

Thousand Islands Bridge Authority
Friday, September 22, 2023, 10:30 A.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Natalie Kinloch, Vice-Chairwoman
Robert J. Storms, Secretary-Treasurer
Barry Ormsby, Assistant Secretary-Treasurer
Douglas D. Dier, Assistant Secretary-Treasurer
Thye Lee, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick, Executive Director
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Patrick Labiendo, Manager, Safety & Security
Bryan Olson, Manager, Finance & Administration
Susan Mowers, Manager, Information Technology
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance
& Construction
Keri Jobson, Boldt Facilities Operations Manager
Lohanne Messenger. Senior Accountant & Office Manager

ALSO

MEDIA None in attendance.

MINUTES

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Natalie Kinloch, seconded by Robert J. Storms, the minutes of the meeting held on August 25, 2023, were approved as drafted with Thye Lee abstaining due to not being present at the meeting.

COMMUNICATIONS

Mr. Sturick reported that Mr. Iglinski asked to be excused. Mr. Sturick reported that Mr. Ormsby and Mr. Dier are participating via conference call.

FINANCIAL MATTER

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of August 31, 2023, reported that the

Authority's directly held Cash and Investment Obligations, total to date of \$12,628,947 compared to \$9,834,130 for the prior fiscal year representing an increase of \$2,794,817 or 28.42% above the previous period. Mr. Olson reported Total Facilities to date of \$59,542,664 compared to \$61,967,313 for the prior fiscal year, representing a decrease of \$2,424,649 or 3.91% below the previous period. Mr. Olson reported Total Assets to date of \$88,410,706, compared to \$79,922,497 for the prior fiscal year, representing an increase of \$8,488,209 or 10.62% above the previous period. Mr. Olson reported Payables total to date of \$10,906,623 compared to \$11,587,369 for the prior fiscal year, representing a decrease of \$680,746 or 5.87% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$109,265 compared to \$124,074 for the prior fiscal year, representing a decrease of \$14,809 or 11.94% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,128,536, compared to \$58,271,004 for the previous fiscal year, representing an increase of \$1,857,532 or 3.19% above the previous period.

In reviewing Exhibit B Net Revenue – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$6,489,574 versus \$5,045,586 for the previous period representing an increase of \$1,443,988 or 28.62% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$3,761,791 versus \$3,424,552 for the previous period representing an increase of \$337,239 or 9.85% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at (\$45,687) versus (\$44,467) for the previous period representing a decrease of \$1,220 or 2.74% below the previous period. Mr. Olson reported total Net Revenue is recorded at \$2,773,471 versus \$1,665,501 for the previous period representing

an increase of \$1,107,970 or 66.52% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$1,333,142 as compared to \$815,475 the previous period representing an increase of \$517,667 or 63.48% above the previous period. Mr. Olson reported TIBA's Net Revenue Share through August 31, 2023, is recorded at \$714,263 as compared to \$110,093 for the previous period representing an increase of \$604,170 or 548.78% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$3,786,511 compared to \$3,080,979 for the previous period representing an increase of \$705,532 or 22.90% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$2,529,823 compared to \$2,298,183 for the previous period representing an increase of \$231,640 or 10.08% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,256,688 as compared to \$782,796 for the prior year, representing an increase of \$473,892 or 60.54% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through August 31, 2023, is \$1,970,950 compared to \$892,889 for the prior fiscal year, representing an increase of \$1,078,061 or 120.74% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue plus the adjustment for non-cash cost of depreciation reflects total funds available of \$3,359,920 compared to \$2,332,475 the prior fiscal year, representing an increase of \$1,027,445 or 44.05% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$87,724, compared to \$57,169 for the previous year representing an increase

