

Thousand Islands Bridge Authority
Friday, January 28, 2022, 10:30 A.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Natalie Kinloch, Secretary-Treasurer
Thye Lee, Assistant Secretary-Treasurer
Richard Iglinski, Assistant Secretary-Treasurer
Robert J. Storms, Assistant Secretary-Treasurer
Douglas D. Dier, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick, Executive Director
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Bryan Olson, Manager, Finance & Administration
Keri Jobson, Boldt Facilities Operations Manager
Patrick Labiendo, Facilities Safety & Security Officer
Corey Fram, Director of Tourism (TIRTDC)

ALSO William Johnson, Chairman, Jefferson County Board of Legislators (JCBOL)

MEDIA 1 (TI Sun participating via conference call)

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Douglas D. Dier and seconded by Natalie Kinloch, the minutes of the meeting held on December 17, 2021, were unanimously approved.

COMMUNICATIONS

Mr. Sturick reported that Mr. Armstrong, Mr. Storms, Mr. Dier, Ms. Kinloch, Mr. Lee, Mr. Iglinski, Mr. Walton and Mr. Fram were participating via conference call. Mr. Sturick welcomed Mr. William Johnson, Chairman, Jefferson County Board of Legislators (JCBOL) who also was participating via conference call. Mr. Sturick congratulated the TIBA Board Members on their elected board positions for the 2022 calendar year. On behalf of the Authority and staff, Mr. Sturick welcomed Richard Iglinski, Chief Financial Officer, and Thye Lee, Vice President, Engineering & Construction, both of the Federal Bridge Corporation

Limited (FBCL) who were appointed to the TIBA Board by the Jefferson County Board of Legislators effective January 1, 2022. On behalf of the Authority,

Mr. Armstrong reported the agenda would go out of order and the resolutions would be reviewed and approved first. Mr. Sturick reported that Mr. Storms and Mr. Dier asked to be excused early from the meeting due to other commitments.

Executive Committee – Proposed Resolution No. 29: Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Douglas D. Dier and duly adopted.

SEE ATTACHMENT 1

Review, Approval/Ratification of Routine and Special Expense Payments

– Proposed Resolution No. 30: Mr. Sturick read the following resolution which was moved by Richard Iglinski and seconded by Douglas D. Dier and duly adopted with the correction of line item HTS Engineering, Ltd. description of “Gas Leak – CBSA” to read “Heating Glycol Piping Leak Repairs – CBSA”.

SEE ATTACHMENT 2

Employee Retirement Purchase and Fund Withdrawal Authorization – Proposed

Resolution No. 31: Mr. Sturick read the following resolution which was moved by Thye Lee and seconded by Natalie Kinloch and duly adopted.

SEE ATTACHMENT 3

Employee Retirement Purchase and Fund Withdrawal Authorization – Proposed

Resolution No. 32): Mr. Sturick read the following resolution which was moved by Douglas D. Dier and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 4

Property & Casualty Insurance Consulting Services Agreement - Proposed

Resolution No. 33: Mr. Sturick read the following resolution which was moved by Douglas D. Dier and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 5

Proposed Agreement for Legal Services with Kendall, Walton and Burrows -

Proposed Resolution No. 34: Mr. Sturick read the following resolution which was moved by Bruce Armstrong and seconded by Natalie Kinloch and duly adopted. Mr. Dier noted that Ms. Kendall is his great-niece.

SEE ATTACHMENT 6

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of December 31, 2021, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$9,408,887 compared to \$7,330,930 for the prior fiscal year representing an increase of \$2,077,957 or 28.35% above the previous period. Mr. Olson reported that \$500,000 is included in the total Cash and Investment Obligation which is an advance from FBCL to help cover expenses at CBSA. Mr. Olson reported Total Facilities to date of \$63,699,830 compared to \$66,391,025, for the prior fiscal year representing a decrease of \$2,691,195 or 4.05% below the previous period. Mr. Olson reported Total Assets to date of \$79,507,179 compared to \$78,809,768, for the prior fiscal year representing an increase of \$697,411 or 0.88% above the previous period. Mr. Olson reported Payables total to date of \$11,023,558 compared to \$8,166,024 for the prior fiscal year, representing an increase of \$2,857,534 or 34.99% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$183,066 compared to \$112,586, the prior fiscal year representing an increase of \$70,480 or 62.60% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,970,032, compared

