

PORT OF OSWEGO AUTHORITY

Regular Board Meeting March 25, 2014 at 5:00 pm

CALL TO ORDER

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

PRESENTATIONS

Moffatt & Nichol – Port Master Plan

CONSENT AGENDA

Mr. Gillen made a motion to approve the consent agenda and Mr. Smith seconded it. Motion passed. Motion 03-25-1401

EXECUTIVE DIRECTOR'S REPORT

We have been working hard on reducing our outstanding accounts receivables and improving the time of getting our invoice submitted to our customers. We toured the Novelis plant to see their operation and new product lines. This has been quite busy this with aluminum and our billing for the month should be quite impressive. We have improved our billing which means are becoming more aggressive by making sure we bill for anything we expense. I traveled to Montreal to visit with our aluminum customers. We have learned that our aluminum projections for this year have increased by 15% to over 93,000 tons. We are working on performance issues as related to discharging aluminum from the barges to meet the contracted criteria. We are planning a trip to Perdue's central office to discuss the possibility of a significant increase in product. We are working US Army Corps of Engineers to get the harbor dredging depth increased to lake depth. Will be attending a conference where we can give input to them.

ADMINISTRATIVE SERVICES/FACILITY SECURITY REPORT

The Port Security Grant (PSG) 2013-2014 project has been completed with all cameras installed and operational. We now have 27 camera watching and recording key installations at the port. We are recommending awards for an Electronic Document Management System and payroll back file which will provide for a reduction in staff time in processing records, and eliminate documents being lost or misfiled. Working with New York State Parks to supply necessary documentation for the Boating Infrastructure Grant Program. Replied to the state MWBE audit with required documentation and completed the annual program update. Completed annual OSHA Form 300 and posted it. Made requested further amendments to the contract, completed I-Supplier/Delphi training for federal reimbursement and reporting of the TIGER Grant. Made requested further amendments to the TIGER5 Grant and completed I-Supplier/Delphi training for federal reimbursement and reporting. Purchased two 16,000 pound portable ramps on federal surplus and working on new forklift leasing. Conducted security annual training for longshoremen.

ATTORNEY

No report

OLD BUSINESS

No Old Business

NEW BUSINESS

- Mr. Stevens was contacted by the owners of Camping World who are looking to have a sales show at our 29 E. Cayuga Street Property.
- Mr. Carroll made a motion for consideration and approval of an award to General Code (Laserfiche) funds from the Local Government Records Management Improvement Fund award for an Electronic Document Management System and Mr. Brown seconded it. Motion passed. Motion 03-25-1402
- Mr. Carroll made a motion for consideration and approval of an award to New York State Industries for the Disabled (NYSID) in association with Biels Document Management funds from the Local Government Records Management Improvement Fund award for the back filing of 20 years of payroll records and Mr. Brown seconded it. Motion passed. Motion 03-25-1403
- Mr. Carroll made a motion for consideration and approval to accept a bid from Wayne-Dalton of Syracuse for the replacement of the North Overhead Warehouse Door and Mr. Stevens seconded it. Motion passed. Motion 03-25-1404
- Mr. Coates made a motion for consideration and approval to exercise the purchase rider option on three Toyota Model 7FDU35 forklifts, serial numbers 70488, 70493 and 70497 for one dollar per unit and Mr. Smith seconded it. Motion passed. Motion 03-25-1405
- Motion for the consideration and approval for the purchase of a 1993 Ford LNT8000 Truck was withdrawn. Motion 03-25-1406
- Mr. Brown made a motion for consideration and approval of payment to the Great Lakes Cruising Coalition for the Port's 2014 Membership dues for the Great Lakes Cruising Coalition and Mr. Carroll seconded it. Motion passed. Motion 03-25-1407
- Mr. Gillen made a motion for consideration and approval for the submission of the Short Environmental Assessment Form, as required by the DEC, as part of the Oswego Marina Fuel Pier Replacement Project and Mr. Stevens seconded it. Motion passed. Motion 03-25-1408
- Mr. Coates made a motion to authorize the Executive Director to administer and pay applications regarding construction project without prior approval from the Board; and the