of \$30,555 or 53.45% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$188,336 compared to \$149,985 representing an increase of \$38,351 or 25.57% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$276,060 compared to \$207,154 for the prior year, representing an increase of \$68,906 or 33.26% above 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 \$3,083,861 compared to \$2,125,321 for the prior fiscal year, representing an increase of \$958,540 or 45.10% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for August 31, 2023, reported zero for the month and year to date expenses totaling \$18,160.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of August 31, 2023, a motion to accept the financial report was moved by Robert J. Storms, seconded by Thye Lee and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated August 31, 2023, noting the Total TIBA•FBCL Projects Budget is \$295,000, with the obligated amount being \$18,160 and incurred to-date of \$18,160 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$1,878,000, with the obligated amount being \$87,724 and incurred to date of \$87,724 and a balance due of \$4,640. Mr. Olson reported Total Bridge Facilities Projects Budget is \$2,173,000, with the obligated amount being \$105,884, incurred to date of \$105,884 and a balance due of \$4,640. Mr. Olson reported Total Boldt Facilities Projects budget is \$611,000 with the obligated amount being \$188,335 and incurred to-date of \$188,335 and a

balance due of zero. Mr. Olson reported Other Capital Budget is \$25,000, with the obligated amount being zero and incurred to date of zero and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2023-2024 is \$2,809,000 with the current obligated amount being \$294,219 and incurred to-date of \$294,219 and a balance due of \$4,640.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated August 31, 2023, in detail noting investments totaling \$12,628,947 with an average interest rate of 2.77% versus .57% in 2022. 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. 14: Mr. Sturick read the following resolution which was moved Natalie Kinloch, seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 1

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of August (2023/2024 compared to 2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	239,351	-	38,572	-	19.2%
	Total Revenue	\$1,285,525	-	\$309,233	-	31.7%

6 Months March/August (2023/2024 compared to 2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	1,089,446	-	168,767	-	18.3%
	Total Revenue	\$6,542,817	-	\$1,453,398	-	28.6%

14 Days September (2023/2024 compared to 2022/2023)

		<u>FY2023/2024</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY23-24	Total Vehicles	88,253	-	10,190	-	13.1%
	Total Revenue	\$492,148	-	\$97,779	-	24.8%

Mr. Sturick reported total passenger traffic for August of fiscal year 2023/2024 is up 23.1% compared to total passenger traffic for August of fiscal year 2022/2023. Mr. Sturick reported total commercial traffic continues to be down slightly by 0.3% for the month of August. Mr. Sturick reported that total passenger traffic for August 2023 is down 20.7% compared to August of fiscal year 2019/2020. Mr. Sturick reported that total traffic for August 2023 is down 18.4% compared to August of fiscal year 2019/2020. Mr. Sturick reported that total passenger traffic for the first six (6) months of fiscal 2023/2024 is up 24.2% compared to the first six (6) months of fiscal 2022/2023. Mr. Sturick reported total passenger traffic for the first six (6) months of fiscal 2023/2024 is down 11.5% compared to the first six (6) months of 2019/2020. Mr. Sturick reported total traffic for the first six (6) months of fiscal 2023/2024 is down 9.5% compared to the first six (6) months of 2019/2020.

Mr. Sturick reported that there was no report available for August from the Bridge and Tunnel Operators Association (BTOA).

Boldt Facilities Admissions and Revenue Comparison31 Days of August (FY 23/24 compared to FY 22/23)

Total Admissions	52,896	-	7,483	-	16.5%
Total Revenue	\$543,324	-	\$76,609	-	16.4%

4 Months May/August (FY 23/24 compared to FY22/23)

Total Admissions	150,878	-	16,611	-	12.4%
Total Revenue	\$1,538,262	-	\$257,015	-	20.1%

14 Days of September (FY 23/24 compared to FY 22/23)

Total Admissions	15,070	-	318	-	2.2%
Total Revenue	\$140,041	-	\$11,568	-	9.0%

Food Concession/Revenue Reports:31 Days of August (FY 23/24 compared to FY 22/23)

Total Revenue	\$87,772	-	\$16,492	-	23.1%
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4 Months May/August (FY 23/24 compared to FY 22/23)

Total Revenue	\$252,996	-	\$50,727	-	25.1%
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14 days of September (FY 23/24 compared to FY 22/23)

Total Revenue	\$21,998	-	\$1,336	-	6.5%
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Gift Concession/Revenue Reports:31 Days of August (FY 23/24 compared to FY 22/23)

Total Revenue	\$217,748	-	\$31,148	-	16.7%
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4 Months May/August (FY 23/24 compared to FY 22/23)

