

Thousand Islands Bridge Authority  
Friday, May 20, 2022, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Thye Lee, 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  
Patrick Labiendo, Facilities Safety & Security Officer  
Lohanne Messenger, Senior Accountant/Office Manager  
Corey Fram, Director of Tourism (TIRTDC)

**ALSO** Ronald Thomson

**MEDIA** 1

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Natalie Kinloch and seconded by Robert J. Storms, the minutes of the meeting held on April 22, 2022, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Iglinski asked to be excused. Mr. Sturick welcomed the Thousand Islands Bridge Authority new madam Vice-Chairwoman, Ms. Kinloch and Mr. Storms, Secretary-Treasurer.

**FINANCIAL MATTER**

Financial Statement: Mr. Olson reported that Exhibits A through D were subject to the Certified Public Accountant's year-end audit adjustments. Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of April 30, 2022, reported that the Authority's directly held Cash and

Investment Obligations, total to date of \$8,762,994 compared to \$8,309,384 for the prior fiscal year representing an increase of \$453,610 or 5.46% above the previous period. Mr. Olson reported Total Facilities to date of \$62,770,905 compared to \$65,235,133, for the prior fiscal year representing a decrease of \$2,464,228 or 3.78% below the previous period. Mr. Olson reported Total Assets to date of \$78,921,720 compared to \$78,020,945 for the prior fiscal year representing an increase of \$900,775 or 1.15% above the previous period. Mr. Olson reported Payables total to date of \$11,774,691 compared to \$8,746,423 for the prior fiscal year, representing an increase of \$3,028,268 or 34.62% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$110,440 compared to \$225,518, the prior fiscal year representing a decrease of \$115,078 or 51.03% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$54,560,504, compared to \$52,991,930 for the previous fiscal year, representing an increase of \$1,568,574 or 2.96% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$1,471,021 versus \$1,112,875 for the previous period representing an increase of \$358,146 or 32.18% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$1,133,569 versus \$1,041,602 for the previous period representing an increase of \$91,967 or 8.83% increase the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$23,908) versus \$42,084 for the previous period representing a decrease of \$65,992 or 156.81% below the previous period. Mr. Olson reported total Net Revenue is recorded at \$361,360 versus \$29,189, for the previous period representing an

increase of \$332,171 or 1137.99% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$180,680 as compared to \$14,493 the previous period representing an increase of \$166,187 or 1146.64% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through April 30, 2022, is recorded at (\$64,412) as compared to (\$270,095) for the previous period representing an increase of \$205,683 or 76.15% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$203,457 compared to \$145,247 for the previous period representing an increase of \$58,210 or 40.08% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$438,678 compared to \$401,194 for the previous period representing an increase of \$37,484 or 9.34% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of (\$235,221) as compared to (\$255,947) for the prior year, representing an increase of \$20,726 or 8.10% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through April 30, 2022, is (\$299,633) compared to (\$526,041) for the prior fiscal year, representing an increase of \$226,408 or 43.04% above 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 \$180,229 compared to (\$26,169) the prior fiscal year, representing an increase of \$206,398 or 788.7% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$21,573, compared to zero for the previous year representing an

increase of \$21,573 or 100.00% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$52,550 compared to \$83,909 representing a decrease of \$31,359 or 37.4% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$74,123 compared to \$83,909 for the prior year, representing a decrease of \$9,786 or 11.7% 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 \$106,106 compared to (\$110,078) for the prior fiscal year, representing an increase of \$216,184 or 196.4% above the previous year.

Mr. Olson reviewed Exhibit D (Shared Special Maintenance Project Expenses) for April 30, 2022, reported zero for the month and year to date expenses totaling zero.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of April 30, 2022, a motion to accept the financial report was moved by Thye Lee, seconded by Douglas D. Dier, and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated April 30, 2022, noting the Total TIBA•FBCL Projects Budget is \$50,000, with the obligated amount being zero and incurred to-date of zero and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$538,000 with the obligated amount being \$21,573 and incurred to-date of \$21,573 and a balance due of \$17,972. Mr. Olson reported Total Bridge Facilities Projects Budget is \$588,000, with the obligated amount being \$21,573, incurred to-date of \$21,573 and a balance due of \$17,972. Mr. Olson reported Total Boldt Facilities Projects budget is \$510,000 with the obligated amount being \$52,550 and incurred to-date of \$52,550 and a balance due of zero. Total appropriations for Capital

Programs for Bridge and Other Facilities & Programs for FY 2022-2023 is \$1,098,000 with the current obligated amount being \$74,123 and incurred to-date of \$74,123 and a balance due of \$17,972.