to \$53,858,198 for the previous fiscal year, representing an increase of \$1,111,834 or 2.06% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$6,162,369 versus \$5,129,065 for the previous period representing an increase of \$1,033,304 or 20.15% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$4,998,807 versus \$6,217,277 for the previous period representing a decrease of \$1,218,470 or 19.60% below the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$15,072) versus \$134,530 for the previous period representing a decrease of \$149,602 or 111.20% below the previous period. Mr. Olson reported total Net Revenue (Loss) is recorded at \$1,178,635 versus (\$1,222,742), for the previous period representing an increase of \$2,401,377 or 196.39% above the previous year. Mr. Olson reported FBCL's Net Revenue (Loss) Share is recorded at \$629,735 as compared to (\$222,649) the previous period representing an increase of \$852,384 or 382.84% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through December 31, 2021, is recorded at (\$770,695) as compared to (\$1,038,542) for the previous period representing an increase of \$267,847 or 25.79% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$3,122,228 compared to \$2,783,268 for the previous period representing an increase of \$338,960 or 12.18% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,919,235 compared to \$2,087,163 for the previous period representing an increase of \$832,072 or 39.87% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$202,992 as compared to \$696,105 for the prior year, representing a decrease of \$493,113 or 70.84% below the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs),

through December 31, 2021 is (\$567,702) compared to (\$342,437) for the prior fiscal year, representing a decrease of \$225,265 or 65.78% below the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue (Loss) plus the adjustment for non-cash cost of depreciation reflects total funds available of \$1,931,658 compared to \$1,974,630 the prior fiscal year, representing a decrease of \$42,972 or 2.18% below the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$22,385, compared to \$1,024,667 for the previous year representing a decrease of \$1,002,282 or 97.82% below the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$440,124 compared to \$2,686,944 representing a decrease of \$2,246,820 or 83.62% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$462,509 compared to \$3,711,611 for the prior year, representing a decrease of \$3,249,102 or 87.54% below the previous year. In terms of Net Increase (Decrease) in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$1,469,149 compared to (\$1,736,981) for the prior fiscal year, representing an increase of \$3,206,129 or 184.58% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for December 31, 2021, reported zero for the month and year to date expenses totaling \$25,271.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of December 31, 2021, a motion to accept the financial report was moved by Bruce Armstrong, seconded by Natalie Kinloch, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated December 31, 2021 noting the Total TIBA•FBCL Projects Budget is \$85,000, with the obligated amount being \$31,721 and incurred to-date of \$31,721 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$190,000 with the obligated amount being \$11,032 and

incurred to-date of \$11,032 and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$275,000, with the obligated amount being \$42,753, incurred to-date of \$42,753 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$517,000 with the obligated amount being \$265,833 and incurred to-date of \$265,833 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2021-2022 is \$792,000 with the current obligated amount being \$308,586 and incurred to-date of \$308,586 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated December 31, 2021 in detail noting investments totaling \$9,408,887 with an average rate of return of .08% versus .19% in 2020. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or more than the required minimum (100%).

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of December (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	86,973	-	26,891	-	44.8%
	Total Revenue	\$587,083	-	\$133,544	-	29.4%

10 Months March/December (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	964,538	-	120,501	-	14.3%
	Total Revenue	\$6,230,119	-	\$1,042,649	-	20.1%

14 Days January (2021-2022 compared to 2020-2021)

FY21-22	Total Vehicles	32,528	-	4,702	-	16.9%
	Total Revenue	\$239,701	-	\$19,362	-	8.8%