Total Revenue	\$673,017	-	\$82,194	-	13.9%
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14 Days of September (FY 23/24 compared to FY 22/23)

Total Revenue	\$62,587	-	\$5,501	-	9.6%
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Mr. Sturick reported that total admissions for the month of August 2023 is above August of fiscal 2022/2023. Mr. Sturick reported that for the month of August 2023 and the first four (4) months of fiscal 2023/2024, admissions are down compared to fiscal 2019/2020. Mr. Sturick reported that the gift shop is

significantly higher in gross sales for fiscal 2023/2024 by \$171,258 compared to fiscal 2019/2020.

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the paint crews are wrapping up on the large areas that they are currently painting and will be working on smaller areas due to the annual 2023 Bridge System Painting & Maintenance Program ending in mid-October 2023. Mr. Moulton reported that the bridge maintenance staff identified on the southeast of the cable bent on the U.S. Bridge a metal shroud in bad condition. Mr. Moulton reported that in consultation with representatives from Parsons Transportation Group that it was determined to have a new shroud fabricated at a machine shop. Mr. Moulton reported that the new metal shroud has been fabricated and is ready to be installed on the cable bent. Mr. Moulton reported that there is a diagonal stay cable on the U.S. Bridge that will need to be replaced. Mr. Moulton reported that he is working with representatives from Parsons Transportation Group and WireRope Works, Inc. on replacing the diagonal stay cable. Mr. Moulton reported that the new diagonal stay cable will be ready approximately January of 2024. Mr. Moulton reported that the U.S. and Canadian maintenance staff recently worked the overnight hours from 10:00 p.m. to 6:00 a.m. to work on road deck repairs on both bridges. Mr. Moulton reported that during the road deck repairs, one (1) lane was shut down at a time. Mr. Moulton reported after the annual 2023 Bridge System Painting & Maintenance Program, the maintenance crew will be inspecting, rotating and replacing bearings in the

main towers of both the U.S. and Canadian Bridges. Mr. Moulton reported that he is working with representatives from Parsons Transportation Group regarding a procedure to reset a rocker bearing located at one end of the Arch Span on the Canadian Bridge as well as the other rocker bearing located at the other end which may also need to be reset on the Canadian Bridge. Mr. Moulton reported that the Detailed Inspection of the U.S. Crossing, Rift Bridges and the Boldt Yacht House Bridges and the Follow-Up Inspection of the Canadian Crossing took place from August 21, 2023 – August 31, 2023. Mr. Moulton reported that the U.S. Federal Highway Administration and the New York State Department of Transportation (NYSDOT) require that all roadway bridges be inspected no longer than every twenty-four (24) months. Mr. Moulton reported once the required inspection reports are final, information is uploaded electronically to the U.S. Federal Highway Administration and NYSDOT bridge data information system. Mr. Moulton reported that Parsons Transportation Group will send TIBA the reports electronically and in hard copies. Mr. Moulton reported that the work is going well on the U.S. maintenance shop fueling station replacement project. Mr. Moulton reported that Bach Environmental has completed installation of the poured in place concrete footings for the fuel tank canopy and the underground conduit for the communication and electrical has been installed. Mr. Moulton reported that Bach Environmental is currently working on the forms and will place the rebar on the pad and the rebar will be inspected prior to pouring the pad and the tank will be delivered within a week. Mr. Moulton reported that the Rift Bridge Paving Project is a shared project between FBCL and TIBA. Mr. Moulton reported that FBCL is overseeing the project design, construction and

