00
4003800 · Storage - Alcoa	0.00	0.00%	5,215.55	0.07%	-5,215.55
4003900 · Storage - Kuehne & Nagel	290.05	0.01%	19,261.85	0.26%	-18,971.80
4005000 · Storage - Miscellaneous	29,100.88	0.73%	11,896.61	0.16%	17,204.27
4008100 · Storage - IXM	65,297.78	1.63%	37,918.15	0.51%	27,379.63
4009000 · Storage - Concord Resources Ltd	0.00	0.00%	4.05	0.00%	-4.05
<b>Total 4000000 · Storage</b>	<b>328,424.23</b>	<b>8.21%</b>	<b>335,701.75</b>	<b>4.49%</b>	<b>-7,277.52</b>
<b>4100000 · Dockage</b>					
4100100 · Dockage - Algoma Central	11,315.07	0.28%	7,543.38	0.10%	3,771.69
4100200 · Dockage - Lehigh (Heidelberg)	21,891.20	0.55%	22,817.28	0.30%	-926.08
4102200 · Dockage - New England Steamship	20,210.68	0.51%	130,958.26	1.75%	-110,747.58
4102700 · Dockage - McKeil Marine	29,272.08	0.73%	27,772.08	0.37%	1,500.00
4102900 · Dockage - WT Terminal	3,663.00	0.09%	4,480.08	0.06%	-817.08
4103000 · Dockage - Alcoa	0.00	0.00%	7,057.36	0.09%	-7,057.36
4105000 · Dockage - Miscellaneous	3,725.00	0.09%	22,500.00	0.30%	-18,775.00
<b>Total 4100000 · Dockage</b>	<b>90,077.03</b>	<b>2.25%</b>	<b>223,128.44</b>	<b>2.98%</b>	<b>-133,051.41</b>
<b>4200000 · Wharfage</b>					
4200100 · Wharfage - Nutrien Ag	17,995.16	0.45%	14,831.45	0.20%	3,163.71
4200200 · Wharfage - Lehigh (Heidelberg)	66,375.96	1.66%	64,233.37	0.86%	2,142.59
4201000 · Wharfage - Kuehne & Nagel	0.00	0.00%	9,987.94	0.13%	-9,987.94
4202500 · Wharfage - Marubeni	29,805.07	0.75%	30,540.57	0.41%	-735.50
4202700 · Wharfage - Glencore	29,344.10	0.73%	1,619.15	0.02%	27,724.95
4203100 · Wharfage - Goldman Sachs	22,817.14	0.57%	2,698.94	0.04%	20,118.20
4203300 · Wharfage - IXM	39,171.39	0.98%	11,755.82	0.16%	27,415.57
4203500 · Wharfage - Mercuria	9,724.64	0.24%	41,901.72	0.56%	-32,177.08
4203600 · Wharfage - WT Terminal Oswego	5,271.50	0.13%	6,846.53	0.09%	-1,575.03
4203700 · Wharfage - Alcoa	0.00	0.00%	12,417.98	0.17%	-12,417.98
4203800 · Wharfage - GE	0.00	0.00%	15,370.37	0.21%	-15,370.37
4205600 · Wharfage - Andersons	0.00	0.00%	34,296.22	0.46%	-34,296.22
4205700 · Wharfage - Mitsubishi	0.00	0.00%	13,764.90	0.18%	-13,764.90
<b>Total 4200000 · Wharfage</b>	<b>220,504.96</b>	<b>5.51%</b>	<b>260,264.96</b>	<b>3.48%</b>	<b>-39,760.00</b>
<b>4300000 · Loading and Unloading</b>					
4300200 · Loading and Un - Nutrien Ag	49,350.05	1.23%	23,601.61	0.32%	25,748.44
4300300 · Loading and Un - Novells	2,320.00	0.06%	1,942.14	0.03%	377.86
4304100 · Loading and un - Alcan Inc.	0.00	0.00%	1,518.00	0.02%	-1,518.00
4304300 · Loading and Un - Vestas	0.00	0.00%	380,790.42	5.09%	-380,790.42
4304900 · Loading and Un - Glencore	75,545.45	1.89%	5,158.75	0.07%	70,386.70
4305000 · Loading and Un - Miscellaneous	1,560.00	0.04%	0.00	0.00%	1,560.00
4305100 · Loading and Un - Marubeni	91,560.22	2.29%	93,468.63	1.25%	-1,908.41
4305400 · Loading and Un - Goldman Sachs	61,316.87	1.53%	12,634.96	0.17%	48,681.91
4305700 · Loading and Un - IXM	49,230.82	1.23%	40,885.76	0.55%	8,345.06
4305800 · Loading and Un - Mercuria	35,368.65	0.88%	137,630.29	1.84%	-102,261.64
4305900 · Loading and Un - Mitsubishi	911.07	0.02%	39,500.25	0.53%	-38,589.18
4306000 · Loading and Un - GE	0.00	0.00%	126,723.68	1.69%	-126,723.68



**Port of Oswego Authority**  
**YTD Sales Report**  
April 2023 through February 2024

Income	Apr '23 - Feb 24	%	Apr '22 - Feb 23	%	\$ Change
4306100 · Loading and Un - Anderson	85,472.39	2.14%	218,266.28	2.92%	-132,793.89
4306300 · Loading and Un - Kuehne&Nagel	6,765.00	0.17%	238,409.05	3.19%	-231,644.05
4306400 · Loading and Un - Spllethoff	15,987.53	0.40%	0.00	0.00%	15,987.53
4306500 · Loading and Un - DSV Air & Sea	12,164.47	0.30%	0.00	0.00%	12,164.47
<b>Total 4300000 · Loading and Unloading</b>	<b>487,552.52</b>	<b>12.19%</b>	<b>1,320,529.82</b>	<b>17.65%</b>	<b>-832,977.30</b>
<b>4400000 · Rental</b>					
4400200 · Rental - DeLong, Fred	4,125.00	0.10%	4,125.00	0.06%	0.00
4400300 · Rental - Novelis	23,623.15	0.59%	23,813.13	0.32%	-189.98
4400500 · Rental - General Svces Admin	97,649.83	2.44%	95,858.44	1.28%	1,791.39
4400600 · Rental - Lehigh (Heidelberg)	64,438.36	1.61%	64,898.64	0.87%	-460.28
4402400 · Rental - Vinegar Hill, LLC	14,762.33	0.37%	15,693.37	0.21%	-931.04
4402600 · Rental - Nutrien Ag	82,250.34	2.06%	79,753.74	1.07%	2,496.60
4403100 · Rental - H.Lee White Museum	3,300.00	0.08%	3,300.00	0.04%	0.00
4403300 · Rental - Fitzgibbons site	177,000.00	4.43%	141,000.00	1.88%	36,000.00
4403400 · Rental - Shark-Attach Office	4,875.00	0.12%	4,875.00	0.06%	0.00
4403500 · Rental - WT Terminal Oswego LLC	67,598.52	1.69%	66,000.00	0.88%	1,598.52
4403600 · Rental - Shop Units (Marina)	1,100.00	0.03%	1,000.00	0.01%	100.00
4405000 · Rental - Miscellaneous	1,100.00	0.03%	82,386.30	1.10%	-81,286.30
<b>Total 4400000 · Rental</b>	<b>541,622.53</b>	<b>13.54%</b>	<b>582,503.62</b>	<b>7.79%</b>	<b>-40,881.09</b>
<b>4500000 · Misc Income</b>					
4500100 · Misc Income - Weighing Trucks	0.00	0.00%	54.00	0.00%	-54.00
4500200 · Misc Income - Novelis	5,840.00	0.15%	18,355.00	0.25%	-12,515.00
4501700 · Misc Income - Finance Charges	0.00	0.00%	133.40	0.00%	-133.40
4501900 · Misc Income - Demurrage reimbur	1,050.00	0.03%	375.00	0.01%	675.00
4502000 · Misc Income - Labor	143,546.05	3.59%	120,468.80	1.61%	23,077.25
4502100 · Misc Income - Oversized cargo	0.00	0.00%	18,000.00	0.24%	-18,000.00
4504900 · Misc Income - Metered Water	280.71	0.01%	724.77	0.01%	-444.06
4505000 · Misc Income - Other	92,730.22	2.32%	815,584.17	10.90%	-722,853.95
4505400 · Misc Income - Security East	61,398.87	1.54%	164,009.57	2.19%	-102,610.70
4505600 · Misc Income - BIDCO	1,890.00	0.05%	0.00	0.00%	1,890.00
<b>Total 4500000 · Misc Income</b>	<b>306,735.85</b>	<b>7.67%</b>	<b>1,137,704.71</b>	<b>15.21%</b>	<b>-830,968.86</b>
<b>4600000 · Stevedoring</b>					
4601200 · Stevedoring - New Eng Steamship	15,000.00	0.38%	37,500.00	0.50%	-22,500.00
4601800 · Stevedoring - Marubeni	261,935.49	6.55%	272,647.92	3.64%	-10,712.43
4601900 · Stevedoring - Glencore	258,283.26	6.46%	15,231.96	0.20%	243,051.30
4602400 · Stevedoring - Goldman Sachs	203,712.68	5.09%	25,389.99	0.34%	178,322.69
4602500 · Stevedoring - IXM	345,380.93	8.64%	109,621.42	1.47%	235,759.51
4602600 · Stevedoring - McKeil Marine	5,525.00	0.14%	5,940.00	0.08%	-415.00
4602700 · Stevedoring - Mercuria	90,949.84	2.27%	378,007.19	5.05%	-287,057.35
4602800 · Stevedoring - Mitsubishi	0.00	0.00%	129,492.00	1.73%	-129,492.00
4602900 · Stevedoring - Alcoa	0.00	0.00%	92,740.00	1.24%	-92,740.00
4603000 · Stevedoring - Kuehne&Nagel	0.00	0.00%	285,339.66	3.81%	-285,339.66
4605000 · Stevedoring - Miscellaneous	4,742.89	0.12%	0.00	0.00%	4,742.89
4605400 · Stevedoring - Vestas	0.00	0.00%	294,498.83	3.94%	-294,498.83
4605800 · Stevedoring - GE	0.00	0.00%	21,011.73	0.28%	-21,011.73
4606000 · Stevedoring - Ashton Marine	0.00	0.00%	2,500.00	0.03%	-2,500.00
<b>Total 4600000 · Stevedoring</b>	<b>1,185,530.09</b>	<b>29.65%</b>	<b>1,669,920.70</b>	<b>22.32%</b>	<b>-484,390.61</b>
<b>4750000 · Profit Share</b>					
4751000 · Profit Share - Castalooop	85,911.12	2.15%	1,017,965.05	13.61%	-932,053.93
<b>Total 4750000 · Profit Share</b>	<b>85,911.12</b>	<b>2.15%</b>	<b>1,017,965.05</b>	<b>13.61%</b>	<b>-932,053.93</b>
<b>4800000 · Marina Income</b>	<b>752,728.12</b>	<b>18.82%</b>	<b>934,465.24</b>	<b>12.49%</b>	<b>-181,737.12</b>
<b>Total Income</b>	<b>3,999,086.45</b>	<b>100.00%</b>	<b>7,482,184.29</b>	<b>100.00%</b>	<b>-3,483,097.84</b>

