

PORT OF OSWEGO AUTHORITY
Regular Monthly Meeting
Wednesday, June 26, 2024

CALL TO ORDER: Mr. Enwright called the meeting to order at 4:30 PM.

PRESENT: Francis Enwright - Chairperson, Constance Cosemento - Vice Chairperson, Stan Delia, Tom Schneider, Dr. John Kares Smith, Kathleen Macey, William Scriber - Executive Director, Liz Bush - Bowers & Company, and Jen Walck – Bowers & Company.

ALSO PRESENT: Pat McMahon - Supervisor of Development & Maintenance, Debbie Godden - Accounting Manager, Kim Natoli - Port Employee, Peg Stone - Oswego Yacht Club, and Nathaniel Rotunno - Oswego Yacht Club.

NEW BUSINESS

Oswego Yacht Club request free dockage for one (1) slip at Goble Marina (Exhibit F).

Peg Stone spoke on behalf of the Oswego Yacht Club. The Oswego Yacht Club recently purchased an additional J24 sailboat with the intent of having a dockage area for the vessel, which are not available at this time, and the Oswego Yacht Club currently does not have funds for dockage, even if it was available. Peg Stone went on to explain the Club's program – "Try Sailing". It is a community program that has been in operation for several years, it invites members of the community to a 1–2-hour seminar, describe sailing, and sailing opportunities in Oswego. The Club attempts to encourage people to learn about sailing. Once the seminar has been attended, club members get attendees out on Lake Ontario for a sail, either for a leisurely sail or on a race night. The recently purchased J24 is being used for the "Try Sailing" program, as well as for training some of the program attendees who are interested in racing and having them be race ready. Nathaniel Rotunno stated that there have been 30-60 participants over the last 3-4 years, and reception has been positive in the community. Peg Stone stated that the vessel is currently tied up against the west-side river wall near the former Cahill's property, and that location is not ideal, and the Yacht Club was inquiring if the Port was willing to donate a slip in the Goble Marina for this sailing season.

Mrs. Cosemento inquired if the Oswego High School Sailing Club had any connection with the Oswego Yacht Club; Peg Stone stated that the high school sailing club still operates, however, their sailboats (Flying Scot, 19-foot daysailing and racer) are not in good condition, and the Oswego Yacht Club worked with the Oswego City School District, and obtained possession of the sailboats and are being worked on in Yacht Club member's yards, with the agreement that High School Sailing Club members would have access to the sailboats. Those sailboats from the Sailing Club will be used for the "Try Sailing" program, and once they are safe to use, they will also be available for the Sailing Club, without them having to take care of them.

Mr. Enwright stated that he is a lifetime member of the Oswego Yacht Club, and that he would be abstaining from any comments.

Ms. Macey inquired if the Port had a slip to donate to the Oswego Yacht Club.

Mr. Scriber expressed three concerns with the Oswego Yacht Club's request. His concerns are:

- Security Issues – the marina will have security-locked gates and restrooms. People paying/renting for the slips will have a certain level of security for their vessels. Also, the fact of an unknown volume of people coming in and out of the marina.
- Insurance – a Certificate of Insurance will be required from the Oswego Yacht Club, due to this being a club or a group, and it will not go under the Port's insurance.
- Clean-up – the Port will not be able to have personnel available at the marina each day due to this marina being a limited-use marina, for clean-up issues.

Mr. Scriber agreed that this would be good community service for the Port of Oswego, and cited that this is what the Port does, and that last year contributed almost \$28,000.00 to the community.

Answering Mr. Scriber's concerns with an unknown volume of people at the marina, Nathaniel Rotunno explained that the "Try Sailing" program typically has approximately 3-4 participants (with one Yacht Club member) and has a duration of 2-3 hours for an excursion. On race nights, it would be 3-4 Yacht Club members. Mr. Scriber explained the possible security measures to the Yacht Club members and Board members.

Motion 6-26-2408: A motion was made by Mr. Schneider to move to authorize the Executive Director to enter into an agreement with the Oswego Yacht Club to provide a slip at Goble Marina, donate the rental fee, and that the agreement includes a list of individuals who have access to the security gate, and submittal of an insurance binder. Motion seconded by Ms. Zeller. Motion passed. 6-Aye, 1-Abstain, 0-Nay.

EXECUTIVE SESSION

Motion 06-26-2401: A motion was made by Mr. Schneider to move to Executive Session for the review of the 2023-2024 annual audit. Ms. Macey seconded the motion at 4:47 PM. Motion passed. 7-Aye, 0-Nay.

Motion 06-26-2402: A motion was made by Dr. Kares Smith to resume the regular monthly meeting at 6:03 PM. Motion seconded by Ms. Macey. Motion passed. 7-Aye, 0-Nay.