administration. Mr. Moulton reported that the Rift Bridge Paving Project is underway with Stage 1 completed which includes asphalt and waterproofing membrane removals, concrete repairs and new waterproofing membrane and asphalt paving on both the East and West International Rift Bridges. Mr. Moulton reported that the contractor, Louis W. Bray Construction Limited of Vars, Ontario, Canada has removed all the barriers and both bridges are open to traffic without any restrictions until after the U.S. Columbus Day Holiday/Canadian Thanksgiving Holiday and Stage 2 will commence on October 10, 2023. Mr. Moulton reported that roof replacements for the International Tourism Council, rift camp and the white house were budgeted for fiscal year 2023/2024. Mr. Moulton reported that TIBA staff worked with an engineer from C&S Companies of Syracuse, NY, on design and the proposal received was over the budgeted amount. Mr. Moulton reported that PTL Contracting Corporation of Theresa, NY, has completed roofs in the past for TIBA and TIBA approached the owner to see if there was interest in presenting a proposal to complete the rift camp and white house roofs. Mr. Moulton reported that they had decided to wait until the fiscal year 2024/2025 to complete the International Tourism Council roof due to the engineering design being required. Mr. Moulton reported that the PTL Contracting Corporation proposal received for the white house and rift camp came in under budget. Mr. Moulton reported that Proposed Resolution No. 16 is on the agenda for Board approval for the rift camp and white house roof projects to be completed by PTL Contracting Corporation of Theresa, NY. Mr. Moulton reported that two (2) proposals were received for the U.S. South Approach Paving Project. Mr. Moulton reported that a proposal came from Barrett Paving Materials, Inc. of

Watertown, NY, and Ruston Paving Company, Inc. of Watertown, NY, with Barrett Paving Materials, Inc. being the low bid. Mr. Moulton reported that the project will be completed on September 28, 2023, which will include alternating one way traffic operations.

Contract with Jani-King of Eastern Ontario for Commercial Cleaning Services at the Canada Border Services Agency Facility – Proposed

Resolution No. 15: Mr. Sturick read the following resolution, which was moved Barry Ormsby, seconded by Thye Lee and duly adopted.

SEE ATTACHMENT 2

Roof Replacement Projects – Proposed Resolution No. 16: Mr. Sturick read the following resolution, which was moved Natalie Kinloch, seconded by Douglas D. Dier and duly adopted. Mr. Sturick reported that the design and contract will be in place for the new roof at the International Tourism Council in the spring of 2025. Mr. Sturick reported that the project would be a carryover from fiscal year 2023/2024.

SEE ATTACHMENT 3

Safety & Security

Mr. Labiendo reported one (1) new injury in the past month with two (2) open claims. Mr. Labiendo reported that Mr. Sturick, Mr. Moulton and he will be attending a meeting on Thursday, October 12, 2023, which will be hosted by the NYS Police regarding the preparedness of winter weather which will also be attended by Emergency Management agencies and the NYS Department of Transportation at the Adams Fire Department. Mr. Labiendo reported that he recently participated virtually in the Public Employer Risk Management Association (PERMA) safe and sound challenge week. Mr. Labiendo reported

that the challenge consisted of mini training and contests during the week daily. Mr. Labiendo reported that he is reviewing and updating the TIBA Emergency Response Plan which is updated every two (2) years. Mr. Labiendo reported that Ms. Mowers is currently training the staff on internet security. Mr. Labiendo reported that virtual training has been provided to TIBA staff with a TIBA email address assigned to them. Mr. Labiendo reported that the flu sign-up sheets have been distributed to the U.S. staff for the annual on-site flu shot clinic scheduled on October 10, 2023. Mr. Labiendo reported that he has contacted local pharmacies in Lansdowne, Ontario, Canada regarding scheduling Canadian staff for flu shots at one of the pharmacies when the flu shot is available.

Other Facilities and Programs

Boldt Facilities

Ms. Jobson reported that the weekends continue to be strong as the weather has been in their favor. Ms. Jobson reported that bus groups have been visiting the Boldt Facilities during the weekdays. Ms. Jobson reported that the Canadian boat lines have changed to their fall schedules. Ms. Jobson reported that the Rockport Boat Lines is stopping at the Castle on weekends only and City Cruises is stopping on weekends and Wednesdays. Ms. Jobson reported that Ms. Bieber started looking into vendor pricing and merchandise options for the 2024 operating season for the Boldt Castle gift store. Ms. Jobson reported thirty-six (36) weddings have taken place with nine (9) weddings remaining for the 2023 operating season and twenty-nine (29) weddings are scheduled for the 2024 operating season. Mr. Salisbury reported that the new paver walks are completed for the fountain project and the staff