# Exhibit D



C&S Companies  
499 Col. Eileen Collins Blvd.  
Syracuse, NY 13212  
p: (315) 455-2000  
f: (315) 455-9667  
www.cscos.com

March 21, 2024

Mr. William Scriber  
Port of Oswego Authority  
One East Second Street  
Oswego, NY 13126

Re: REDI Grant 3RED02: Goble Marina Bath House Renovations  
Port of Oswego Authority  
Bid Recommendation Letter

File: 301.030.002

Dear Mr. Scriber:

Four (4) bids for this project were received, opened, and read aloud by the Port of Oswego Authority (POA) on Friday, March 15, 2024, at 2:00 PM for the Goble Marina Bath House Renovations Project. The bids were canvassed, and the four (4) responsive bids are as follows:

Rank	Bidder Name	Bid Amount
1	Construction, Design and Management	\$ 235,400.00 <sup>(1)</sup>
2	McGinnis Nelson Construction, Inc.	\$ 268,000.00
3	EIF Construction Co. Inc.	\$ 315,489.00
4	Greenway USA, LLC	\$ 386,333.00

*(1) The bid proposal was hand delivered at 2:12pm. The Port Director made the decision to permit the bid to be opened despite it being received 15 minutes past the 2:00pm deadline.*

After a detailed review of the bids, C&S Engineers recommends that all bids be rejected. The Engineer's/Architect's Estimate and the Project's Budget was \$75,000.00. Bids received exceeded the Project's Budget by a range of 214% to 415%.

The following items are included for the Port's records:

1. Bid Opening, Verification & Sponsor Recommendation Sheet **(requires POA signature)**
2. Signed copy of Bid Tabulation and Analysis
3. Proof of Advertisement *(NYS Contract Reporter)*
4. Addendum No. 01, dated March 12, 2024
5. Plan Holders List
6. Prebid Meeting Sign-in Sheet, February 27, 2024

Based on these results, C&S's recommendation following the rejection of all bids received will be for the Port to re-evaluate what really needs to be included in the renovation of the Goble Marina

REDI Grant 3RED02: Goble Marina Bath House Renovations  
Bid Recommendation Letter  
March 21, 2024

Bath House and revise the initial scope of work accordingly prior to either re-advertising the project for bids or seeking quotations from Contractors.

If you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,

C&S ENGINEERS, INC.

A handwritten signature in black ink that reads "Carl W Rode". The signature is written in a cursive, flowing style.

Carl W Rode, P.E.  
Project Manager

Enc.

Cc: Project File

**BID OPENING, VERIFICATION & SPONSOR RECOMMENDATION SHEET**

Computation Verified by: Carl W. Rode, P.E.  
C&S Engineers, Inc.

Date: March 21, 2024

**Bid Opening Date:** March 15, 2024

**Contract Description:** REDI Grant 3RED02: Goble Marina Bath House Renovations

The Sponsor Received 4 Bids.

Bidders are listed below in ranking order:

Rank	Bidder Name	Bid Amount
1	Construction, Design and Management	\$ 235,400.00 <sup>(1)</sup>
2	McGinnis Nelson Construction, Inc.	\$ 268,000.00
3	EIF Construction Co. Inc.	\$ 315,489.00
4	Greenway USA, LLC	\$ 386,333.00
	Engineer's/Architect's Estimate & Project Budget	\$ 75,000.00

*(1) The bid proposal was hand delivered at 2:12pm. The Port Director made the decision to permit the bid to be opened despite it being received 15 minutes past the 2:00pm deadline.*

The Low Bidder: Construction, Design and Management  
 Low Bid: \$ 235,400.00

- ( ) I recommend the award of the above contract to the lowest bidder  
 (X) I recommend rejection of all bids<sup>(2)</sup>

*(2) After a detailed review of the bids, C&S Engineers recommends that all bids be rejected. Bids received exceed the Project's budget of \$75,000.00 by a range of 214% to 415%. The overall project budget does not have funds available to cover these magnitudes of cost exceeding the Project's budget based on the bid prices received from bidders.*

Dated 3/25/24 Signature   
 Port of Oswego Authority



GOBLE MARINA BATHHOUSE RENOVATION PROJECT  
 REM GRANT 03RED02  
 PORT OF OSWEGO AUTHORITY, OSWEGO, NY  
 BID TABULATION AND ANALYSIS  
 LETTING DATE: MARCH 15, 2024

**ENGINEER'S ESTIMATE**  
 1 CONSTRUCTION, DESIGN AND MANAGEMENT \$75,000.00  
 2 MCGINNIS NELSON CONSTRUCTION, LLC \$235,400.00  
 3 EIF CONSTRUCTION CO. INC. \$268,000.00  
 4 GREENWAY USA, LLC \$315,489.00  
 \$386,333.00

MEV:	25%	Item over 25% of EE
	5%	Item within 25% of EE
	-16%	Item below 25% of EE

Item ID	Description	Unit	Quantity	ENGINEERS ESTIMATE		CONSTRUCTION, DESIGN AND MANAGEMENT			MCGINNIS NELSON CONSTRUCTION, INC.			EIF CONSTRUCTION CO., INC.			GREENWAY USA, LLC		
				Unit Price	Extension	Unit Price	Extension	% Diff from EE	Unit Price	Extension	% Diff from EE	Unit Price	Extension	% Diff from EE	Unit Price	Extension	% Diff from EE
1	BATHHOUSE RENOVATION	LS	1	\$65,000.00	\$65,000.00	\$221,000.00	\$221,000.00	240.0%	\$249,000.00	\$249,000.00	\$203,164.00	\$203,164.00	\$371,338.00	\$371,338.00	471.3%		
2	OUTDOOR SHOWER ENCLOSURE (ADD ALTERNATE BID ITEM)	LS	1	\$10,000.00	\$10,000.00	\$14,400.00	\$14,400.00	44.0%	\$19,000.00	\$19,000.00	\$12,325.00	\$12,325.00	\$14,994.00	\$14,994.00	49.9%		
<b>TOTALS</b>					\$75,000.00	\$235,400.00	\$235,400.00	257.3%	\$315,489.00	\$315,489.00	\$310.7%	\$386,333.00	\$386,333.00	415.1%			

I HEREBY CERTIFY THAT THIS CONTRACT WAS BID IN ACCORDANCE WITH STANDARD COMPETITIVE BIDDING PROCEDURES AND REQUIREMENTS AND THIS TABULATION INCLUDES ALL BIDS RECEIVED AT A PUBLIC BID OPENING HELD AT THE PORT OF OSWEGO AUTHORITY, LOCATED AT 1 EAST SECOND STREET, OSWEGO NY 13126, FOR A CONTRACT IN THE CITY OF OSWEGO, KNOWN AS REPAIRS TO THE NORTH END OF THE WEST TERMINAL PIER.

*Carl W. Rodle*

CARL W. RODE, P.E.  
 C&S ENGINEERS, INC.

3/21/2024  
 DATE



# The New York State Contract Reporter

This document printed  
Tuesday, 02/13/2024

*NYS' official source of contracting opportunities  
Bringing business and government together*

## Contracting Opportunity

**Title:** Goble Marina Bathhouse Renovation  
**Agency:** Port of Oswego Authority  
**Division:** Administration  
**Contract Number:** NYSDOT PIN 03RED02  
**CR Number:** 2106602  
**Contract Term:** 45 Calendar Days  
**Date of Issue:** 02/13/2024  
**Due Date/Time:** 03/15/2024 2:00 PM  
**County(ies):** Oswego  
**Location:** 1 East 2nd street oswego ny  
**Classification(s):** Construction Vertical: Building Construction; Rehabilitation & New Construction - *Construction*  
**Opportunity Type:** Discretionary procurements between \$50,000 and \$500,000  
**Description:** The Contract is to provide all the necessary services, material, equipment, labor and superintendence necessary to perform the construction work for the renovation of the existing Goble Marina bathhouse building located at 11 Lake Street, Oswego, New York 13126 in accordance with the documents and specifications provided and referenced herewith.

There will be a pre-bid meeting held on Tuesday, February 27, 2024, at 10:00 AM. Said meeting will be held at the work site location at 11 Lake Street, Oswego, New York 13126. While attendance is not required to submit a bid proposal, this will be the only opportunity for those interested to visit the project site.

Contract Documents may be obtained at no expense from C&S Engineers, Inc. starting on Tuesday, February 13th, 2024. To initiate the process, please contact Sarah Maciolek at [smaciolek@cscos.com](mailto:smaciolek@cscos.com) to formally request the documents. Download instructions will be provided upon notification.

**Service-Disabled Veteran-Owned Set Aside:** No

**Minority Owned Sub-Contracting Goal:** 15%

**Women Owned Sub-Contracting Goal:** 15%

**Service-Disabled Veteran-Owned Business Contracting Goal: 6%**

**Disadvantaged Owned Sub-Contracting Goal: 0%**

**Business entities awarded an identical or substantially similar procurement contract within the past five years:**

N/A

## Contact Information

**Primary contact:** Port of Oswego Authority  
Administration  
William Scriber  
Executive Director  
1 East Second Street  
Oswego, NY 13126  
United States  
Ph: 315-343-4503  
Fax: 315-343-5498  
wscriber@portoswego.com

**Submit to contact:** Port of Oswego Authority  
Administration  
William Scriber  
Executive Director  
1 East Second Street  
Oswego, NY 13126  
United States  
Ph: 315-343-4503  
Fax: 315-343-5498  
wscriber@portoswego.com

**Documents**

**Supporting document shown below:**

The following supporting documents are available for download:

Document title	Description	Type
Goble Marina Bathhouse Renovation	Goble Marina Bathhouse Renovation	pdf

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>



**TO THE CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF THE  
REDI GRANT 03RED02: GOBLE MARINA BATH HOUSE RENOVATIONS  
PORT OF OSWEGO AUTHORITY**

**ADDENDUM NO. 1**

**MARCH 12, 2024**

To All Holders of Contract Documents:

Your attention is directed to the following interpretations of, changes in, and additions to the Contract Documents for the above-referenced project. All bid adjustments caused by the content of the Addendum shall include the cost of materials and labor related to the items herein and for any subsequent adjustments to the contract documents to accommodate the work stated herein.