Investment Report: Mr. Olson reviewed the Fund & Investment Report dated April 30, 2022, in detail noting investments totaling \$8,762,994 with an average rate of return of .25% versus .10% in 2021. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or greater than the required minimum (100%).

**Approval/Ratification of Routine and Special Expense Payments - Proposed Resolution No. 5:** Mr. Sturick read the following resolution which was moved by Robert J. Storms and seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:

30 Days of April (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	120,917	-	48,910	-	67.9%
	Total Revenue	\$774,566	-	\$187,669	-	32.0%

2 Months March/April (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	214,376	-	73,662	-	52.3%
	Total Revenue	\$1,456,556	-	\$357,177	-	32.5%

14 Days May (2022-2023 compared to 2021-2022)

FY22-23	Total Vehicles	58,108	-	21,200	-	57.4%
	Total Revenue	\$364,593	-	\$86,965	-	31.3%

Mr. Sturick reported total traffic for April of fiscal year 2022/2023 indicating that passenger traffic is still down significantly compared to passenger traffic for fiscal year 2019/2020 while commercial traffic was similar to commercial vehicles for fiscal year 2019/2020. Mr. Sturick reported that

traffic is up for the first fourteen (14) days of May 2022/2023 compared to fiscal year 2021/2022 but showing an approximately 20% decrease in passenger traffic compared to fiscal year 2019/2020 while commercial traffic is up compared to fiscal 2019/2020.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD April 2022 and April 2021. Mr. Sturick reported total crossings for YTD April 2022 and April 2021 were 352,452 compared to 256,679 the previous period YTD representing an increase of 95,773 or 37.3% above the previous period.

**U.S. Employees Workers' Compensation Plan Renewal - Proposed**

**Resolution No. 6:** Mr. Olson read the following resolution which was moved by Natalie Kinloch and seconded by Doug D. Dier and duly adopted.

**SEE ATTACHMENT 2**

**OTHER**

Mr. Sturick reported for the first ten (10) days of May 2022, admissions were up 10.0% compared to 2021 at the Boldt Facilities. Mr. Sturick reported that the gift shop and concession sales were down 9.4% compared to 2021. Mr. Sturick reported that this report was just a snapshot of the first ten (10) days and did not include either the Canadian or U.S. holiday weekends. Mr. Sturick reported that the full report for the month of May would be reported at the next monthly meeting to include the holiday weekends.

**PROJECT REPORTS****Bridge Facilities****Operations and Maintenance Activities**

Mr. Moulton reported that orientation began the week of May 2, 2022. Mr. Moulton reported that the U. S. and Canadian maintenance staff have been working the overnight hours from 10:00 p.m. to 6:00 a.m. (Sunday-Friday) since Sunday, May 8, 2022, removing the winter sand and washing down the bridges. Mr. Moulton reported that the U.S. and Canadian maintenance staff have been running one-way traffic to make repairs to the bridge road deck. Mr. Moulton reported that the landscape staff have been mowing and getting the flowers ready for the flowerbeds. Mr. Moulton reported that an inspector from the New York State Department of Agriculture will certify that the flowers are free of pests and provide a phytosanitary certificate which is required by CBSA and the Canadian Food Inspection Agency for entry into Canada. Mr. Moulton reported that TIBA staff will work with a broker to process the necessary documents to import the flowers to Canada. Mr. Moulton reported that the Gate Installation Project was completed in 2019, which included installing a gate on the access road under the south end of the U.S. Bridge to prevent commercial vehicles from driving under the bridge. Mr. Moulton reported that a barrier has been planned to be installed to prevent vehicles from going around the gate. Mr. Moulton reported that boulders will be positioned as barriers so vehicles will not be able to go around the gate. Mr. Moulton reported that a stay cable on the Canadian bridge will need to be replaced. Mr. Moulton reported that he has been working with representatives from Parsons

Transportation Group and Wire Rope Works, Inc. Mr. Moulton reported that staff will be available for traffic control at the International Border during the Victoria Day Holiday weekend.

#### Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with two (2) open claims. Mr. Labiendo reported that representatives from Netto Fire Equipment performed their annual fire extinguisher inspections at the Bridge Facilities and Boldt Castle Facilities. Mr. Labiendo reported that he is working with the U.S. Coast Guard updating the Boldt Facilities Security Plan. Mr. Labiendo reported that the 2022 required safety programs/medical testing for seasonal and full-time Bridge maintenance staff took place the week of May 2<sup>nd</sup> which will include Workplace Hazardous Materials Information System (WHIMIS), traffic control operations and pre-occupational screening. Mr. Labiendo reported that Advanced Industrial, Inc. of Kingston, Ontario, Canada, provided the required training for both the U.S. and Canadian sides. Mr. Labiendo reported that the medical testing was provided by the River Hospital, Inc. of Alexandria Bay, N.Y., and Walsh & Associates of Kingston, Ontario, Canada, for the U.S. and Canadian maintenance staff. Mr. Labiendo reported that two (2) first aid, CPR and AED classes took place on Wednesday, April 27, 2022, with nineteen (19) staff in attendance. Mr. Labiendo reported that he attended the 14<sup>th</sup> Annual North Country Safety Day at Clarkson University on Wednesday, May 18, 2022, hosted by CITEC.



