

Thousand Islands Bridge Authority  
Friday, January 26, 2024, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Barry Ormsby, 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  
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance  
& Construction  
Keri Jobson, Boldt Facilities Operations Manager  
Susan Mowers, Manager, Information Technology  
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 Richard Iglinski, seconded by Barry Ormsby, the minutes of the meeting held on December 15, 2023, were approved as drafted.

**COMMUNICATIONS**

Mr. Sturick reported that Mr. Lee was participating remotely. Mr. Sturick reported that Mr. Fram is on the agenda to present the 2024 budget proposal for the Thousand Islands Regional Tourism Development Corporation but due to a scheduling conflict, Mr. Fram will be presenting at the meeting on February 23, 2024.

**Executive Committee – Proposed Resolution No. 25:** Mr. Armstrong read the following resolution which was moved by Robert J. Storms, seconded by Richard Iglinski and duly adopted.

**SEE ATTACHMENT 1**

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of December 31, 2023, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$14,266,280 compared to \$10,706,754 for the prior fiscal year representing an increase of \$3,559,526 or 33.25% above the previous period. Mr. Olson reported Total Facilities to date of \$59,413,143 compared to \$61,105,364 for the prior fiscal year, representing a decrease of \$1,692,221 or 2.77% below the previous period. Mr. Olson reported Total Assets to date of \$89,087,671, compared to \$79,473,886 for the prior fiscal year, representing an increase of \$9,613,785 or 12.10% above the previous period. Mr. Olson reported Payables total to date of \$11,550,655 compared to \$11,153,070 for the prior fiscal year, representing an increase of \$397,585 or 3.56% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$226,988 compared to \$99,064 for the prior fiscal year, representing an increase of \$127,924 or 129.13% above the previous period. Mr. Olson reported Total Statutory Equity stands at \$60,043,745, compared to \$58,281,702 for the previous fiscal year, representing an increase of \$1,762,043 or 3.02% above the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$10,224,462 versus \$8,082,909 for the previous period representing an increase of \$2,141,553 or 26.49%

above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$6,037,376 versus \$5,660,946 for the previous period representing an increase of \$376,430 or 6.65% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$172,290 versus \$28,420 for the previous period representing an increase of \$143,870 or 506.24% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$4,014,795 versus \$2,393,543 for the previous period representing an increase of \$1,621,252 or 67.73% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$2,000,949 as compared to \$1,191,070 the previous period representing an increase of \$809,879 or 68.00% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through December 31, 2023, is recorded at \$479,588 as compared to (\$72,933) for the previous period representing an increase of \$552,521 or 757.57% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$5,100,262 compared to \$4,216,009 for the previous period representing an increase of \$884,253 or 20.97% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,693,690 compared to \$3,139,490 for the previous period representing an increase of \$554,200 or 17.65% above the previous period. Mr. Olson reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,406,571 as compared to \$1,076,519 for the prior year, representing an increase of \$330,052 or 30.66% above the previous year. Mr. Olson reported Net Revenue from all operations (Bridge, Other Facilities & Programs), through December 31, 2023, is \$1,886,159 compared to

\$1,003,586 for the prior fiscal year, representing an increase of \$882,573 or 87.94% 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 \$4,201,109 compared to \$3,402,896 for the prior fiscal year, representing an increase of \$798,213 or 23.46% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$721,044, compared to \$59,382 for the previous year representing an increase of \$661,662 or 1,114.25% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$352,126 compared to \$246,200 representing an increase of \$105,926 or 43.02% above the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$1,073,170 compared to \$305,581 for the prior year, representing an increase of \$767,589 or 251.19% above the previous year. In terms of Net Increase in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$3,127,939 compared to \$3,097,315 for the prior fiscal year, representing an increase of \$30,624 or 0.99% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for December 31, 2023, reported \$334,210 for the month and year to date expenses totaling \$358,436.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of December 31, 2023, a motion to accept the financial report was moved by Richard Iglinski, seconded by Barry Ormsby and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated December 31, 2023, noting the Total TIBA•FBCL Projects Budget is \$295,000, with the obligated amount being \$367,516 and incurred to-date of \$367,516 and a balance due of \$334,210. Mr. Olson reported Total TIBA Projects Budget is \$1,878,000, with the obligated amount being \$721,044 and incurred to date of \$721,044 and a balance due of \$208,683. Mr. Olson reported Total Bridge - Facilities Projects Budget is \$2,173,000, with the obligated amount being \$1,088,560, incurred to date of \$1,088,560 and a balance due of \$542,893. Mr. Olson reported Total Boldt Facilities Projects budget is \$611,000 with the obligated amount being \$352,126 and incurred to-date of \$352,126 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 \$1,440,686 and incurred to-date of \$1,440,686 and a balance due of \$542,893.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated December 31, 2023, in detail noting investments totaling \$14,266,280 with an average interest rate of 4.04% versus 1.80% 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%). Mr. Olson reported that uncollateralized deposits at authorized Canadian financial institutions totaled \$6,228,782. The credit ratings for the Canadian financial institutions were within the guidelines established by the Investment Policy.