Contractors shall be responsible for the full context of changes, interpretations, and clarifications to both the drawings and specifications and shall take the same into consideration when preparing their bids. Indicate receipt of this Addendum in the space provided within the Proposal.

---

**GENERAL**

The period for submission of questions has closed and the Owner or their representatives will receive no further questions.

**CLARIFICATIONS**

Q1) Do MEPS Contractors need an Oswego License to pull permits?

A1) No. The Port is a State Authority and not subject to such requirements.

Q2) I see that the call size for the W1 casement window is 40" wide x 51" tall. Our largest width in an Impervia casement we can manufacture is 37.5" wide. The needed height is fine. To fill the opening with no extra field work, I can offer an Impervia Awning unit at the call size on the plans (40" x 51"). Please advise on how I should proceed with the bid proposal.

A2) The rough opening for Window Type W1 after being blocked out per Detail B2/A-501 will be 37"x48" which can be adjusted slightly (within ½") if needed. The dimensions shown for Window Type W1 on C3/A-501 are the size of the actual masonry opening which was referenced in error.

Q3) We are curious if the bid opening for this project will be held virtually and in-person or just in-person? Also, if the bid opening results will be posted and if so, where?

A3) The bid opening will occur in-person at the Port of Oswego offices and will also be broadcast via Zoom. Information to log-in to the Zoom broadcast are provided as follows:

Meeting URL: <https://cscos.zoom.us/j/99944939898>  
Meeting ID: 999 4493 9898

**Join by Telephone**

For higher quality, dial a number based on your current location.

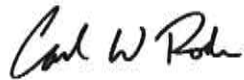
Dial: +1 646 518 9805 US (New York)  
+1 929 205 6099 US (New York)  
+1 267 831 0333 US (Philadelphia)  
+1 312 626 6799 US (Chicago)  
+1 786 635 1003 US (Miami)  
+1 213 338 8477 US (Los Angeles)  
+1 602 753 0140 US (Phoenix)  
+1 669 900 6833 US (San Jose)  
888 475 4499 US Toll-free

Meeting ID: 999 4493 9898

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END OF ADDENDUM NO. 1

C&S ENGINEERS, INC.



Carl W Rode, PE  
Project Manager

**GOBLE MARINA BATHHOUSE RENOVATIONS  
PORT OF OSWEGO AUTHORITY**

**BIDDER'S LIST**

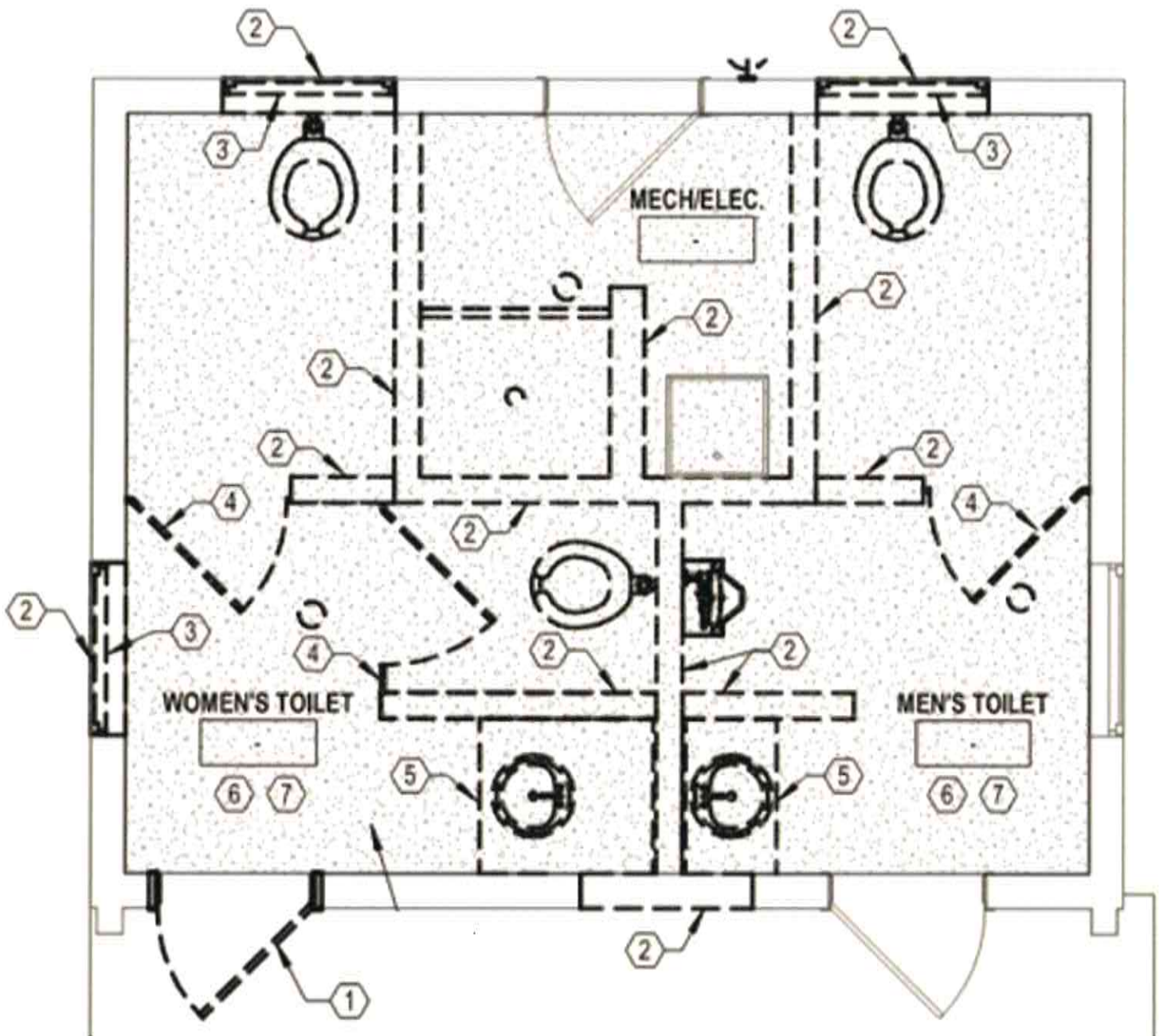
**Bids Due - March 15, 2024 @ 2:00 PM**  
CBS Project No. -301.030.002

Request Date	Company Name	Contact Person	Address	Phone #	E-mail	Date Distributed
2/13/24	Raby's Ace Home Center	Mark Schuffenecker	247 Washington Blvd, Oswego NY 13126	O: 315.342.9663 C: 315.207.1079	<a href="mailto:rbysace@rbsai.com">rbysace@rbsai.com</a>	2/13/24
2/13/24	Druyik Construction, Inc.	Matthew Coogan	111 South Bay Rd., North Syracuse NY 13212	680.666.4750	<a href="mailto:Matthew.coogan@druyikconstruction.com">Matthew.coogan@druyikconstruction.com</a>	2/13/24
N/A	Construct Connect	Erica France	3825 Edwards Rd, Suite 800, Cincinnati OH 45209	513.458.8523	<a href="mailto:erica.france@constructconnect.com">erica.france@constructconnect.com</a>	2/13/24
N/A	Syracuse Builders Exchange	Monica Wallis	6563 Ridings Rd., Syracuse NY 13206	315.437.9936	<a href="mailto:mwallis@syracuse.com">mwallis@syracuse.com</a>	2/13/24
N/A	Dodge Construction Network	Eden Rodriguez		844.326.3826 X9380	<a href="mailto:Eden.Rodriguez@construction.com">Eden.Rodriguez@construction.com</a>	2/13/24
N/A	Northern NY Builders Exchange	Maddie Ferris		315.736.2441	<a href="mailto:mfferris@nnybe.com">mfferris@nnybe.com</a>	2/13/24
2/13/24	Frsix LLC	Fran Racioppi	474 48th Ave. Apt 24J, Long Island City NY 11109	617.694.6321	<a href="mailto:fran@frsix.com">fran@frsix.com</a>	2/13/24
2/13/24	KC Masonry Inc.	Jason Williams	265 Genesee St, Auburn NY 13021	315.253.5007	<a href="mailto:jw_masonry_inc@yahoo.com">jw_masonry_inc@yahoo.com</a>	2/13/24
2/13/24	Kondra & Jaquin Enterprise, Inc.	Robert Wurz	4004 New Court Ave Syracuse, NY 13206	C: 315.657.5849 O: 315.472.3557	<a href="mailto:robertw@kondrajaquin.com">robertw@kondrajaquin.com</a>	2/13/24
2/13/24	Bellows Construction	Karen Bellows	213 West Adams St., Syracuse NY 13202	315.476.4718	<a href="mailto:karen@bellowsconst.com">karen@bellowsconst.com</a>	2/13/24
2/14/24	Allied Solution Enterprise	Jason Collier	300 Veterans Way, Carmel IN 46032	877.328.4432	<a href="mailto:contracts@alliedsolutionenterprise.com">contracts@alliedsolutionenterprise.com</a>	2/14/24
2/14/24	Rombough Electric Inc.	Amber Zermotel	PO Box 1080 Mexico, NY 13114	315.342.6900	<a href="mailto:rombough@romboughelectric.com">rombough@romboughelectric.com</a>	2/14/24
2/14/24	Atlas Power Lift & General Contracting	Rob Garrison		315.552.7051	<a href="mailto:rgarrison1976@rpsai.com">rgarrison1976@rpsai.com</a>	2/14/24
2/14/24	Greenway USA, LLC	John Walsh	264 W 40th Street, Suite 1101, New York NY 10018	C: 516.698.0694 O: 646.833.7127	<a href="mailto:john.walsh@greenwayusato.com">john.walsh@greenwayusato.com</a>	2/14/24
2/15/24	Natoli General Contractors	Paul Natoli	3756 County Route 45, Oswego NY 13126	315.342.8850	<a href="mailto:paulnatoli@aol.com">paulnatoli@aol.com</a>	2/15/24
2/16/24	Oswego Mechanical, Inc.	Carrie C.	45 W 2nd St., Oswego NY 13126	315.343.8031	<a href="mailto:carrie@oswomech.com">carrie@oswomech.com</a>	2/16/24
2/20/24	PAC Associates of Oswego Inc.	Jennie Willis	11 4th Avern Suite G, Oswego NY 13126	315.343.7937 X203	<a href="mailto:willis@pacoswago.com">willis@pacoswago.com</a>	2/20/24
2/26/24	Terracon	Ian Bunker	201 Hammer Mill Rd, Suite B, Rocky Hill CT 06067-3768	C: 959.895.4353 O: 860.566.9015	<a href="mailto:ian.bunker@terracon.com">ian.bunker@terracon.com</a>	2/26/24
19						



# Exhibit E





**Bathroom Renovation Scope of Work; (3/25/2024)**

**Note:** Replacement materials, fixtures, etc. shall be readily and commercially available (no special/custom orders) and will be subject to review and approval by the Port or their designated Representative prior to installation.