## **Other Facilities and Programs**

### Boldt Facilities

Mr. Sturick reported that Ms. Jobson and Mr. Salisbury provided a report as they were unable to attend the monthly meeting. Mr. Sturick reported that things are going well since opening on Saturday, May 7, 2022. Mr. Sturick reported that visitation numbers are above 2021 visitations. Mr. Sturick reported the Boldt Facilities should be fully staffed in mid-June. Mr. Sturick reported that Ms. Bieber continues to receive new merchandise.

Mr. Sturick reported that representatives from Aubertine & Currier of Watertown, NY, continue to review the as-built drawings for the Boldt Facilities Wastewater Treatment Plant. Mr. Sturick reported that staff have the Boldt Yacht House sprinkler system and lawn irrigation system up and running, Boldt Yacht House fire suppression system has been inspected, repairs made to the swimming pool, fountains, dock, dock cleats, cedar roof, hotdog/ice cream stand, paver walkway and lawn due to erosion due to heavy rains washing out areas along the sidewalks. Mr. Sturick reported that the Antique Boat Museum recently upgraded signage at the Boldt Yacht House to enhance their displays and the Authority's boats and motors.

### **Resolution to Adopt an Addendum to the Staff and Services with the Thousand Islands Regional Tourism Development Corporation – Proposed**

**Resolution No. 7:** Mr. Sturick read the following resolution which was moved by Thye Lee and seconded by Robert J. Storms and duly adopted.

**SEE ATTACHMENT 3**

**OTHER MATTERS**

With no other business, a motion to adjourn the meeting was made by Robert J. Storms and unanimously seconded.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, June 17, 2022, @ 4:00 pm, in the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 5**

**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS  
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Robert J. Storms, seconded by Thye Lee 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 April 22, 2022, were available and reviewed by the Authority during the meeting held on May 20, 2022 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
04/26/22	3391	32642-32670 - US / C10092-C10098 - CD	\$ 180,302.41
05/03/22	3392	32671-32697 - US / C10099-C10101 - CD	71,362.85
05/10/22	3393	32698-32723 - US / C10102-C10111 - CD	54,342.66
05/17/22	3394	32724-32759 - US / C10112-C10115 - CD	147,049.61
			<u>\$ 453,057.53</u>

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 May 20, 2022 (viz):

	<u>Amount</u>
Barton & Loguidice, D.P.C. - Professional Services	\$1,320.00
Bowers & Company CPA's PLLC - Professional Services - Internal Audit - Progress Payment	8,000.00
Burrville Power Equipment - Chop Saw - U.S. Maintenance	1,223.99
Charles R. Heck - Training - CPR/AED, Heartsaver & First Aid Courses	1,472.50
CNY Exterminating, Inc. - Pesticide Treatment - Boldt Facilities	1,150.00
Gateway Ticketing System - Maintenance & Support - Boldt Facilities	3,819.53
Grays Wholesale - Custodial Supplies - Boldt Castle	2,347.98
Hanes Supply, Inc. - MG Krete - U.S. Bridge	1,960.00
Hourglass Abrasives & Coatings Co., Inc. - Supplies - Bridge Painting Program	1,210.00
Hyde Stone Mechanical Contractors - Preventative Maintenance - Rift Water Treatment Plant - Boiler Repair	1,055.00 1,959.62
Kempney - Installed Copper Piping to 2 Unit Heaters - Greenhouse	3,074.00
Kring's 1000 Islands Produce & Nursery - Mulch - Landscape	1,350.00
North County Seed & Feed - Supplies - Boldt Facilities Wastewater Treatment Plant	1,018.14
Otis Elevator - Yearly Service Contract - Boldt Castle Elevator	3,726.00
Pennsylvania Turnpike Commission (PTC) E-ZPass InterAgency Fund - Hub Project - 2022 Annual Payment	11,286.85