are finishing up the lawn areas and landscaping around the fountain project. Mr. Salisbury reported that staff continue making masonry repairs and repointing in the Italian Garden area, repairing docks, restoring part of the outer flag stone walk and seawall on the river side of the Swan Pond near the Arch due to past high water levels washing out and damaging the wall. Mr. Salisbury reported the Lupini Construction of Utica, New York, will be on site September 24, 2023, to make masonry repairs to the West Tower over George Boldt's bedroom suite, and spot pointing and applying water sealant application to Alster Tower. Mr. Salisbury reported a crew from BYU TV will be at Boldt Castle to film the season 13 finale of Relative Race on October 13, 2023. Mr. Salisbury reported that the series presents challenges for the contestant to work toward lost relatives and win the final cash prize. Mr. Salisbury reported that there will be two (2) days to get ready and one (1) for filming. Mr. Salisbury reported that the grounds staff have been taking care of the flowerbeds and grounds at Boldt Castle, Boldt Yacht House and Boldt Landing Marina as well as picking up and removing acorns from the island daily. Mr. Salisbury reported that George Dobbins, a local resident, approached him regarding approximately 2 acres of land which didn't include the quarry on the property on Oak Island that belonged to George C. Boldt at one time. Mr. Salisbury reported that Oak Island is located in St. Lawrence County in Chippewa, NY. Mr. Sturick reported that the property would not be of any value to TIBA. Mr. Salisbury reported that Mr. Dobbins wanted to ask TIBA first before advertising the land for sale. A discussion took place among staff and board members and it was decided that the land did not have any value to consider purchasing. Mr. Salisbury reported that a Wellesley Island

resident approached him regarding a bust of George C. Boldt that he would like to do for display at Boldt Castle. Mr. Salisbury reported that the gentleman's intention was to sell the bust of George C. Boldt to TIBA. Mr. Sturick reported that TIBA wasn't interested in purchasing art and it could be displayed at Boldt Castle if the artwork was donated. Mr. Sturick told the board members if any additional conversation comes up regarding the bust, he will give an update.

OTHER MATTERS

Mr. Sturick reported that Mr. Olson, Ms. Beebe and he would be meeting with a representative from OneDigital of Watertown, NY, regarding the 2024 health insurance rates. Mr. Sturick reported that he would report back to the board at the next meeting on October 27, 2023. Mr. Sturick reported that the next board meeting is scheduled for October 27, 2023, at 10:30 a.m. and that the Employee Appreciation dinner is scheduled to begin at 5:30 p.m. at the Harbor Hotel in Clayton, NY on the same day of the meeting. Mr. Sturick asked the board members if they would like to change the time of the meeting. After discussion regarding the time, the board members unanimously agreed to keep the time at 10:30 a.m.

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

NEXT AUTHORITY MEETING

By unanimous consent, the place of the next Authority meeting was set for Friday, October 27, 2023, at 10:30 a.m. at the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 14

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

The following resolution was moved by Natalie Kinloch, seconded by Robert J. Storms 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 August 25, 2023, were available and reviewed by the Authority during the meeting held on September 22, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
08/29/23	3461	34765-34783 - US / C10653-C10656 - CD	\$ 131,335.93
09/05/23	3462	34784-34802 - US / C10657-C10661 - CD	147,057.04
09/12/23	3463	34803-34834 - US / C10662-C10675 - CD	93,777.39
09/19/23	3464	34835-34857 - US / C10676-C10680 - CD	<u>26,852.49</u>
			<u>\$ 399,022.85</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 September 22, 2023 (viz):

	<u>Amount</u>
American Crane & Equipment Corporation - Annual Inspection & Repairs to Bridge Maintenance Platforms	\$ 2,250.00
Bach & Company - Winter Sand - U.S. Maintenance Shop	3,245.31
Bach Environmental, Inc. - U.S. Fuel Tank Replacement Project Progress Payment #1	134,641.12
Barton & Loguidice, D.P.C. - Professional Services for August 2023 for the U.S. Fuel Tank Replacement Project	7,505.00
CDWG Government, Inc. - 5 Batteries for Battery Backups for U.S. Toll Lanes and the Server	5,592.32
Clipper Inn - Annual TIBA Board and Management Dinner	3,196.62
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (NCWC) - May 2022 Reimbursement	21,269.10
DRCS IT Solutions - Desktop Computers for U.S. Toll & SOC	2,254.19
Empire Hydraulics & Machine, LLC - 12 Machine Threaded Rod Stay Cables for the U.S. Bridge & Canadian Bridge	6,871.26
Otis Elevator Company - Service Call at Boldt Castle	2,395.00
Terryberry - Employee Service Pins for Annual Employee Appreciation Dinner on October 27, 2023	1,127.67