**Women's Toilet Room**

1. Replace entry door including casing. Door to have keyed lockable handle and deadbolt.
2. Replace window with new vinyl/composite window of same size and functionality.



3. Remove existing sink & faucet and replace with Formica countertop and standard type faucet.
4. Install grab bars at toilets. At least one toilet to be ADA compliant.
5. Replace toilets.
6. Scrape, clean and paint concrete floor with an anti-slip epoxy based coating.
7. Replace lights with new LED fixtures.
8. Repair/replace stall door hardware (as needed).
9. Scrape, clean and paint walls and ceilings.
10. Replace outlet receptacles and light switches (as needed). Outlet receptacles need to be GFCI.

#### **Men's Toilet Room**

1. Replace entry door including casing. Door to have keyed lockable handle and deadbolt.
2. Replace window with new vinyl/composite window of same size and functionality.
3. Remove existing sink & faucet and replace with Formica countertop and standard type faucet.
4. Install grab bars at toilets. At least one toilet to be ADA compliant.
5. Replace Toilet. Rotate/adjust as needed so it is ADA compliant. Urinal to remain.
6. Scrape, clean and paint concrete floor with an anti-slip epoxy based coating.
7. Replace lights with new LED fixtures.
8. Repair/replace stall door hardware (as needed).
9. Scrape, clean and paint walls and ceilings.
10. Replace outlet receptacles and light switches (as needed). Outlet receptacles need to be GFCI.

#### **Mechanical/Electrical Room**

1. Replace entry door including casing. Door to have keyed lockable handle and deadbolt.
2. Scrape, clean and paint concrete floor with an anti-slip epoxy based coating.
3. Replace lights with new LED fixtures.
4. Replace outlet receptacles and light switches (as needed). Outlet receptacles need to be GFCI.

#### **Pavilion & Bathhouse Exterior**

1. Scrape, clean and paint exterior walls of masonry block bathhouse.
2. Remove and replace cedar fascia boards on roof soffit along entire roof perimeter. Replacement fascia boards to be either cedar or composite and painted in place. Underlying dimensional lumber if requiring repair should be replaced with similar size dimensional lumber that is pressure treated.
3. Scrape, clean and paint soffit overhangs.
4. Clean main timber posts and main horizontal support beams around perimeter of pavilion and apply either a clear or natural color stain having at least a 10 year rating.
5. Repair localized damage to metal roofing. About 3 to 4 locations primarily along west and south perimeters.
6. Repair wood roof gables/end louvers as needed and paint.
7. Replace lights with new LED fixtures.
8. Replace outlet receptacles and light switches (as needed). Outlet receptacles need to be GFCI.
9. Install new plastic/poly lid with pad lockable mechanism on sewer ejector pump basin.

# Executive Session Items



*APPRAISAL REPORT OF  
Former International Paper Plant*



91 Mitchell Street  
Tax Map# 110.81-01-03.02  
City of Oswego, Oswego County, NY 13126

*Effective "As Is" Valuation Date*  
February 8, 2024

*Inspection Date*  
February 8, 2024

*Report Date*  
March 13, 2024

**Client/Intended User(s)**  
Port of Oswego Authority  
1 East Second Street  
Oswego, NY 13126  
Attention: Mr. William W. Scriber  
Executive Director - CEO

**Prepared by**  
APPRAISAL RESEARCH, INC  
Per Beck - Andersen  
Certified Gen RE Appraiser  
NYS ID #46-39983

**File #:** 24790

*APPRAISAL RESEARCH, INC*

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315-488-4688  
503 Myrtle Street  
Syracuse, NY 13204

---

Port of Oswego Authority  
1 East Second Street  
Oswego, NY 13126  
Attention: William W. Scriber, Executive Director - CEO

Re: Appraisal of  
91 Mitchell Street  
City of Oswego, Oswego County NY 13126  
File #: 24790

Dear Mr., Scriber:

At your request, I have prepared an appraisal for the above referenced property, which may be briefly described as follows:

The property consists of the former International Paper Plant situated on a 24-acre parcel in the northeast quadrant of the city of Oswego. The plant closed in 2002 with a loss of about 100 jobs. The building was last used about 8 years ago for aluminum storage for Novelis located in Scriba. The building was constructed in two sections, the easterly section dates to 1929 with the westerly to the 1970's. The GBA is 179,672-sf. The building has deteriorated due to a complete lack of maintenance and upkeep and has been vandalized extensively. Most windows have been broken, there is a large hole in the north wall of the westerly section, the roof leaks in numerous areas and there appears to have been several fires. The plant is in very poor condition, and it is doubtful whether it would be economically feasible to correct the massive amounts of deferred maintenance. The westerly portion has the better utility and is the more likely portion worth salvaging.

I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraisers have performed the following services regarding the subject within the three-year period immediately preceding acceptance of this assignment: appraisal

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 7). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:



Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, Extraordinary Assumptions and Certification, I have made the following value conclusion:

The “As Is” market value of the subject property in fee simple estate, as of February 8, 2024, effective valuation date, is.

**\$810,000 (Eight Hundred Ten Thousand dollars)**

The market exposure time preceding February 8, 2024, would have been 24 months and the estimated marketing period as of February 8, 2024, would be 24 months.

The subject property was viewed, measured, and photographed on February 8, 2024. I am responsible for property observation, measurements, photographs, field notes, data collection and verification, report content preparation and writing, financial analysis, contents of accompanying appraisal report, all assumptions and approaches to value and value opinion.

The accompanying appraisal is intended to comply with the Uniform Standards of Professional Appraisal Practice (USPAP) as formulated by the Appraisal Standards Board of the Appraisal Foundation and the Code of Professional Ethics and Standards of Appraisal Practice by the Appraisal Institute. The appraisal is provided in compliance and conformity with the rules and regulations stated under Title XI of FIRREA.

The value opinion reported is qualified by certain definitions, limiting conditions, certifications and applicable extraordinary assumptions. The client and intended user is the Port of Oswego Authority. The intended use is for asset valuation and portfolio management. The appraiser has provided appraisal related services regarding the subject property within the past three years prior to assignment acceptance.

This report is not being made based on a requested minimum valuation, specific valuation, or approval of a loan. The report should not be distributed to or relied on by other persons, entities, or authorized representatives without the permission of the appraiser. The appraiser has no current or prospective interest in the subject property or with any of the parties involved.

The conclusions contained in this report represent the opinions of the appraiser. The opinions are valid only as of the specified valuation date. All properties and markets are unique and subject to change. There are no assurances that the appraised value will remain the same although judgments of the perceived probability are often necessary in the valuation process. The value opinions expressed within the report are not contingent on the reporting of a predetermined value, direction of value or value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result or the occurrence of a subsequent event directly related to the value opinion. The appraisers have no interest in the property, present or contemplated, and neither is the employment nor the fee contingent on the value opinion.

This transmittal letter must remain attached to the accompanying appraisal report plus related exhibits and Addenda for the value opinion set forth to be considered valid.

The contents of this report are valid only for this assignment and for client/intended user's specific use of the appraisal on the specified valuation date. The corresponding contents are invalid for any other purpose. This is an appraisal for real estate only. It does not include any subsurface mineral rights. It is not intended to be used as an engineering report, land survey, structural evaluation, environmental assessment, detailed market study or feasibility analysis. It is not to be used in conjunction with zoning code compliance evaluation, pest inspection, environmental impact assessment or ADA compliance evaluation. The report does not include any personal property, furniture, fixtures and equipment, business enterprise value or intangible value.

The appraisal contains a discussion of the subject's market area, site description and analysis, building description, occupancy and leases, assessment and taxes, legal description, zoning, highest and best use analysis, summary of significant factors, data and reasoning and part of the computations employed in arriving at the market value opinion, definitions of market value, fee simple estate, lease fee, leasehold estate, as is, exposure time, marketing time, extraordinary assumptions, Underlying Assumptions and Limiting Conditions, and appraiser's qualifications.

Respectfully submitted,  
Appraisal Research, Inc

A handwritten signature in black ink, appearing to read "Beck-Andersen", with a long horizontal flourish extending to the right.