**Approval/Ratification of Routine and Special Expense Payments –**

**Proposed Resolution No. 26:** Mr. Sturick read the following resolution which was moved Natalie Kinloch, seconded by Douglas D. Dier and duly adopted.

**SEE ATTACHMENT 2**

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of December (FY2023/2024 compared to FY2022/2023)

|         |                | <u>FY2023/2024</u> |   | <u>Increase<br/>(Decrease)</u> |   | <u>Percent<br/>Change</u> |
|---------|----------------|--------------------|---|--------------------------------|---|---------------------------|
| FY23-24 | Total Vehicles | 124,082            | - | 13,594                         | - | 12.3%                     |
|         | Total Revenue  | \$818,481          | - | \$153,523                      | - | 23.1%                     |

10 Months March/December (FY2023/2024 compared to FY2022/2023)

|         |                | <u>FY2023/2024</u> |   | <u>Increase<br/>(Decrease)</u> |   | <u>Percent<br/>Change</u> |
|---------|----------------|--------------------|---|--------------------------------|---|---------------------------|
| FY23-24 | Total Vehicles | 1,684,783          | - | 231,087                        | - | 15.9%                     |
|         | Total Revenue  | \$10,318,287       | - | \$2,155,061                    | - | 26.4%                     |

14 Days January (FY2023/2024 compared to FY2022/2023)

|         |                | <u>FY2023/2024</u> |   | <u>Increase<br/>(Decrease)</u> |   | <u>Percent<br/>Change</u> |
|---------|----------------|--------------------|---|--------------------------------|---|---------------------------|
| FY23-24 | Total Vehicles | 51,431             | - | (789)                          | - | (1.5%)                    |
|         | Total Revenue  | \$351,660          | - | \$45,777                       | - | 15.0%                     |

Mr. Sturick reported that total passenger traffic for December of fiscal 2023/2024 is down 2.5% compared to December of fiscal year 2019/2020. Mr. Sturick reported that total traffic for December of fiscal year 2023/2024 is down 2.1% compared to December of fiscal year 2019/2020. Mr. Sturick reported that total passenger traffic for the first fourteen (14) days of January of fiscal year 2023/2024 is down 3.1% compared to the first fourteen (14) days of fiscal year 2019/2020. Mr. Sturick reported total traffic for the first fourteen (14) days of fiscal year 2023/2024 is down 2.9% compared to the first fourteen (14) days of fiscal year 2019/2020. Mr. Sturick reported that if all the

board members agreed, he would like to discontinue comparing pre-pandemic traffic and revenue to 2019/2020 and go back to comparing the present fiscal year traffic and revenue with the past fiscal year. Mr. Sturick reported that the change would be reflected in the January 2024 Bridge Facility Vehicle Traffic and Revenue Comparison report. The board members agreed to go back to the past practice of comparing present fiscal year traffic and revenue to the past fiscal year.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD December 2023 and December 2022. Mr. Sturick reported total crossings for YTD December 2023 and December 2022 were 1,885,626 compared to 1,592,375 the previous period YTD representing an increase of 293,251 or 18.4% above the previous period.

**Budget Amendment – Proposed Resolution No. 27:** Mr. Olson read the following resolution which was moved Robert J. Storms, seconded by Barry Ormsby with three (3) abstentions being Natalie Kinloch, Richard Iglinski and Thye Lee due to the nature of the budget amendment involving the Canada Border Services Agency (CBSA) and a conflict of interest of being employed by the Federal Bridge Corporation Limited and the resolution was duly adopted by the remaining board members.