Mr. Sturick reported that the first fourteen (14) days of January 2022 figures are just prior to the trucking companies mandates going into effect. Mr. Sturick reported that it is too early to tell if there will be a significant impact to traffic due to mandates in place at the Canadian border. Ms. Kinloch mentioned that the trucking companies are currently crossing Western Canada heading to Ottawa to protest the border mandates which could

result in the mandates being eased. Mr. Sturick compared total vehicles and total revenue for December 2019 and the totals for the ten (10) months of fiscal year 2019/2020 indicating that fiscal year 2021/2022 vehicles and revenues continue to be lower than fiscal year 2019/2020. Mr. Sturick reported total commercial vehicles for the month of December 2021 and the ten (10) months of fiscal 2021/2022 are showing an increase compared to December 2019 and for the ten (10) months of the fiscal year 2019/2020. Mr. Sturick reported that traffic is up for the first fourteen (14) days of January 2022 compared to fiscal year 2020/2021, but still showing a significant decrease compared to fiscal year 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD December 2021 and December 2020. Mr. Sturick reported total crossings for YTD December 2021 and December 2020 were 1,080,930 compared to 1,065,786 the previous period YTD representing an increase of 15,144 or 1.4% above the previous period.

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the staff have been working on maintenance items such as snow removal, heating and generator repairs, replacing vehicle batteries and following up on vehicle recalls as well as bridge inspections. Mr. Moulton reported that staff worked with representatives from FBCL replacing the boiler at the Canadian toll administration building. Mr. Moulton reported that the U. S. and Canadian maintenance staff continue working with two (2) separate crews on split shifts working eleven (11) hours per day and seven (7) days per week as well as being on call. Mr. Moulton reported that the 2022 Bridge Paving Program will begin May 1, 2022 and positions have been posted on on-line job boards. Mr. Moulton reported that TIBA staff have been in contact with former seasonal

bridge maintenance staff and have interviews scheduled. Mr. Moulton reported that the spider staging used for the 2022 Bridge Painting Program will be sent to the factory for inspection and any repairs if needed.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with two (2) open claims. Mr. Labiendo reported that some of TIBA's employees and their families on the U.S. and Canadian side have tested positive for COVID or been quarantined and TIBA has been able to maintain normal operations. Mr. Labiendo reported Patrick Clare, Risk Manager Consultant for the Public Employer Risk Management Association (PERMA) which is the Authority's provider of U.S. Employees Workers Compensation Insurance Program is scheduled for a site visit on Monday, January 31, 2022. Mr. Labiendo reported that Mr. Clare will be reviewing policies and procedures and touring the facilities. Mr. Labiendo reported that the Emergency Response Plan is currently under review by the management staff. Mr. Labiendo reported that TIBA renewed the agreements with the Northern New York Occupational Health Services to continue to provide drug and alcohol testing for the staff on the U.S. side. Mr. Labiendo reported that the agreements include a physician from Northern New York Occupational Health Services to oversee TIBA's Automatic External Defibrillator (AED) program. Mr. Labiendo reported that the Canadian Association of Chiefs of Police (CACP) reached a licensing agreement with New York Metropolitan Transportation Authority to use their trademark "if you see something, say something" slogan in Canada. Mr. Labiendo reported that he has printed the posters and distributed them amongst the various departments. Mr. Labiendo reported that the phone number on the poster is for the RCMP National Security Network. Mr. Labiendo reported that he is in close contact with the OPP due to the trucking convoy protesters.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that all the welcome back letters have been returned from the returning Boldt Facilities staff for the 2022 operating season and vacant positions have been posted on the website and interviews will begin soon. Ms. Jobson reported thirty-three (33) weddings scheduled for the 2022 operating season and two (2) weddings scheduled for the 2023 operating season. Ms. Jobson reported that Ms. Bieber is starting to receive merchandise for the 2022 operating season. Ms. Jobson reported that the Boldt Facilities open on Saturday, May 7, 2022. Ms. Jobson reported that the Boldt Facilities Wastewater Treatment Plant is complete with the close out documents to be finalized. Ms. Jobson reported maintenance staff is building new displays for the gift shop, repairing and refinishing the Boldt benches, refinishing tabletops at food concessions, repairing equipment and tools and have rebuilt the front end of the steering system of the maintenance golf cart.