Executive director shall include any action taken in his monthly report and Mr. Brown seconded it. Motion passed. Motion 03-25-1409

- Mr. Carroll made a motion to authorize the Executive Director to submit an application for PHASE II Remediation Grant for the EPA on the Hammermill Property and Mr. Brown seconded it. Motion passed. Motion 03-25-1410
- Mr. Schermerhorn made a motion to authorize the Executive Director to take any action necessary for the Port to be a participant in National Grid's Small Business Energy Conservation Program and Mr. Coates seconded it. Motion passed. Motion 03-25-1411

EXECUTIVE SESSION

Mr. Gillen made a motion to go into Executive Session to discuss personnel matters and Mr. Smith seconded it. Motion passed. Motion 03-25-1412

Mr. Brown made a motion to come out of Executive Session and Mr. Carroll seconded it. Motion passed. Motion 03-25-1413

ACTION FROM EXECUTIVE SESSION

No Action from Executive Session

ADJOURN REGULAR SESSION

Mr. Carroll made a motion to adjourn and Mr. Brown seconded the motion. Motion passed. Motion 03-25-1414



Thomas Gillen, Secretary/Treasurer

PORT OF OSWEGO AUTHORITY
Annual Meeting March 25, 2014

CALL TO ORDER

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

CONSENT AGENDA

Mr. Carroll made a motion to approve the Prompt Payment Policy and Mr. Smith seconded it. Motion passed. Motion AM1401

Mr. Coates made a motion to approve the Procurement/Minority/Disadvantage Business Policy and the MWBE Work Plan and Goals and Mr. Smith seconded it. Motion passed. Motion AM1401.1

Mr. Gillen made a motion to approve the FY 2014-2015 Annual Operating Budget and Mr. Smith seconded it. Motion passed. Motion AM1402

Mr. Schermerhorn made a motion to appoint Bowers and Company CPA, PLLC to conduct the annual audit for the Port of Oswego Authority for FY 2013-2014 with a request that a partner not previously involved in the audit of the Port be assigned; also quotes will be sought for a new CPA firm to conduct the 2014-2015 audit and Mr. Coates seconded it. Motion passed. Motion AM1403

Mr. Carroll made a motion to affirm the Port Mission Statement and Key Performance Indicators for 2013-2014 and Mr. Smith seconded it. Motion passed. Motion AM1404

EXECUTIVE SESSION

No Executive Session

APPOINTMENTS AND ELECTIONS

Mr. Carroll made a motion to appoint Shanley Law Offices to serve as Port of Oswego Authority legal counsel for the period FY 2014-2015 and Mr. Smith seconded it. Motion passed. Motion AM1405

Nominations for Chairman:

Terrence Hammill was nominated by Mr. Gillen and Mr. Smith seconded it

David Schermerhorn was nominated by Mr. Stevens and Mr. Carroll seconded it

Terrence Hammill appointed as Chairman by a vote of 4/3

Nominations for Vice Chairman:

Michael Carroll was nominated by Mr. Coates and Mr. Smith seconded it

Michael Carroll appointed as Vice Chairman unanimously

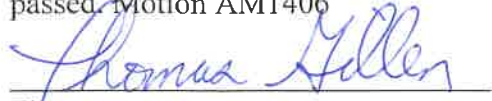
Nominations for Secretary/Treasurer:

Thomas Gillen was nominated by Mr. Stevens and Mr. Carroll seconded it

Thomas Gillen appointed as Secretary/Treasurer unanimously

ADJOURN

Mr. Schermerhorn made a motion to adjourn the annual meeting and Mr. Smith seconded it. Motion passed. Motion AM1406



Thomas Gillen, Secretary/Treasurer