### **SEE ATTACHMENT 3**

## **PROJECT REPORTS**

### **Bridge Facilities**

#### **Operations and Maintenance Activities**

Mr. Moulton reported that the staff have been working on maintenance items such as snow and ice removal as well as equipment maintenance. Mr.

Moulton reported that they continue to have plow truck repairs and other vehicle maintenance. Mr. Moulton reported that the maintenance staff recently cleaned and replaced filters at the rift water treatment plant. Mr. Moulton reported that Mr. Wadsworth and Mr. Hill are licensed water treatment plant operators certified by the New York State Department of Health (NYSDOH). Mr. Moulton reported that Mr. Jackson, a Canadian bridge maintenance employee recently received his DZ license to drive a plow truck. Mr. Moulton reported that the staff did a great job preparing Mr. Jackson for the driving test. Mr. Moulton reported the draft reports for the Detailed Inspection of the U.S. Crossing, Follow-Up Inspection of the Canadian Crossing, the Detailed Inspection of the International Rift Bridges and the Boldt Yacht House Bridges have been received from Parsons Transportation Group. Mr. Moulton reported that the consultant from Barton & Loguidice, D.P.C. has completed a certificate of completion for the U.S. maintenance shop fueling station replacement project. Mr. Moulton reported that advertising is currently taking place for seasonal painter positions on the U.S. and Canadian sides for the 2024 Bridge Painting Program. Mr. Moulton reported that the 2024 Bridge Painting Program will include assisting FBCL with their upcoming projects this year. Mr. Moulton reported that PTL Contracting Corporation of Theresa, NY will be replacing the roof at the Thousand Islands International Council Building in fiscal year 2024/2025 as well as completing the installation of the gutters at the rift camp.

### Safety & Security

Mr. Labiendo reported one (1) new injury in the past month with one (1) open claim. Mr. Labiendo reported that on January 9, 2024, the maintenance staff participated in a webinar regarding winter safety sponsored by the Public



Employer Risk Management Association, Inc. (PERMA). Mr. Labiendo reported some of the topics included snow removal hazards, knowing signs of cold stress, cold related injuries and ailments, preventing slips and falls on snow and ice and proper personal protective equipment and winter clothing. Mr. Labiendo reported in the late afternoon on Saturday, January 13, 2024, high winds were experienced which resulted in commercial vehicles less than 60,000 lbs in gross vehicle weight and other high profile vehicles being restricted for approximately ten (10) hours. Mr. Labiendo reported once the high wind warning was advised, TIBA management staff met to discuss a plan if the wind event occurred. Mr. Labiendo reported that the plan was executed once the high winds arrived and with it being a weekend, there weren't many transports during the restriction. Mr. Labiendo reported that everything went as planned and staff did a great job during this extended wind event. Mr. Labiendo reported that due to Northern New York Occupational Health Services closing on January 1, 2024, he has selected Encompass Workplace Testing of Watertown, New York, and he is currently reviewing the contract. Mr. Labiendo reported that the representatives from Encompass Workplace Testing will provide TIBA with drug and alcohol testing, physician oversight of the AED agreement and keeping TIBA updated on current requirements. Mr. Labiendo reported that Mr. Moulton provided the necessary staff documentation to the representatives from the Canadian Immigration Office for renewal of the annual work permits for the U.S. staff who also work in Canada which resulted in the Canadian Immigration representatives validating the permits for two (2) years instead of one (1) year. Mr. Labiendo reported that on Wednesday, February 7, 2024, TIBA staff will be participating in a virtual meeting scheduled for bridges

under the FBCL umbrella hosted by Corey Bertrand, Manager, Corporate Security Risk and Compliance of FBCL.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that she continues working on the updates and changes to the point-of-sale system. Ms. Jobson reported that the language has been translated into French on the audio tour app as an option with the American language. Ms. Jobson reported that currently a French teacher from the Alexandria Central School is reviewing the French translation on the audio tour app. Ms. Jobson reported that all the welcome back letters have been mailed to the returning Boldt Facilities staff for the 2024 operating season and advertising has been placed for the vacant positions. Ms. Jobson reported that Ms. Bieber has been receiving and processing orders for the Boldt Castle gift shop. Ms. Jobson reported thirty-six (36) weddings scheduled for the 2024 operating season. Ms. Jobson reported that the Boldt Facilities will open Saturday, May 11, 2024, for the 2024 operating season which is 105 days away. Mr. Salisbury reported that the maintenance staff have been working on repairing five (5) of the Boldt Castle sign packages which were installed in 1987, making repairs and upgrades to some of the merchandise fixtures in the Boldt Castle gift shop, worked on six (6) decorative concrete flower urns which are ready to be placed around the new channel side foundation and boat maintenance. Mr. Salisbury reported that they are currently reviewing applications for the seasonal maintenance positions for the 2024 operating season.