Per Beck-Andersen,  
Certified Gen RE Appraiser  
NYS ID# 46-39983



**Confidential**



**APPRAISAL REPORT  
Border Patrol Station  
Ground Lease**



19 E. Schuyler Street  
Part of Tax Map #128.39-01-01.02  
City of Oswego  
Oswego County, NY 13216

**Effective "As Is" Valuation Date**  
January 26, 2024

**Inspection Date**  
January 26, 2024

**Report Date**  
February 27, 2024

**Client/Intended User**  
Port of Oswego Authority  
1 East 2nd Street  
Oswego, NY, 13216  
Attention: William W. Scriber  
Executive Director - CEO

**Prepared by**  
APPRAISAL RESEARCH, INC  
Per Beck - Andersen  
Certified Gen RE Appraiser  
NYS ID #46-39983

**File #: 24783**



Port of Oswego Authority  
1 East 2nd Street  
Oswego, NY 13216  
Attention: William W. Scriber  
Executive Director - CEO

Re: Appraisal of  
Border Patrol Station  
Ground Lease (62,726-sf)  
19 E. Schuyler Street  
City of Oswego  
Oswego County, NY, 13126  
File #: 24783

Dear Mr., Scriber:

At your request, I have prepared an appraisal for the above referenced property, which may be briefly described as follows:

The subject property consists of a 62,726-sf ground lease located on the northwest corner of E. Schuyler Street and E. 4<sup>th</sup> Street in the city of Oswego which was developed with a 14,498-sf Border Patrol Station in 2006. The landlord is Vinegar Hill, LLC. The initial lease was executed on September 18, 2003. There have been several amendments to the lease regarding site area, rent adjustment and assignment of the lease to the current landlord in 2021. The original term was 15 years with five (5) year renewals, the most recent renewal was exercised in December 2019. The initial rent was \$1,000/month which is adjusted based on the Price Index, as of FY – '22-'23 the annual rent was \$17,162.09. Based on the appraisers' calculations and employing the terms and conditions of Section 4 of the lease the annual rent is about \$17,676.

Please reference page 12 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis and valuation methodology. I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any services regarding the subject within the three-year period immediately preceding acceptance of this assignment.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 8). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:



Extraordinary Assumptions:

- The appraisal is predicated on the assumption that the tenant will continue to operate under the terms of the existing lease.

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, Extraordinary Assumptions and Hypothetical Conditions (if any), I have made the following value conclusion(s):

The "As Is" market value of the subject property in leased fee estate, as of January 26, 2024, is

**\$200,000 (Two Hundred Thousand Dollars)**

The market exposure time preceding January 26, 2024 would have been 6 months and the estimated marketing period as of January 26, 2024 is 6 months.

The subject property was viewed and photographed on January 26, 2024. I am responsible for property observation, measurements, photographs, field notes, data collection and verification, report content preparation and writing, financial analysis, contents of accompanying appraisal report, all assumptions and approaches to value and value opinion.

The accompanying appraisal is intended to comply with the Uniform Standards of Professional Appraisal Practice (USPAP) as formulated by the Appraisal Standards Board of the Appraisal Foundation and the Code of Professional Ethics and Standards of Appraisal Practice by the Appraisal Institute. The appraisal is provided in compliance and conformity with the rules and regulations stated under Title XI of FIRREA.

The value opinion reported is qualified by certain definitions, limiting conditions, certifications and applicable extraordinary assumptions as stated. This report is provided for, and our professional fee billed to Port of Oswego Authority. The client and intended user is Port of Oswego Authority. It is intended for the client's exclusive use for asset management in conjunction with portfolio management. The appraiser has not provided any appraisal related services regarding the subject property within the past three years prior to assignment acceptance.

This report is not being made based on a requested minimum valuation, specific valuation, or approval of a loan. The report should not be distributed to or relied on by other persons, entities, or authorized representatives without the permission of the appraiser. The appraiser has no current or prospective interest in the subject property or with any of the parties involved.

The conclusions contained in this report represent the opinions of the appraiser. The opinions are valid only as of the specified valuation date. All properties and markets are unique and subject to change. There are no assurances that the appraised value will remain the same although judgments of the perceived probability are often necessary in the valuation process. The value opinions expressed within the report are not contingent on the reporting of a predetermined value, direction of value or value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result or the occurrence of a subsequent event directly related to the value opinion. The appraisers have no interest in the property, present or contemplated, and neither is the employment nor the fee contingent on the value opinion.

This transmittal letter must remain attached to the accompanying appraisal report plus related exhibits and Addenda in order for the value opinion set forth to be considered valid.

The contents of this report are valid only for this assignment and for client/intended user's specific use of the appraisal on the specified valuation date. The corresponding contents are invalid for any other purpose. This is an appraisal for real estate only. It does not include any subsurface mineral rights. It is not intended to be used as an engineering report, land survey, structural evaluation, environmental assessment, detailed market study or feasibility analysis. It is not to be used in conjunction with zoning code compliance evaluation, pest inspection, environmental impact assessment or ADA compliance evaluation. The report does not include any personal property, furniture, fixtures and equipment, business enterprise value or intangible value.

The appraisal contains a discussion of the subject's market area, site description and analysis, building description, occupancy and leases, assessment and taxes, legal description, zoning, highest and best use analysis, summary of significant factors, data and reasoning and part of the computations employed in arriving at the market value opinion, definitions of market value, fee simple estate, lease fee, leasehold estate, as is, exposure time, marketing time, extraordinary assumptions, Underlying Assumptions and Limiting Conditions, and appraiser's qualifications.

Respectfully submitted,  
Appraisal Research, Inc

A handwritten signature in black ink, appearing to read "Per BA", is written over a horizontal line.

Per Beck-Andersen  
Certified Gen RE Appraiser  
NYS ID# 46-39983

# Exhibit F





Department of  
Transportation

KATHY HOCHUL  
Governor

MARIE THERESE DOMINGUEZ  
Commissioner

March 1, 2024

Mr. William Scriber  
Executive Director - CEO  
Port of Oswego Authority  
1 East Second Street  
Oswego, New York 13126-1165

Dear Mr. Scriber:

The New York State Department of Transportation is pleased to announce that your application for the Port of Oswego Electric Railcar Mover project has been approved for funding through the 2023 Passenger and Freight Rail Assistance Program in the amount of \$1,832,320.00.

Selected projects were identified through a competitive scoring process and consideration of available funds. A representative from the Freight & Passenger Rail Bureau will contact you shortly to begin development of the necessary project agreement.

If you have any questions regarding this grant process implementation, please contact Raymond Hessinger at (518) 457-8075.

Sincerely,

Marie Therese Dominguez  
Commissioner

RECEIVED

MAR 13 2024

PORT OF OSWEGO



# Exhibit G



**Department of  
Transportation**

**KATHY HOCHUL**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

March 1, 2024

Mr. William Scriber  
Executive Director - CEO  
Port of Oswego Authority  
1 East Second Street  
Oswego, New York 13126-1165

Dear Mr. Scriber:

The New York State Department of Transportation is pleased to announce that your application for the Port of Oswego Additional Storage Track, Track Upgrades, and Railcar Unloading project has been approved for funding through the 2023 Passenger and Freight Rail Assistance Program in the amount of \$2,861,349.27.

Selected projects were identified through a competitive scoring process and consideration of available funds. A representative from the Freight & Passenger Rail Bureau will contact you shortly to begin development of the necessary project agreement.

If you have any questions regarding this grant process implementation, please contact Raymond Hessinger at (518) 457-8075.

Sincerely,

Marie Therese Dominguez  
Commissioner

RECEIVED

MAR 14 2024

PORT OF OSWEGO

**PORT OF OSWEGO**  
AUTHORITY



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

**Wednesday, March 27, 2024**

**Immediately following the 4:30pm Regular Monthly Meeting**

**AGENDA**

1. **Call to Order**
2. **Motion AM 2401 – Approval of Prompt Payment Policy Pursuant to Section 2880 of the Public Authorities Law (Exhibit A)**
3. **Motion AM 2402 – Review and approve the adoption of Guidelines for Awarding of Procurement Contracts Pursuant to Section 2879 of the Public Authorities Law (Exhibit B)**
4. **Motion AM 2403 - Review and approve the Port of Oswego Authority Property Disposition Policy Pursuant to Section 2896 of the Public Authorities Law (Exhibit C)**
5. **Motion AM 2404 – Review and approve the Port of Oswego Authority Investment Policy Pursuant to Section 2925 of the Public Authorities Law (Exhibit D)**
6. **Motion AM 2405 – Review and approve the Port of Oswego Authority Mission Statement and KPIs (Exhibit E)**
7. **Appointments and Elections**
  - **Appointment of Legal Counsel for FY 2024-2025 (Exhibit F)**
  - **Election of Board Officers for FY 2024-2025 (Exhibit G)**
    - **Chairman**
    - **Vice-Chairman**
    - **Secretary/Treasurer**
8. **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.

Exhibit A  
Annual Meeting

STATEMENT OF RULES AND REGULATIONS  
PROMULGATED BY  
PORT OF OSWEGO AUTHORITY  
DETAILING THE PORT'S PROMPT PAYMENT POLICY  
PURSUANT TO SECTION 2880 OF THE PUBLIC AUTHORITIES LAW

- I. **Statutory Authority:** Chapter 183 of the Laws of 1987, approved June 29, 1987, effective January 1, 1988, adding a new section twenty-eight eighty to the Public Authorities Law.
- II. **Port Application:** Subdivision 1(a) of Section 2880 of the Public Authorities Law defines a "Corporation"...as..."every public authority and public benefit corporation a majority of the governing board members of which are either appointed by the governor or serve as members by virtue of their service as an officer of a state department, division, agency, board or bureau, or combination thereof." The Port of Oswego Authority is a public corporation created pursuant to the Public Authorities Law and the members of its governing board are all appointed by the governor for specified terms.
- III. **Types of Contracts:** In order to perform its statutory functions as a Port Authority pursuant to its enabling legislation, the Port of Oswego Authority has required, from time to time, to authorize the execution of certain contracts with certain firms, organizations and individuals which include, but are not necessarily limited to, the following:
  - A. Construction and rehabilitation contracts for the construction and maintenance of Port facilities and other projects required for the creation, maintenance and operation of the Port of Oswego Authority district.
  - B. Purchase contracts for the purchase of and/or leasing of office furniture and field equipment including, but not limited to, motor vehicles, construction equipment, office furnishings and office equipment.
  - C. Service contracts for maintenance and operation of field and office equipment.
  - D. Consulting contracts for specific services not rendered by salaried full- or part-time employees including, but not limited to, legal, financial, and public relations services.
- IV. **Procedure for Requesting Payment:** The following procedures shall be followed by a contractor in requesting payment under a contract:
  - A. Construction and Rehabilitation Contracts: Unless progress payments are specified in the contract, contractor shall submit a payment voucher to the Port upon completion of all work required to be completed under the contract with a certification of completion included therein. If the contract provides for progress payments as the work progresses, contractor shall submit a duly certified and approved estimate of the work performed during the preceding payment period in



accordance with the schedule specified in the contract. If the contract provides for a retention by the Port Board of a specified percentage of the amount of each estimate to insure proper performance of the contract, such percentage shall be retained until final completion and acceptance of all work covered by the contract.