Thousand Islands International Tourism Council - NCWC Information Aides - May 2022	2,889.24	
Transcore - Eight (8), Sensors for Toll	10,863.88	
United Rentals - Manlift Rental for Detailed Inspection of the U.S. Bridge	4,040.24	
Capital Controls - Installation of Sensors for Wastewater Treatment Plant at CBSA	4,117.16	CD
REL Controls - Service Call - No A/C in Commercial Area at CBSA	3,483.79	CD
Schindler Elevator Corporation - Quarterly Billing/Contract for CBSA - 9/1/2023 - 11/30/2023	4,997.81	CD
	<u>220,739.71</u>	
	<u>\$ 220,739.71</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. 3461 through No. 3464 as set forth herein, totaling \$399,022.85, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$220,739.71.

ATTACHMENT 2

RESOLUTION NO. 15

**RE: CONTRACT WITH JANI-KING OF EASTERN ONTARIO FOR
COMMERCIAL CLEANING SERVICES AT THE CANADA BORDER
SERVICES AGENCY FACILITY**

The following resolution was moved by Barry Ormsby seconded by Thye Lee and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) has determined it necessary to contract with an outside contractor to provide commercial cleaning services at the Canada Border Services Agency (“CBSA”) facility for cleaning services at the facility; and

WHEREAS, the Executive Director of the Authority has requested and received an updated proposal under the date September 19, 2023 for commercial cleaning services from Jani-King of Eastern Ontario (“Jani-King”) to provide such services at the price of \$17,850.00 (CDN) per month, plus applicable taxes with an initial term covering two (2) years, expected to commence on or around October 1, 2023 for services to be provided seven (7) days per week, sixteen (16) hours per day; and

WHEREAS, the Executive Director of the Authority after review of this proposal recommends acceptance by the Authority of such services at the aforementioned cost and initial term.

NOW, THEREFORE, upon due consideration, it is hereby

RESOLVED, that the Authority enter into a contract (the “Contract”) with Jani-King to provide commercial cleaning services at the CBSA facility at the cost of \$17,850.00 (CDN) per month, plus applicable taxes; and it is further

RESOLVED, that the Executive Director, Timothy Sturick, is hereby directed and empowered to execute and deliver the Contract to Jani-King upon the terms as set forth above, and to bind the Authority by his signature thereon.

ATTACHMENT 3

RESOLUTION NO. 16

RE: ROOF REPLACEMENT PROJECTS

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

WHEREAS, the Thousand Islands Bridge Authority (“Authority”) owns buildings located at 19567 Collins Landing Road and at the Rift Camp (the “Buildings”); and

WHEREAS, both Buildings have deteriorated roofs that are in need of replacement (the “Work”); and

WHEREAS, at the request of the Authority, PTL Contracting Corp. has submitted a proposal for the removal and replacement of the roofs on the Buildings for the total cost of \$80,600.00 (the “Proposal”); and

WHEREAS, the Executive Director and Director of Bridge Facilities, Operations & Maintenance have recommended acceptance of the Proposal and have directed the Authority’s Legal Counsel to prepare a contract on behalf of the Authority with PTL Contracting Corp. for completion of the Work as set forth in the Proposal (the “Contract”).

NOW THEREFORE BE IT

RESOLVED, that the Authority hereby approves the recommendation of the Executive Director and the Director of Bridge Facilities, Operations & Maintenance to accept the Proposal; and be it further

RESOLVED, that the Authority hereby directs and empowers the Executive Director to execute the Contract with PTL Contracting Corp. for completion of the Work at a cost of \$80,600.00, binding the Authority to the terms thereof.