**OTHER MATTERS**

**Approval of Subcontract Regarding Tourism Services and Agribusiness Promotion at the North Country Welcome Center between the Thousand Islands Bridge Authority and the Thousand Islands Regional Tourism Development Corporation – Proposed Resolution No. 28:** Mr.

Walton read the following resolution which was moved Natalie Kinloch, seconded by Barry Ormsby and duly adopted.

**SEE ATTACHMENT 4**

**Proposed Resolution to Enter Into a Subcontract with Cornell Cooperative Extension of Jefferson County for Operation of the Taste of New York Store at the North Country Welcome Center for the Period July 1, 2023 through June 30, 2024 – Proposed Resolution No. 29:** Mr. Walton

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

**SEE ATTACHMENT 5**

A motion was made by Bruce Armstrong at approximately 11:40 a.m. to go into Executive Session to discuss a personnel matter. A motion was made by Douglas D. Dier to go into Executive Session to discuss a personnel matter, was seconded by Barry Ormsby and unanimously carried and the TIBA Board Members went into Executive Session. At approximately 12:40 p.m. a motion to adjourn the Executive Session was made by Barry Ormsby, seconded by Douglas D. Dier and unanimously carried.

With no other business, a motion to adjourn the meeting was made by Natalie Kinloch, 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, February 23, 2024, at 10:30 a.m. at the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 25**

**RE: EXECUTIVE COMMITTEE**

The following resolution was moved by Robert J. Storms, seconded by Richard Iglinski 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) Chair Bruce Armstrong, 2) Vice Chair Natalie Kinloch, 3) Secretary Treasurer Robert J. Storms, 4) Assistant Secretary Treasurers Barry Ormsby, 5) Douglas D. Dier, 6) Richard Iglinski, 7) Thye Lee 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. 26**

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

The following resolution was moved by Natalie Kinloch, 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 15, 2023, were available and reviewed by the Authority during the meeting held on January 26, 2024 (viz):

| <u>Date</u> | <u>Requisition</u> | <u>Voucher Number</u>                  | <u>Amount</u>          |
|-------------|--------------------|--|------------------------|
| 12/19/23    | 3477               | 35137-35157 - US / C10773-C10778 - CD  | \$ 161,031.17          |
| 12/26/23    | 3478               | 35158-35178 - US / C10779-C10786 - CD  | 187,038.47             |
| 01/02/24    | 3479               | 35179-35197 - US / C10787-C10798 - CD  | 804,749.92             |
| 01/09/24    | 3480               | 35198-35215 - US / C10799-C10803 - CD  | 100,830.32             |
| 01/16/24    | 3481               | 35216-35239 - US / C10804 -C10811 - CD | 53,452.15              |
| 01/23/24    | 3482               | 35240-35254 - US / C10812-C10817 - CD  | 105,319.50             |
|             |                    |  | <u>\$ 1,412,421.53</u> |

NOTE: CDN check #10774 was voided & replaced with check #10804. The original check was lost in the mail.

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 26, 2024 (viz):

|  | <u>Amount</u> |
|--|---------------|
| Allegiance Trucks - Repairs to Truck #2 & #3   | \$ 3,298.91   |
| Bach Environmental, Inc. - U.S. Fuel Tank Replacement Project Progress Payment #4                                  | 201,682.63    |
| Barton & Loguidice, D.P.C. - Professional Services for November 2023<br>for the U.S. Fuel Tank Replacement Project | 7,000.00      |
| Bearcom Communications - FCC License Filing Fee for 2-Way Radio Renewal  | 1,195.00      |
| CDW Government - Cisco Smartnet Service Agreement for U.S. & Canadian Toll   | 7,880.61      |
| Dwyers Body Shop - Repair to Truck #18   | 1,514.72      |
| Gibbs Tile & Marble - Replaced Floor Tile around the Kiosks at the NCWC  | 1,865.00      |
| Gilco Auto & Truck Service Center - Repair to Truck #1   | 7,499.25      |
| Griffin Greenhouse Supplies, Inc. - Supplies for the 2024 Growing Season   | 4,528.84      |
| Hang Up Put Down Shoppe - Roller Shades & Valances Screen Shades for Administration<br>Building                    | 5,888.00      |
| NAPA Auto Parts - Gillee's Auto Truck & Marine - Parts for Truck #6 & #21  | 1,140.36      |