OTHER MATTERS

Mr. Sturick reported that there are a significant number of job openings around the area which makes it challenging to fill the U.S. maintenance and Boldt Facilities positions. Mr. Sturick reported that it is even more challenging to fill the Canadian maintenance positions. Ms. Kinloch reported that the Cornwall Bridge has had luck posting positions at the St. Lawrence College in Kingston and Brockville, Ontario, Canada. Mr. Sturick reported that TIBA has contacted Jefferson-Lewis BOCES Technical Center of Watertown, N.Y. and the facility has posted the available positions. Ms. Kinloch reported that they are also having troubles filling positions at their facilities.

Mr. Armstrong welcomed Mr. Lee and Mr. Iglinski as the newest board members. Mr. Armstrong asked Mr. Johnson if he had any comments. Mr. Johnson said that he had no comments and thanked Mr. Armstrong for the invitation.

With no other business, a motion to adjourn the meeting was made by Bruce Armstrong and unanimously seconded.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, February 25, 2022, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 29

RE: EXECUTIVE COMMITTEE

The following resolution was moved by Robert J. Storms, seconded by Douglas D. Dier and duly adopted.

WHEREAS, due to schedule conflicts, the probability of inclement weather, etc., there is the possibility of being unable to have a quorum at regularly scheduled or special meetings, and

WHEREAS, it is desirable to have a group with authority to act on matters which require action between meetings,

NOW THEREFORE BE IT

RESOLVED, that an Executive Committee of this Authority be and the same hereby is created and named, the members of which shall consist of not less than three (3) members of this Authority who, when called for a meeting of such committee in the following order of priority, to wit:

1) Chairman Bruce Armstrong, 2) Vice Chairman Patrick Simpson, 3) Secretary Treasurer Natalie Kinloch, 4) Assistant Secretary Treasurers Robert J. Storms, 5) Douglas D. Dier, 6) Thye Lee, 7) Richard Iglinski shall indicate their availability, and of which a majority of those attending, but in no event less than three (3), shall be a quorum; that such Executive Committee be and it hereby is authorized to the fullest extent permitted by law to exercise between meetings of this Authority all of the powers of this Authority, including all executive, administrative and ministerial acts, but excluding the power to establish policy, and such powers are hereby delegated to such committee for that purpose, and such committee is hereby instructed and required to report all action taken by it hereunder at the next duly constituted meeting of the Authority to the end that the same may be either approved and ratified or otherwise acted upon by a quorum of the full Authority.

ATTACHMENT 2

RESOLUTION NO. 30
RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS

The following resolution was moved by Richard Iglinski, seconded by Douglas D. Dier and duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on December 17, 2021, were available and reviewed by the Authority during the meeting held on January 28, 2022 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
12/21/21	3373	32244-32267 - US / C9960-C9971 - CD	\$ 80,103.10
12/28/21	3374	32268-32292 - US / C9972-C9974 - CD	45,649.42
01/04/22	3375	32293-32310 - US / C9975-C9979 - CD	137,049.02
01/11/22	3376	32311-32327 - US / C9980-C9983 - CD	105,684.09
01/18/22	3377	32328-32352 - US / C9984-C9999 - CD	100,325.36
01/25/22	3378	32353-32367 - US / C10000-C10003 - CD	457,980.89
			<u>\$ 926,791.88</u>

NOTE: U.S. check #32152 was voided & replaced with check #32281. The original check amount was incorrect.