- B. Purchase Contracts: Upon the delivery to the Port of all items purchased or leased under a purchase or lease contract, contractor shall deliver to the Port an invoice with a certification that all items covered by the invoice and delivered to the Port are in conformity with the specifications of the contract and that the prices set forth in the invoice for each item purchased or leased are in conformity with the bid or quoted price as set forth in the contract.
  - C. Service Contracts: Upon completion of the service rendered under a service contract, the contractor shall submit a voucher with a certification that the service rendered including any materials or supplies furnished have been completed and or furnished in conformity with the specifications contained in the contract and that the charges included in the invoice are those charges which the Port agreed to pay for the services rendered pursuant to the contract.
  - D. Consulting contracts: Upon completion of services rendered under a consulting contract, the contractor shall submit a voucher with a certification that the consulting services rendered have been performed in conformity with the contract requirements and that the charges included in the invoice are those charges which the Port agreed to pay for the consultant services rendered pursuant to the contract.
- V. **Schedule for Prompt Payment under Contract**: All Port checks are required to be countersigned by the State Comptroller. Upon receipt of vouchers containing appropriate certifications, the Port will take appropriate steps to authenticate and approve vouchers for payment and submit checks to the State Comptroller for countersignature within a time frame designed to permit payment within the thirty (30) calendar days after receipt of invoice.
- VI. **Declaration Regarding Payment of Interest**: Port will pay interest on the balance due on any invoice which has not been paid within thirty (30) days of the receipt thereof at the rate specified in Section 1096 of the Tax Law pursuant to Section 2880, Subdivision 7(c) of the Public Authorities Law unless (1) the payment has been delayed due to process time by the Department of Audit and Control, or (2) the payment is delayed by facts and conditions, as set forth in paragraph VIII herein, which, in the opinion of the Port Board, reasonably justify extension of the date by which contract payment must be made in order for the Port not to become liable for interest payments in accordance with subdivision 7 of Section 2880 of the Public Authorities Law.
- VII. **Funding Sources for Port to Pay Interest**: The Port's annual maintenance and operation budget is funded primarily from assessments levied against downstream paying beneficiaries. The payment of any interest penalties required pursuant to Section 2880 of



the Public Authorities Law would be charged against the contingency fund in said general fund budget.

**VIII. Fact and Conditions Justifying Extension for Payment:** The following is a list of facts and conditions which in the opinion of the Port Board would reasonably justify an extension of the date by which contract payment must be made in order for the Port not to become liable for interest payments in accordance with Section 2880 (7) of the Public Authorities Law:

- A. When in accordance with specific statutory or contractual provisions, payments must be preceded by an inspection period or by an audit to determine the resources applied or used by a contractor in fulfilling the terms of the contract.
- B. A proper invoice must be examined by the federal government prior to payment.
- C. Such date by which contract payment must be made is modified in accordance with subdivision eight of Section 2880 of the Public Authorities Law, to wit: The Port “shall have fifteen calendar days after receipt of an invoice...at its designated payment office to notify the contractor of (a) defects in the delivered goods, property or services, (b) defects in the invoice, (c) suspected improprieties of any kind; and the existence of such defects or improprieties shall prevent the commencement of the time period specified in subdivision seven” of Section 2880 of the Public Authorities Law. If the Port “fails to notify a contractor within fifteen calendar days of receiving the invoice, the number of days allowed for payment of the corrected proper invoice will be reduced by the number of days between the fifteenth day and the day that notification was transmitted to the contractor.” If the Port, “in such situations, fails to provide reasonable grounds for its contention that a defect or impropriety exists, the date by which contract payment must be made in order for the” ...Port... “to become liable for interest payment shall be calculated from the date of the invoice.”

Exhibit B  
Annual Meeting

**RESOLUTION**  
**ADOPTING GUIDELINES FOR THE AWARDING OF PROCUREMENT CONTRACTS**  
**PURSUANT TO SECTION 2879**  
**OF THE PUBLIC AUTHORITIES LAW**

WHEREAS, Section 2879 of the Public Authorities Law was enacted for the purpose of establishing guidelines governing each public authority and every public benefit corporation whose members are appointed by the Governor in reference to contracts for personal service as set forth in said statute; and

WHEREAS, the Port of Oswego Authority is a public benefit corporation organized and operating pursuant to the provisions of Section 1350 and seq. of the Public Authorities Law of the State of New York, all of whose members are appointed by the Governor of the State of New York, and thus the said Authority is within the requirements of Section 2879 of the Public Authorities Law; and

WHEREAS, said Section 2879 of the Public Authorities Law defines personal service contracts to mean the written agreement to provide a service including but not limited to a legal, accounting, management consulting, investment banking, planning, training, statistical, research, public relations, architectural, engineering, surveying or other personal services of a consulting, professional or technical nature for a fee, commission or other compensation by a person or persons who are not providing such service as officers or employees of a state agency or public corporation;

NOW, THEREFORE, BE IT RESOLVED, that the Port of Oswego Authority does hereby establish the following guidelines which detail the Authority's operative policy and instructions regarding the use, awarding, monitoring and reporting of procurement contracts.

**GUIDELINES FOR PROCUREMENT CONTRACTS**

**1. TITLE.** The following comprehensive guidelines detailing the operative policy and instructions of the Port of Oswego Authority and its subsidiary corporations herein collectively referred to as (the "Authority") regarding the use, awarding, monitoring, and reporting of procurement contracts, shall be known as "Guidelines for Procurement Contracts." They shall be referred to herein as the "Guidelines".

**2. DEFINITIONS.**

**A. Procurement Contract** - any written agreement for the acquisition of goods or services of any kind, in the actual or estimated amount of \$5,000.00 or more.

**B. Contract for Goods and Services** - any written agreement to provide a good or service (other than those hereinafter defined as personal services), pertaining to: vehicle or building operation and maintenance, office equipment and supplies, fuel and consumable liquids, printing, promotional materials, or any other similar item or items.

**C. Contract for Personal Services** - any written agreement to provide a service, including but not limited to legal, accounting, management consulting, investing, banking, planning, training, statistical, research, public relations, architectural,

engineering, surveying, or other personal services of a consulting, professional, or technical nature, for a fee, commission or other compensation by a person or persons not providing such services as an officer or employee of a state agency or public benefit corporation.

**D. Minority Business Enterprise -**

**I.** Any business enterprise, including a sole proprietorship, partnership or corporation that is:

- a.** An enterprise in which at least fifty-one percent of the ownership of which is controlled by one or more minority group members or, in the case of a publicly-owned business, at least fifty-one percent of the common stock or other voting interests of which is owned by one or more minority group members;
- b.** An enterprise in which the minority ownership is real, substantial and continuing;
- c.** An enterprise in which the minority ownership has and exercises the authority independently to control the day-to-day business decisions of the enterprise; and
- d.** An enterprise authorized to do business in New York State, independently owned and operated, and not dominant in its field.

**II.** For the purpose of these Guidelines, a minority group member means a United States citizen or permanent resident alien who can demonstrate membership in one of the following groups:

- a.** Black persons having origins in any of the Black African racial groups not of Hispanic origin;
- b.** Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race;
- c.** Asian and Pacific Islander persons having origins in any of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands; or
- d.** Native American persons having origins in any of the original peoples of North America.

**III.** For the purpose of these Guidelines, a women-owned business enterprise means a business enterprise, including a sole proprietorship, partnership or corporation which is:

- a.** At least fifty-one percent owned by one or more United States citizens or permanent resident aliens who are women or, in the case of

a publicly-owned business, at least fifty-one percent of the common stock or other voting interests of which is owned by a United States citizen or citizens or a permanent resident alien or aliens who are women;

b. An enterprise in which the ownership interest of women is real, substantial and continuing;

c. An enterprise in which the women ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and

d. An enterprise authorized to do business in New York State, independently owned and operated, and not dominant in its field.

**3. INTENT.** It is the intent of the Authority that to the fullest extent practical, and except as otherwise provided for herein, the selection of procurement contractors shall be from the widest available selection of responsible procurement contractors for a particular good or service.

**4. RESPONSIBILITY FOR PROCUREMENT CONTRACTS.** The Executive Director of the Authority, or their duly appointed designee, has the overall day-to-day responsibility and oversight regarding the awarding and monitoring of procurement contracts. Personal service contractors shall be utilized in those areas where the Authority Board determines that such services may not reasonably be obtained by staff members of the Authority or its subsidiary corporations, or by officers or employees of another state agency or public corporation. In making such determination, facts such as timing, costs, qualifications or the nature of the services to be rendered shall be taken into consideration.

## **5. REQUIREMENTS REGARDING THE SELECTION OF PROCUREMENT CONTRACTORS.**

### **A. Personal Services**

I. The selection of personal services contractors shall be on a competitive basis except that the Board may waive competition if it is in the best interest of the Authority for the Board to do so. The standard of "Best Interest of the Authority" may, but need not be, based upon one or more of the following criteria for the selection of personal services contractors:

- a. Confidentiality,
- b. Specialized expertise or unusual qualifications; or services obtainable from one source only,
- c. Historical relationship with the Authority or its subsidiary corporations, the continuation of which is in its or their best interest,
- d. Specialized knowledge,
- e. Geographical proximity to the Authority,
- f. Lack of responsible competition, in the sole opinion of the Authority, to perform the desired services,
- g. Nature, magnitude or complexity of services required,



- h. Lack of Authority resources, support staff, specialized facilities or equipment,
- i. Lower cost,
- j. Short-term or infrequent need for services, or
- k. Selection which is necessary or convenient to the operations of the Authority or any of its subsidiary corporations.

II. Any contract involving services to be rendered over a period in excess of one year, shall require the approval of the Board by resolution, and an annual review of the contract by the Board.

III. A personal services contract shall require approval of the Board by resolution, when the amount thereof exceeds \$10,000.

IV. Legal services need not be awarded on a competitive basis.

V. A personal services contract over \$2,500.00 which is to be awarded on a non-competitive basis shall require board approval. Reasons for a non-competitive award should be stated in the approving motion or resolution.

VI. Personal services contracts of less than \$2,500.00 need not be awarded on a competitive basis nor approved by the Board unless for a period in excess of one year.