|  |                   |                   |
|--|-------------------|-------------------|
| Parsons Transportation Group - Professional Services   |                   |                   |
| - Report for the Follow-up Inspection of the Canadian Crossing   | 7,302.00          |                   |
| - Reports for the Detailed Inspection of the U.S. Crossing and Rift Bridges  | 44,539.00         |                   |
| - Reports for the Biennial Inspections of the Boldt Yacht House Bridges  | 6,968.00          |                   |
| PTL Contracting Corporation  |                   |                   |
| - Roof Replacement Project at the Rift Camp and White House  | 80,600.00         |                   |
| - Installation of Gutters on the White House   | 1,900.00          |                   |
| Safety-Kleen - Disposal of Paint Chips & Paint Solvent - 2023 Bridge Painting Program  | 1,204.80          |                   |
| Stark Tech Emergency PowerSystems, LLC - Annual Diagnostic Testing on the Generators at the NCWC                                       | 1,500.00          |                   |
| Transcore - 2,500 Hang Tags for Toll   | 24,675.00         |                   |
| Federal Bridge Corporation Ltd. - TIBA Reimbursement for Shared Project of the East and West International Rift Bridges Paving Project | 447,104.05        | CD                |
| GFL Environmental, Ltd. - Disposal of Paint Chips, Oil & Sludge/Drums - 2023 Bridge Painting Program                                   | 3,125.65          | CD                |
| HTS Engineering Ltd. - Glycol Leak Repair at CBSA  | 1,508.55          | CD                |
| Industrial Electrical Contractors Brockville, Ltd. - Fiber Repair at SOC   | 1,728.00          | CD                |
| REL Controls - Supplied Control Valve and Actuators for the Heating & Cooling System at CBSA   | 1,828.09          | CD                |
|  | <u>867,476.46</u> |                   |
|  | \$                | <u>867,476.46</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 its proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3477 through No. 3482 as set forth herein, totaling \$1,412,421.53, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$867,476.46.

**ATTACHMENT 3**

**RESOLUTION NO. 27**  
**RE: BUDGET AMENDMENT**

WHEREAS, the Authority's adopted budget for fiscal year 2023-2024 reflected \$275,000 (USD) for the TIBA-FBCL Rift Bridge Repaving Shared Project ("Project"), and

WHEREAS, there was only one bid received for the Project and the final Project costs exceeded the originally budgeted amount, with the Authority's share of the Project totaling \$447,104 (CAD) or \$334,210 (USD), and

WHEREAS, a budget amendment of \$60,000 (USD) is required for the Authority's share of the additional Project costs, resulting in an amended Project cost of \$335,000 (USD), and

WHEREAS, the Authority's adopted budget for fiscal year 2023-2024 reflected \$284,000 (CAD) for full-time personnel costs at the Canada Border Services Agency ("CBSA") facility, and

WHEREAS, pursuant to Resolution No. 15 adopted on September 22, 2023, the Authority entered into a contract with Jani-King to provide commercial cleaning services at the CBSA facility at a cost of \$17,850 (CAD) per month, plus applicable taxes, and

WHEREAS, the contracted cleaning services has resulted in a decrease in full-time personnel related costs at the CBSA facility, and the CBSA budget needs to be re-allocated to reflect this change, and

WHEREAS, it is recommended that the full-time personnel budget at CBSA be decreased by \$101,000 (CAD) and the outside services at CBSA be increased by \$101,000 (CAD), resulting in no increase to the overall CBSA budget for fiscal year 2023-2024.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby approves and amends the current adopted budget for fiscal year 2023-2024 in the amount of \$60,000 (USD) for the Authority's share of the TIBA-FBCL Rift Bridge Repaving Shared Project and approves the re-allocation of the CBSA budget to decrease full-time personnel costs at CBSA by \$101,000 (CAD) and increase outside services at CBSA by \$101,000 (CAD).