WHEREAS, in a similar manner, the below listed Special Expense Payments, together with invoices and other supporting documentation which require specific approval before payment is made, were available and reviewed by the Authority during the meeting held on January 28, 2022 (viz):

	<u>Amount</u>
Barton & Loguidice, D.P.C. - Professional Services	\$ 1,980.00
CDW Government - Annual Renewal for Adobe Acrobat Pro	
- Administration	1,524.08
Colello Air Technologies - Air Duct Cleaning - Tourism Council Building	1,500.00
DRCS LLC - 2 desktops - Boldt Castle - POS	1,982.26
Griffin Greenhouse Supplies, Inc. - Yearly Landscape Supplies	4,801.49
Hyde-Stone Mechanical Contractors - Repaired Circulator Pump	
- Landscape	1,541.88
Koester Associates, Inc. - Techcheck - Rift Water Treatment Plant	1,375.00
River Hospital - Employee Testing - Bridge Maintenance	1,665.00
Slack Chemical Company - Calcium Chloride Pellets - NCWC	3,226.75

Technical Systems Group, Inc.		
- Alarm Panel - SOC Controller	2,160.00	
- Annual Lenel Maintenance Renewal - SOC Security Software	4,625.00	
Town of Alexandria - 2021-2022 - PILOT Payment	21,464.25	
Watertown Savings Bank - Line of Credit Principal Payment	150,000.00	
Bridgeview Tech, Inc. - Boiler Replacement - Canadian Toll Administration Building	11,756.52	CD
Fast Response Fire Systems, Inc. - Service Preventative Inspection - CBSA	2,919.10	CD
GFL Environmental, Inc. - Disposal of Paint Chips & Oil - Canadian Shop	2,334.62	CD
HTS Engineering, Ltd. - Gas Leak - CBSA	3,955.00	CD
	<u>\$ 218,810.95</u>	

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as it's proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3373 through No. 3378 as set forth herein, totaling \$926,791.88, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$218,810.95.

ATTACHMENT 3

RESOLUTION NO. 31

**RE: EMPLOYEE RETIREMENT PURCHASE AND FUND WITHDRAWAL
AUTHORIZATION**

The following resolution was moved by Thye Lee, seconded by Natalie Kinloch and duly adopted.

WHEREAS, in accordance with the policies and procedures of the TIBA Employees Retirement Plan (The Plan), Carol Kemp, a Toll Collector with eighteen (18) years of service, gave written notice under the date of January 6, 2022, of her desire to receive retirement benefits, effective May 1, 2022, and

WHEREAS, a calculation shall be requested for Carol Kemp's chosen form of retirement payment under The Plan by the Executive Director, who serves as Plan Administrator, and

WHEREAS, the Executive Director has determined that it would be in the best interest of the Authority in this financial climate not to purchase an annuity retirement benefit but rather to make monthly payments through the previously established Payor Account and custodian account for Carol Kemp's chosen form of retirement payment option with an effective date of May 1, 2022, and the necessary funds to commence such annuitized payments withdrawn from The Plan.

NOW THEREFORE BE IT

RESOLVED, the Authority, as Trustees of the TIBA Employees Retirement Plan (The Plan), hereby authorizes the Executive Director, as The Plan Administrator, to seek a calculation of benefits for the retirement payments for the benefit of Carol Kemp, and

FURTHER BE IT

RESOLVED, the Plan Administrator is hereby authorized to deposit monies into the Payor Account to commence annuitized payments for the benefit of Carol Kemp, to be effective May 1, 2022, and to withdraw the necessary funds from The Plan to be deposited in said account, and

FURTHER BE IT

RESOLVED, that upon completion of the actions authorized herein, the Executive Director, as Plan Administrator, shall report same for ratification at the next regular monthly meeting of this Authority.

ATTACHMENT 4

RESOLUTION NO. 32

**RE: EMPLOYEE RETIREMENT PURCHASE AND FUND WITHDRAWAL
AUTHORIZATION**

The following resolution was moved by Douglas D. Dier, seconded by Robert J. Storms and duly adopted.

WHEREAS, in accordance with the policies and procedures of the TIBA Employees Retirement Plan (The Plan), Mark Rogers, a Boldt Facilities Maintenance Worker with twenty (20) years of service, gave written notice under the date of January 23, 2022, of his desire to receive retirement benefits, effective May 1, 2022, and

WHEREAS, a calculation shall be requested for Mark Roger's chosen form of retirement payment under The Plan by the Executive Director, who serves as Plan Administrator, and

WHEREAS, the Executive Director has determined that it would be in the best interest of the Authority in this financial climate not to purchase an annuity retirement benefit but rather to make monthly payments through the previously established Payor Account and custodian account for Mark Roger's chosen form of retirement payment option with an effective date of May 1, 2022, and the necessary funds to commence such annuitized payments withdrawn from The Plan.