**B. Goods and Other Services**

I. Selection of contractors for goods and services other than personal services shall be made only on a competitive basis except as herein otherwise set forth. The level of competition and authorization shall depend upon the estimated or actual value of the good or service as follows:

<u>Level</u>	<u>Estimated or Actual Value</u>	<u>Required Level of Competition</u>	<u>Highest Authorization Level Required</u>
I	Up to \$500	Not Required	Supervisor of Develop. & Maint.
II	\$500 - 2,500	3 Quotations	Executive Director
III	\$2,500 - 25,000	3 Written Quotations	Executive Director
IV	\$25,000 and up	Public Bids	Board Resolution

**II. Competition may be waived:**

- a.** On an emergency basis when the safety of life or property is involved. A written explanation of the nature of the emergency must accompany the purchase order/contract.
- b.** When only one source is available. A written statement must accompany the purchase order/contract, explaining the need for sole source acquisition.

The level of approval required for such waivers of competition as set forth in subsections 2(a) and (b) herein shall be either General Manager or Executive Director within Levels II - IV above, and the Board of Directors for Level V.

- c.** When public procurement arrangements are use, such as:
  - i.** City, County or regional supply contracts
  - ii.** Federal G.S.A. contracts
  - iii.** State O.G.S. contracts
- d.** Under a warranty, when the Authority may be required to obtain service from a manufacturer-designated entity.
- e.** When the best interest of the Authority is clearly saved, as determined by the Executive Director or the Board.

**III.** Any contract for goods or services other than personal services, awarded for a period in excess of one year, shall require the approval of the Board by resolution, and an annual review of the contract by the Board.

**6. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (“MBE/WBE”)**

- A.** Minority and women-owned businesses shall be given full opportunity to compete in all types of procurements contracts.
- B.** Janitorial services have been identified as an area set aside for MBE/WBE bids, where practicable.
- C.** In any procurement where an MBE submits a low-bid which is equivalent to a bid from a non-MBE/WBE firm, the MBE/WBE firm, if determined possible, will be given preference.

**7. PROCEDURES FOR COMPETITIVE SELECTION - PERSONAL SERVICES.**

The procedures for competitive selection of personal services contractors when such method of selection is considered to be in the best interest of the Authority, is as follows:

- A.** The Authority shall prepare a written statement containing a description of the

services, the reasons why they are required, and the required estimated schedule or duration of the services.

**B.** A request for proposals (“RFP”) shall whenever practicable and desirable be sent to three or as many more firms as are in the best interest of the Authority to assure competition, including any MBE firms selected to receive the RFP pursuant to authority MBE programs, unless there are less than three qualified firms or unless competition is waived as provided in the Guidelines.

**C.** The RFP shall describe the services to be performed, any competition dates or time requirements, MBE requirements, if applicable, and the criteria to be utilized by the Authority in evaluating proposals, and shall contain a requirement for a cost proposal and the date, time, and place when proposals must be received.

**D.** The Authority may select one or more proposers with which to negotiate after evaluation of the proposals received. The award shall be made to the proposer or proposers whose proposal(s) will be the most advantageous to the Authority, price, qualifications and other factors considered, using such evaluation criteria as the basis for the decision.

**E.** Architectural, Engineering and Survey Contracts.

**I.** In the procurement of such architectural, engineering and surveying services as the Authority determines should be received through the RFP process, the Authority shall evaluate current statements of qualifications and performance data. If desired, the Authority may conduct discussions with three or more professional firms regarding anticipated design concepts and proposed methods of approach to the assignment.

**II.** The Authority shall then comply with the provisions of Subparagraphs “A”, “B”, and “C” of Section 7 of these Guidelines.

**III.** The Authority shall negotiate a contract with the highest qualified professional firm for architectural and/or engineering services and/or surveying services at compensation which the Authority determines in writing to be fair and reasonable. In making this decision, the Authority shall take into account the estimated value of the services to be rendered, the scope, complexity and professional nature thereof. Should the Authority be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee it determines to be fair and reasonable, negotiations with the professional firm shall formally be terminated. The Authority shall then undertake negotiations with the second most qualified professional firm. Failing accord with the second most qualified professional firm, the Authority shall then undertake negotiations with the third most qualified professional firm. Should the Authority be unable to negotiate a satisfactory contract with any of the selected professional firms in order of their competence and qualification, it shall continue negotiations in accordance with this subparagraph until an agreement is reached.

IV. The provisions of this subparagraph "3" shall apply only to engineering and/or architectural services and/or surveying services contracts in excess of twenty-five thousand dollars (\$25,000.00).

V. Contracts for engineering, architectural or surveying services involving lesser amounts may be entered into pursuant to the provisions of this section or any other applicable provisions of the Guidelines.

## **8. PROVISIONS TO BE CONTAINED IN ALL PROCUREMENT CONTRACTS.**

A. Procurement contracts shall set forth the nature, quantity, if applicable, and monitoring of work performed, the use of corporate supplies and facilities, the use of corporate personnel, and other provisions considered to be in the best interest of the Authority. All requirements of law shall be incorporated by reference in the Authority's Procurement contracts. Procurement contracts shall be awarded only to persons or firms deemed responsive to the Authority's Procurement documents as well as capable and responsible.

The following types of provisions shall be contained in all procurement contracts, except that any of the provisions listed which are inapplicable or unnecessary because of the nature of duration of the services or goods to be delivered, the location or locations where they are to be performed or the type of compensation being paid therefor need not be included. Any other terms deemed applicable may be added.

- I. Description of services
- II. Compensation
- III. Time for performance or date of completion
- IV. Liability of contractor or consultant; indemnification of Authority
- V. Reports of contractor or consultant
- VI. Ownership of plans, drawings, or other products of the performance of the services (professional services)
- VII. No assignments or subcontracts without the express written consent of the Authority
- VIII. Maintenance of records, accounts
- IX. Right of Authority to inspect and/or audit books and records of contractor or consultant (professional services)
- X. Insurance requirements
- XI. Termination
- XII. Monitoring of the performance of services
- XIII. Use of Authority supplies, facilities or property
- XIV. Use of Authority personnel
- XV. All provisions required to be included in Authority contracts by Federal, State, or local laws, ordinances, codes, rules or regulations, and
- XVI. Involvement of former officers or employees.

B. Contractor shall have the following responsibilities:

- I. To perform the contract in accordance with its terms;

**II.** To perform services required under a contract competently, efficiently, in a timely and first-class manner, at a reasonable cost and in a manner which is acceptable to the Authority, or to deliver goods or supplies in first-class condition, to the proper location, on a timely basis, and in a manner which is acceptable to the Authority; and

**III.** To cooperate fully with Authority personnel who are directing, monitoring, or supervising the delivery of services or goods, or who are assisting in the delivery thereof.

**9. INVOLVEMENT OF FORMER OFFICERS OR EMPLOYEES.** No procurement contracts shall be entered into with former officers or employees of the Authority except by a resolution adopted by a majority of the Members of the Board upon showing that such contract is in the best interest of the Authority, and then only to the extent permitted by Section 73 of the Public Officers Law, the Authority Code of Ethical Conduct concerning outside activities, and other applicable provisions of the law.

**10. PUBLICLY AVAILABLE REPORTS.** A publicly available report shall be prepared on not less than an annual basis, summarizing procurement activity by the Authority, including a listing of all contracts entered into, the process used to select such contractors, and the status of existing procurement contracts. For the purposes of such report, only contracts in the actual or estimated amount of \$5,000.00 or more and for at least one year in duration need be included.

**11. ANNUAL REPORT ON PROCUREMENT CONTRACTS.**

**A.** The Authority shall annually prepare and approve a report on procurement contracts which shall include the Guidelines, an explanation of the Guidelines, and any amendments thereto since the last annual report. Such report on procurement contracts may be a part of any other annual report that the corporation is required to make. For the purposes of this report, only procurement contracts in the actual or estimated amount of \$5,000.00 need be included.

**B.** Such report shall be submitted annually to the Division of the Budget and copies thereof to the Department of Audit and Control, the Senate Finance Committee and Assembly Ways and Means Committee.

**C.** Copies of the annual report are to be made available to the public upon reasonable request therefor.



## **12. THIRD PARTY RIGHTS; VALIDITY OF CONTRACTS**

**A.** These Guidelines are intended for the guidance of officers and employees of the Authority only, and nothing contained herein is intended or shall be construed to confer upon any person, firm or corporation any right, remedy, claim or benefit under, or by reason, of any requirement or provision hereof.

**B.** Nothing contained in the Guidelines shall be deemed to alter, affect the validity of, modify the terms of or impair any contract or agreement made or entered into in violation of, or without compliance with, the provisions of the Guidelines.

## **13. MISCELLANEOUS.**

**A.** Where applicable Federal, State or local laws, ordinances, codes, rules or regulations containing requirements which are in conflict with or impose greater obligations upon the Authority than these Guidelines, than such requirements shall take precedence over those contained herein.

**B.** Any specific provision of the Guidelines may be waived by the Chairman, Executive Director or President of the Authority or its subsidiary corporations, or such individuals as they may designate, but only under extraordinary circumstances. Any waivers of the Guidelines herein due to extraordinary circumstances shall be reported to the Port of Oswego Authority Board no later than the first monthly meeting following the waiver to allow the Board to certify the extraordinary circumstances are present and necessary.

**C.** The Authority shall not be precluded from adopting additional requirements relating to the matters covered by these Guidelines.

**14. EFFECTIVE DATE.** The Guidelines shall be effective as of the first day of April, 1990, revised March 20, 2023

Exhibit C  
Annual Meeting

**Port of Oswego Authority**  
**Property Disposition Policy**  
**Pursuant to Sections 2896 & 2897 of the Public Authorities Law**

In keeping with the policy of maintaining the highest standards of conduct and ethics and to operate in the most accountable and open manner, the Port of Oswego Authority (the "Authority") will, at all times, maintain adequate inventory controls and accountability systems for all Property (as such term is defined below) under its control. Furthermore, the Authority may Dispose (as such term is defined below) of Property in compliance with any applicable Law, Rule or Regulation (as such capitalized terms are defined below).

Failure to follow the provisions of this Property Disposition Policy will result in disciplinary action including possible termination of employment or dismissal from one's board or agent duties if warranted. Definitions (as utilized in the Port of Oswego Authority's Property Disposition Policy):

Contracting Officer shall mean the duly appointed individual serving as either the Executive Director or Supervisor of Development and Maintenance.

Dispose, Disposed, Disposal or Disposition shall mean the transfer of title or any other beneficial interest in personal(moveable) or real property in accordance with Section 2897 of the New York Public Authorities Law.