Dated: January 26, 2024

Introduced by: Robert J. Storms

Seconded by: Barry Ormsby

Voting Aye: Bruce Armstrong  
Douglas D. Dier

Voting Nay: None

Abstentions: Natalie Kinloch  
Richard Iglinski  
Thye Lee

Absent: None

ATTACHMENT 4

**RESOLUTION NO. 28**

**RE: APPROVAL OF SUBCONTRACT REGARDING TOURISM SERVICES AND AGRIBUSINESS PROMOTION AT THE NORTH COUNTRY WELCOME CENTER BETWEEN THE THOUSAND ISLANDS BRIDGE AUTHORITY AND THE THOUSAND ISLANDS REGIONAL TOURISM DEVELOPMENT CORPORATION**

The following resolution was moved by Natalie Kinloch, seconded by Barry Ormsby and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Authority") has approved and ratified a contract between the Authority and the New York State Department of Agriculture and Markets for the Authority to operate and maintain the New York State Welcome Center at the Thousand Islands Crossing for the fiscal year July 1, 2023 through June 30, 2024 (the "Master Contract"); and

WHEREAS, upon execution of the Master Contract, the Authority must await approval of the Master Contract by the various departments of the State required to ratify the Master Contract before its effective date; and

WHEREAS, the Master Contract requires the Authority to promote tourism and provide agribusiness information to visitors of the New York State Welcome Center; and

WHEREAS, the Authority wishes to subcontract such services to the Thousand Islands Regional Tourism Development Corporation (the "Tourism Council") pursuant to the terms of a proposed subcontract between the Authority and the Tourism Council (the "Subcontract"); and

WHEREAS, the Subcontract must be approved by the State of New York; and

WHEREAS, the Authority wishes to authorize Timothy Sturick, the Executive Director of the Authority, to enter into the Subcontract upon the conditions precedent that the Master Contract is ratified and approved by the State, and that the Subcontract is ratified and approved by the State.

NOW, THEREFORE, upon due consideration, be it

RESOLVED, that the Executive Director is authorized and directed to execute the Subcontract with the Tourism Council for the period of July 1, 2023 through June 30, 2024, upon satisfaction of the conditions precedent set forth above; and it is further

RESOLVED, that the Executive Director may make changes to the proposed Subcontract based on the comments of the Tourism Council and/or the State of New York, provided that the same do not materially change the duties and obligations therein; and it is further

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed to be the proper act and deed of the Authority, binding the Authority to the terms of the Subcontract.

ATTACHMENT 5

**RESOLUTION NO. 29**

**RE: PROPOSED RESOLUTION TO ENTER INTO A SUBCONTRACT WITH CORNELL COOPERATIVE EXTENSION OF JEFFERSON COUNTY FOR OPERATION OF THE TASTE OF NEW YORK STORE AT THE NORTH COUNTRY WELCOME CENTER FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024**

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

WHEREAS, the Thousand Islands Bridge Authority (the “Authority”) has resolved to enter into a contract (the “Master Contract”) with the New York State Department of Agriculture and Markets to operate the North Country Welcome Center on Collins Landing Road in Alexandria Bay, New York, situate on the campus of the Authority, for the period of July 1, 2023 through June 30, 2024; and

WHEREAS, upon execution of the Master Contract, the Authority must await approval of the Master Contract by the various departments of the State required to ratify the Master Contract before its effective date; and

WHEREAS, the Master Contract requires the Authority to subcontract operation of the Taste New York Store (the “Market”) with Cornell Cooperative Extension of Jefferson County (“CCE”), the subcontract being referred to herein as the “CCE Contract”; and

WHEREAS, the CCE Contract must be approved by the State of New York; and

WHEREAS, the Authority wishes to authorize Timothy Sturick, the Executive Director of the Authority, to enter into the CCE Contract upon the conditions precedent that the Master Contract is ratified and approved by the State, and that the CCE Contract is ratified and approved by the State.

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Executive Director is authorized and directed to execute the CCE Contract for operation of the Market for the period of July 1, 2023 through June 30, 2024 upon satisfaction of the conditions precedent set forth above; and it is further

RESOLVED, that the Executive Director may make changes to the proposed CCE Contract based on the comments of Cornell Cooperative Extension of Jefferson County and/or the State of New York, provided that the same do not materially change the duties and obligations therein; and it is further

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed to be the proper act and deed of the Authority, binding the Authority to the terms of the CCE Contract.