APPROVAL OF MINUTES

Motion 06-26-2403:

A motion was made by Ms. Zeller to approve the minutes of the May 20, 2024 regular monthly meeting. Motion was seconded by Mr. Delia. Motion passed. 7-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 – May 2024

Update on projects:

- Monthly Report – included.
- Aluminum – approximately three ships behind on aluminum, however this should increase due to multiple loads going to the local aluminum plant.

- Reach Stacker – bids came in over what was anticipated, Mr. Scriber has had contact with US Department of Transportation because we are under the “Build America, Buy America Act” requirements (B.A.B.A. Act requires that all iron, steel, manufactured products, and construction materials used in federally funded projects for infrastructure must be produced in the United States). The one America-made container mover was well over the grant money available.
- West Terminal Repairs – repairs are ongoing. There was a rock or other obstruction that was discovered the week prior that extra hours had to be spent remediating.
- Oswego County Micron Steering Committee – attended this meeting, and is a member of this committee. This is progressing.
- Dome 4 – ongoing, and anticipated competition in the next coming days. There is a walk-through scheduled on completion.
- Rail Grant – included in the Board packet. This is to add fifth rail and install dual rail and truck loading facility, meaning that the Port can unload trucks and load rail at the same time, doubling the Port’s efficiency; this will add 6 spots on the Port to increase the number of grain cars that can be held on the grain silo.
- Meeting – meeting with the local aluminum plant’s procurement manager, visited the Port, spoke about having a closer relationship, and the importance of rail for supplying the large ingots and a discussion of becoming more integrated in logistics chain with them.
- Operation Oswego County 72nd Annual Meeting – attended with Board Member Mr. Tom Schneider.
- Grain Contract – approved by attorney and it has been a long process.

ADMINISTRATIVE FINANCIAL REPORTS

Motion 06-26-2404: A motion was made by Mr. Schneider to accept May’s financial reports as presented. Motion seconded by Mrs. Cosemento. Motion passed. 7-Aye, 0-Nay.

Primary Financial Reports

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

Subsidiary Financial Reports

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

Mr. Schneider commented that the Board met with the auditors from Bowers CPA’s and Advisors in Executive Session.

Chairman’s Report: No report per Mr. Enwright.

COMMITTEE REPORTS:

Executive Committee: No report per Ms. Cosemento.

Audit and Finance Committee: Mr. Schneider stated the Audit and Finance Committee met on Wednesday, June 26, 2024 at 3:30 PM primarily for the purposes of reviewing the draft copies of the financial statements of Port of Oswego Authority ending fiscal year March 31, 2024. Those audited financial statements were reviewed with the auditors that were present.

Motion 6-26-2406: A motion was made by Mr. Schneider to accept the 2023-2024 audited financial statements as presented by Bowers CPA's and Advisors, and recommended by the Audit and Finance Committee. Motion seconded by Ms. Macey. Motion passed. 7-Aye, 0-Nay.

Board members recognized the Port's Administration, especially Accounting Manager Mrs. Deborah Godden for her efforts.

Governance Committee: No report per Dr. Kares Smith, however he did indicate that he would like to meet in the coming months to edit, add, and subtract items in the Employee Handbook.

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

OLD BUSINESS:

None.

NEW BUSINESS:

Motion 06-26-2405: A motion was made by Dr. Kares Smith to approve the New York State Department of Transportation (NYSGOT) for the 2023 Passenger and Freight Rail Assistance Program, Comptroller Contract #DR39107, Project Identification #3935.88.301, which the board hereby approves and agrees to first instance of the project funds and adhere to the terms of the agreement, and to authorize the Executive Director to sign and complete any and all paperwork and administer the grant. Motion seconded by Ms. Macey. Motion passed. 7-Aye, 0-Nay.

Mr. Scriber stated that this was the PFRAP Grant that will add an additional 6 spaces, and additional railroad track, as well as a new loading system for the grain silo to double the capacity; this is 95% paid for by state government. This will be completed slowly to reduce the costs for the Port of Oswego Authority.

Dr. Kares Smith inquired whether the Port is documenting, in writing, internal controls over federal and state awards and is the Port establishing procedures to have internal controls over grants. Mr. Scriber stated that the Port has internal controls over grants and are included in the NYS grant documents. The Port is finalizing its Uniform Guidance Document detailing the Port's internal controls over federal grants. This document will be presented to the Board in an upcoming meeting.

Motion 06-26-2407: A motion was made by Mr. Schneider to review and approve the contract with The Delong Co., Inc. and to authorize the Executive Director to sign and complete any and all paperwork, and to administer the contract. Motion seconded by Mr. Delia. Motion passed. 7-Aye, 0-Nay.

ADJOURNMENT

Motion 06-26-2409: A motion was made by Ms. Zeller to adjourn the regular monthly meeting at 6:26 PM. Motion seconded by Dr. Kares Smith. Motion passed. 7-Aye, 0-Nay.

Kathleen Macey, Secretary/Treasurer