Public Employer Risk Management Association (PERMA) Workers' Compensation Renewal	119,886.00	
S. Systems Company - 1 U.S. Currency Counter & 1 Canadian Currency Counter - Toll	1,510.00	
USA Bluebook - Supplies - Boldt Facilities Wastewater Treatment Plant	2,932.90	
W. S. Darley & Company - Fire Hose - Bridge Painting Supplies	2,250.00	
Advanced Industrial Training Inc. - Safety Training for U.S. & Canadian Bridge Maintenance Staff 5/3/2022 - 5/6/2022	8,989.15	CD
Desjardins Financial Security- Purchase of Retirement Annuity - Retired Employee	15,274.20	CD
Industrial Electrical Contractors Brockville Limited		
- Network Connection Issues due to High Winds on April 15, 2022		
- CBSA	3,767.42	CD
- Troubleshoot Issues with Defective Occupancy Sensors - West Tower Walkway - CBSA	2,175.25	CD
Levac Supply Limited - Supplies - Bridge Painting Program	44,946.81	CD
REL Controls		
- Network Connection Issues due to High Winds on April 15, 2022		
- CBSA & USB	2,699.57	CD
- Actuator Repairs - Primary Inspection Booth - CBSA	4,469.15	CD
	<u>\$254,874.06</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. 3391 through No. 3394 as set forth herein, totaling \$453,057.53 and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$254,874.06.

**ATTACHMENT 2**

**RESOLUTION NO. 6**

**RE: U.S. EMPLOYEES WORKERS' COMPENSATION PLAN RENEWAL**

The following resolution was moved by Natalie Kinloch, seconded by Douglas D. Dier and duly adopted.

WHEREAS, in accordance with the Adopted Budgets for FY2022-2023, the Authority's Insurance Consultant, Commercial Insurance Consultants, Inc. (CIC), of Buffalo, New York, requested a renewal proposal for the U.S. Employees Workers' Compensation Insurance Program currently held by Public Employer Risk Management Association, Inc. (PERMA) that expires June 1, 2022, and

WHEREAS, after review of the proposal received, it is the recommendation of the Executive Director and the Authority's Consultant that the U.S. Employees Workers' Compensation coverage set forth herein be renewed with PERMA for a one (1) year period effective June 1, 2022, in the amount of \$125,809\*.

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby accepts the renewal proposal for the U.S. Employees Workers' Compensation Insurance Program as set forth herein, effective June 1, 2022, as submitted by Public Employer Risk Management Association, Inc. (PERMA), and as recommended by the Executive Director and the Authority's Consultant, Commercial Insurance Consultants, Inc. (CIC), of Buffalo, New York, in the amount of \$125,809\*.

**Note 1:**

FY2022-2023 Premium breakdown is as follows:

Annual Contribution	\$119,896
New York State Assessment	<u>5,913</u>
	<u>\$125,809*</u>

Decision to renew with PERMA by April 18, 2022, provided for an additional 3% credit off the contribution (\$3,597). Early payment of annual contribution earns 2% discount (\$2,326).

**Note 2:**

FY2021-2022 Premium breakdown was as follows:

Annual Contribution	\$124,987
New York State Assessment	<u>6,898</u>
	<u>\$131,885</u>

### ATTACHMENT 3

#### RESOLUTION NO. 7

**RE: RESOLUTION TO ADOPT AN ADDENDUM TO THE STAFF AND SERVICES AGREEMENT WITH THE THOUSAND ISLANDS REGIONAL TOURISM DEVELOPMENT CORPORATION**

The following resolution was moved by Thye Lee, seconded by Robert J. Storms and duly adopted

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") adopted Resolution No. 3 on March 25, 2022, authorizing the Chairman of the Authority to execute a new Facilities, Services and Human Resources Cooperative Agreement (the "Staff and Services Agreement") with the Thousand Islands Regional Tourism Development Corporation (the "Tourism Corporation"); and

WHEREAS, the Staff and Services Agreement contemplated that the Authority would loan four (4) full time employees to the Tourism Corporation, but provided for the possibility of loaning additional employees to the Tourism Corporation from time to time upon mutual agreement; and

WHEREAS, the Executive Director of the Authority and the Director of Tourism of the Tourism Corporation have agreed that additional part-time help is currently needed by the Tourism Corporation, and the Executive Director of the Authority has recommended that an addendum be executed by the parties to memorialize the additional help that will be provided to the Tourism Corporation for the immediate future in the form presented to the Board of the Authority (the "Addendum").

NOW, THEREFORE, upon due consideration, be it

RESOLVED, that the Authority ratify the Addendum between the Authority and Tourism Corporation under the terms and conditions set forth therein; and be it further

RESOLVED, that the Authority's Chairman is hereby authorized and directed to execute the Addendum on behalf of the Authority as the Authority's proper act and deed, binding the Authority to the terms thereof.