Law, Rule or Regulation: Any duly enacted statute, or ordinance or any rule or regulation promulgated pursuant to any federal, state or local statute or ordinance.

Property shall mean (a) personal property in excess of Five Thousand Dollars (\$5,000.00) in value; (b) real property; and (c) any other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

Operative Policy:

#### Inventory Controls and Accountability Systems

The Contracting Officer of the Authority shall be responsible for the Authority's compliance with this Property Disposition Policy and the supervision and control of all Property Disposed of by the Authority. In addition, the Contracting Officer shall have the responsibility to ensure the Authority operates in compliance with Article 9, Title 5-A of the New York Public Authorities Law, including creating and maintaining adequate inventory controls and accountability systems for all Property under the control of the Authority and periodically inventorying such property to determine which, if any, property should be Disposed of by the Authority. The Contracting Officer shall recommend to the Board of Directors any Property he/she deems suitable for Disposal.

#### Disposition of Property

Unless otherwise authorized by this Policy and approved by the Board of Directors, the Authority shall Dispose of Property for not less than fair market value ("FMV") by sale,

exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such terms and conditions as the Contracting Officer deems proper. Provided, however, that no disposition of real property, any interest in real property, or any other Property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such Property has been made by an independent appraiser and included in the record of the transaction.

Unless otherwise authorized by this Policy, prior to disposing of Property or entering into a contract for the Disposal of Property, the Authority shall publicly advertise for bids for such Disposal or contract for Disposal. The advertisement for bids shall be made at such a time prior to the Disposal or contract for Disposal, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the Property. Such advertisement shall include the date, time and place the bids will be publicly disclosed by the Authority. The Authority shall award the contract with reasonable promptness to the most responsible bidder whose bid, conforming to the invitation for bids, is most advantageous to New York State (the "State"), price and other factors considered; provided, however, that Authority reserves the right to reject all such bids when it is in the public interest to do so.

The Authority may Dispose of Property or enter into contracts for the disposal of Property via negotiation or public auction without regard to the two (2) paragraphs immediately above, but subject to obtaining such competition as is feasible under the circumstances, if:

1. The personal property involved is of a nature and quantity which, if Disposed of under the first two (2) paragraphs of this section, would adversely affect the state or local market for such Property, and the estimated FMV of such Property and other satisfactory terms of the Disposal can be obtained by negotiation;
2. The FMV of the Property does not exceed Fifteen Thousand Dollars (\$15,000.00);
3. Bid prices after advertising therefore are not reasonable, either as to all or some part of the Property, or have not been independently arrived at in open competition;
4. The Disposal is to the State or any political subdivision of the State and the estimated FMV of the Property and other satisfactory terms of the Disposal are obtained by negotiation;
5. The Disposal is for an amount less than the estimated FMV of the Property, the terms of such Disposal are obtained by public auction or negotiation, the Disposal of the Property is intended to further the public health, safety or welfare or an economic development interest of the State or a political subdivision of the State, including but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, and the purpose and terms of the Disposal are documented in writing and approved by resolution of the Board of Directors; or,
6. Such Disposal or related action is otherwise authorized by law. The Authority shall file an explanatory statement with the New York State Comptroller, the Director of the Division of Budget of the State of New York, the Commissioner of General Services of the State of New York and the Leadership of the New York State Legislature not less than ninety (90) days before the Authority Disposes of the Property if the Property is personal property in excess of Fifteen

Thousand Dollars (\$15,000.00), or real property that has a FMV in excess of One Hundred Thousand Dollars (\$100,000.00). When the Property is Disposed of by lease (or exchange), then the Authority shall file an explanatory statement when the Property is real property leased for a term of five (5) years or less with an estimated fair annual rent exceeding One Hundred Thousand Dollars (\$100,000.00) in any given year, real property leased for a term greater than five (5) years with an estimated fair annual rent exceeding One Hundred Thousand Dollars (\$100,000.00) for the entire lease term; or, any real property or real and related personal property Disposed by exchange, regardless of value, or any property any part of the consideration for which is real property.

## Reporting Requirements

### Annual Report

The Corporation shall publish, at least annually, an Annual Report (the “Annual Report”) listing all Property consisting of real property of the Authority. In addition, the Annual Report shall include a list and full description of all Property consisting of real and personal property Disposed of during such period covered by the Annual Report. The Annual Report shall include the price received by the Corporation for the Property, in addition to the name of the purchaser for all such Property sold by the Corporation during such period covered by the Annual Report.

The Corporation shall deliver copies of the Annual Report to the New York State Comptroller, the Director of the Division of Budget of the State of New York, the Commissioner of General Services of the State of New York and the New York State Legislature, and to the extent practicable, post such Annual Report on its website.

Property Disposition Policy Consistent with Article 9, Title 5-A of the Public Authorities Law, the Authority shall review and approve this Property Disposition Policy annually by resolution of the Board. On or before June 30 of each year, the Corporation shall file with the New York State Comptroller a copy of its Property Disposition Policy, including the name of the Contracting Officer appointed by the Authority. Upon such filing with the Comptroller, the Authority shall post its Property Disposition Policy on its website.



Exhibit D  
Annual Meeting

**PORT OF OSWEGO AUTHORITY  
INVESTMENT POLICY  
PURSUANT TO SECTION 2925 OF THE PUBLIC AUTHORITIES LAW**

**I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**II. OBJECTIVES**

The primary objectives of the Authority's investment activities are, in priority order:

- to conform with all applicable federal, state and legal requirements (legal)
- to adequately safeguard principal (safety)
- to provide sufficient liquidity to meet all operating requirements (liquidity)
- to obtain a reasonable rate of return (yield)

**III. DELEGATION OF AUTHORITY**

The governing Board's responsibility for administration of the investment is delegated to the Executive Director, who shall establish an adequate internal control structure to provide a satisfactory level of accountability based upon a database or records incorporating description and amounts of investments, transaction dates and other relevant information, and regulate the activities of subordinate employees.

**IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Port of Oswego Authority to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**V. DIVERSIFICATION**

It is the policy of the Port of Oswego Authority to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.

## **VI. INTERNAL CONTROLS**

The Executive Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, recorded properly and are managed in compliance with applicable laws and regulations.

## **VII. DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of moneys up to the following maximum amounts are:

Depository Name	Maximum Amount
Key Bank	-
Pathfinder Bank	FDIC insured limit
NBT Bank	FDIC insured limit

## **VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of the Public Authorities Law Section 2925, all deposits with the Port of Oswego Authority, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By pledge of "eligible securities" with aggregate "market value" or provided by Public Authorities Law Section 2925.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Authority for a term not to exceed ninety (90) days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the Authority for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **IX. PERMITTED INVESTMENTS**

As Authorized by Public Authorities Law Section 2925, the Port of Oswego Authority authorizes the Executive Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of deposit
- Money market deposit accounts
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America
- Obligations of the State of New York

All investment obligations shall be payable or redeemable at the option of the Port of Oswego Authority within such times as the proceeds will be needed to meet expenditures for purposes for which moneys were provided and, in the case of obligations purchased for the proceeds of bonds or notes, shall be payable or redeemable at the option of the Port of Oswego Authority within two (2) years of the date of purchase.

#### **X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Port of Oswego Authority shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Authority or the Authority can access them at [www.FFIEC.gov](http://www.FFIEC.gov). Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Executive Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

Exhibit E  
Annual Meeting





**MISSION STATEMENT  
and  
KEY PERFORMANCE INDICATORS**

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 and international growth and development while being mindful of our responsibility to serve as a steward of the environment.

Adopted – September 28, 2011  
Revised – March 8, 2017

**Key Performance Indicators**

1. Increase in revenue tons shipped by water through the Port of Oswego.
2. Increase in labor hours.
3. Increase in activity of intermodal rail transportation for Central New York.
4. Maximize marina activity through increases in slip rental, transient movement, and fuel sales.
5. Be a center of excellence in efficiency and safety.
6. Maximize Port revenues and contribute a positive economic impact for New York State.

The Port of Oswego Authority shall actively participate in Article 15-A and encourage the participation by minority group members and women with respect to state contracts.

Exhibit F  
Annual Meeting

# **BY-LAWS OF THE PORT OF OSWEGO AUTHORITY**

**Oswego, New York**

## **ARTICLE VI**

**Subsection 6.07 General Counsel.** The General Counsel shall be the chief legal officer of the POA and the Staff Officers, and shall: (a) advise and render opinions to the Directors and Staff Officers of the Authority as to all legal matters relating to the administration , operations and financing of the Authority, and as to the laws governing the programs of the Authority; (b) draft, examine and approve as to legal compliance all forms, contracts or other documents necessary for all phases of the Authority's work or purposes; (c) coordinate with and assist bond counsel in the preparation of all documents related to the sale of the Authority's obligations and the investment of proceeds; (d) exercise such other powers and perform such other duties as the Board of Directors and the Executive Director may determine.

Exhibit G  
Annual Meeting

# **BY-LAWS OF THE PORT OF OSWEGO AUTHORITY**

**Oswego, New York**

## **ARTICLE V Section 5.01 - Officers**

**Subsection 5.01-1 Duties of the Chair.** The Chair shall (1) preside at all meetings of the POA, (2) communicate to the Executive Director and, where appropriate, executive staff, the policies of the POA established by the Board, (3) be responsible for advancing the mission and promoting to the general public the objectives of the POA and (4) perform other duties as requested by the Board. The Chair shall appoint the Standing Committees of the POA. The Chair will be responsible for the direct oversight of the Executive Director.

**Subsection 5.01-2 Duties of the Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the event the office of Chair is vacant, or in the event that the Chair is unable to perform such duties by reason of illness, disability or absence. The Vice-Chair may be requested by the Chair and/or the Board to assume additional responsibilities, as needed.

**Subsection 5.01-3 Duties of the Secretary/Treasurer.** The Secretary/Treasurer shall (1) sign board resolutions and other board documents requiring such signature; (2) maintain original and copies of official POA Board documents (e.g. minutes of meetings, agreements, contracts, etc.); (3) oversee the proper and legal mailing of notices to the POA Directors and the Executive Committee; (4) ensure that minutes of meetings are correct and distributed to members in a timely manner, (5) be an official co-signatory of documents requiring two signatures (e.g., checks); (6) assist the Executive Director in the management, review, and administration of finances and fiscal matters of the organization; (7) be a member of the Audit Committee.