NOW THEREFORE BE IT

RESOLVED, the Authority, as Trustees of the TIBA Employees Retirement Plan (The Plan), hereby authorizes the Executive Director, as The Plan Administrator, to seek a calculation of benefits for the retirement payments for the benefit of Mark Rogers, and

FURTHER BE IT

RESOLVED, the Plan Administrator is hereby authorized to deposit monies into the Payor Account to commence annuitized payments for the benefit of Mark Rogers, to be effective May 1, 2022, and to withdraw the necessary funds from The Plan to be deposited in said account, and

FURTHER BE IT

RESOLVED, that upon completion of the actions authorized herein, the Executive Director, as Plan Administrator, shall report same for ratification at the next regular monthly meeting of this Authority.

ATTACHMENT 5

RESOLUTION NO. 33

RE: PROPERTY & CASUALTY INSURANCE CONSULTING SERVICES AGREEMENT

The following resolution was moved by Douglas D. Dier, seconded by Robert J. Storms and duly adopted.

RESOLVED, that the Property & Casualty Insurance Consulting Services Agreement between this Authority and Commercial Insurance Consultants, Inc. as last amended by Resolution No. 57, adopted at the regular meeting held on February 26, 2021, to be effective March 1, 2022, be extended with the following conditions (viz):

- 1) The term of the agreement shall be from 3/1/22 through 2/28/23.
- 2) The annual fee is set at \$4,500 to facilitate the review and recommendation of the renewal of the Property and Casualty Insurance Program in 2022.
- 3) If market conditions are such that the Consultant recommends, and the Authority agrees to a full Request for Proposal would materially improve the Authority costs of the general insurance proposal, the additional fee for such services would be \$5,000.

FURTHER BE IT

RESOLVED, that the Executive Director is hereby authorized, empowered and directed to execute the Insurance Consulting Services Agreement with Commercial Insurance Consultants, Inc. of Buffalo, New York, in the form presented at this meeting on behalf of the Authority; and

FURTHER BE IT

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed the proper act and deed of the Authority, binding the Authority to the terms of the Commercial Insurance Consultants, Inc. Insurance Consulting Services Agreement.

ATTACHMENT 6

RESOLUTION NO. 34

**RE: PROPOSED AGREEMENT FOR LEGAL SERVICES WITH KENDALL,
WALTON & BURROWS**

The following resolution was moved by Bruce Armstrong, seconded by Natalie Kinloch and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") previously contracted with the firm of Conboy, McKay, Bachman & Kendall, LLP, Peter L. Walton, of Counsel, to act as Legal Counsel for the Authority, which agreement was terminated as of December 31, 2021; and

WHEREAS, on December 31, 2021, Peter L. Walton left the firm of Conboy, McKay, Bachman & Kendall, LLP, and joined the firm of Kendall, Walton & Burrows, effective January 1, 2022; and

WHEREAS, the Authority desires to have Peter L. Walton continue to serve as Legal Counsel to the Authority, through the new firm of Kendall, Walton & Burrows; and

WHEREAS, the firm of Kendall, Walton & Burrows, Peter L. Walton, of Counsel, would like to continue to serve as Legal Counsel to the Authority, and as such has prepared and presented a retainer agreement (the "Retainer Agreement") for legal services to be provided to the Authority on substantially the same terms as those previously provided through his former legal firm.

NOW, THEREFORE, it is hereby

RESOLVED that the Authority hires the firm of Kendall, Walton & Burrows, Peter L. Walton, of Counsel, to serve as Legal Counsel to the Authority, effective as of January 1, 2022; and be it further

RESOLVED that the Executive Director is hereby authorized and directed to execute the Retainer Agreement for legal services prepared by Kendall, Walton & Burrows as its proper act and deed, binding the Authority to the terms thereof.