

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
January 23, 2023

Chair Shillo called a meeting of the Board of Commissioners of the Fishers Island Ferry District (the "Ferry District") to order on January 23, 2023 at 4:00 PM at the Island Community Center and via Zoom.

Commissioners Heather Burnham, Tom Cashel, Jim Reid and Dianna Shillo were present. Also in attendance were Geb Cook, Dave McCall, Carol Murphy and Deanna Ross. No members of the public were present.

Chair Shillo established that a quorum was present. Everyone in attendance pledged allegiance to the flag.

Correspondence/Public Comment - Mr. McCall reported that Mrs. Joe Rogan came into the office requesting medical fare abatement for her husband. The BOC approves.

Minutes

Resolution 2023-008

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the following minutes: January 9, 2023.

Moved by: Commissioner Ahrens

Seconded by: Commissioner Cashel

Ayes: A. Ahrens, H Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

HR- CSEA

RESOLUTION 2023-009

RESOLVED, that per the collective bargaining agreement signed May 2022, employee 54262 of the FIFD will be receiving 2.5% cost of living increase to his hourly wage starting January 1, 2023.

Moved by: Commissioner Burnham

Seconded by: Commissioner Reid

Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

Warrant

RESOLUTION 2023 – 0010

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated Jan 23, 2023, in the amount of \$51,473.65.

Moved by: Commissioner Ahrens

Seconded by: Commissioner Reid

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Ayes: A. Ahrens, H Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

ACCOUNTS RECEIVABLE: 2022 Customer Write-Offs - Discussion ensued regarding annual write-offs.

Mr. McCall stated that he has been making an effort towards tightening things up in the freight shed including collecting fees before packages leave the freight shed, packages being left for extended periods of time and general cleanliness. Mr. McCall feels as processes improve, the amount of write-off will dwindle. Mr. Cook reported that he has looked into a credit card swipe that customers can use to pay for freight charges; however none integrate with QuickBooks. Carol Murphy reported that collection has gotten better over the years and for those who are not comfortable keeping a credit card on file, there is now a link to pay invoices embedded into the freight invoice emails.

ACCOUNTS RECEIVABLE: 2022 Customer Write-Offs

RESOLUTION 2023-011

Whereas, the Accounting Supervisor has performed a diligent review of all open customer balances unpaid as of December 31, 2022 and has, subsequently, deemed certain balances as uncollectible. The Fishers Island Ferry District has determined that, despite collection efforts, these receivables shall be deemed uncollectible,

Whereas, these uncollectible amounts originating prior to fiscal year 2022, totaling \$903.30, should be written off appropriately under Bad Debt Expense. Such action is in accordance with the established guidelines of the Governmental Accounting Standards Board (GASB),

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby authorizes said customer write-offs, totaling \$903.30, be written off to Bad Debt Expense, effective December 31, 2022.

Moved by: Commissioner Cashel

Seconded by: Commissioner Reid

Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

BUDGET MODIFICATION- RESCIND

RESOLUTION 2023-012

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby rescinds Budget Modification 2023-004 (dated 01.09.2023) as follows:

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Increase Appropriations:

SM5610.2.000.000	Airport Capital Expenditure	\$ 9,209
SM5710.4.000.300	Fuel Oil	\$ 6,557
SM5710.2.000.200	Repairs: Race Point	\$ 7,000
SM5710.4.000.100	Utilities (NL)	\$ 2,000
SM5710.1.000.000	Payroll Expense	\$ 81,750
SM1980.4.000.000	MTA Tax	\$ 1,000
SM9030.8.000.000	Social Security Tax (Employer Portion)	\$ 2,000
SM9730.7.000.000	BAN Interest	<u>\$ 2,903</u>
Total		\$112,419

Decrease Appropriations:

SM5709.2.000.300	Repairs: Docks – Silver Eel	\$ 10,800
SM5710.2.000.000	Repairs: All Vessels	\$ 9,209
SM5710.4.000.350	Fuel – Silver Eel	\$ 23,291
SM5710.2.000.300	Repairs: Silver Eel	\$ 13,625
SM5710.4.000.550	Miscellaneous – Silver Eel	\$ 4,937
SM5710.4.000.000	Misc. Other Expense	\$ 12,000
SM1910.4.000.300	Workers Comp	\$ 6,955
SM5710.1.000.300	Vacation Earnings	\$ 9,500
SM9050.8.000.000	NY Unemployment Benefit	\$ 12,500
SM1930.4.000.000	Insurance Claims	\$ 4,302
SM5712.4.000.000	Commissioner Fees	\$ 300
SM9710.7.000.000	Bond Interest	<u>\$ 5,000</u>
Total		\$112,419

Moved by: Commissioner Cashel

Seconded by: Commissioner Burnham

Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

BUDGET MODIFICATION-REPLACE

RESOLUTION 2023-013

Whereas, Resolution 2023-004 has been rescinded, the Board of Commissioners of the Fishers Island Ferry therefore approves the revised budget modification below, in effect 01.09.2023,

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby amends the **2022** Fishers Island Ferry District budget as follows:

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Increase Appropriations:

SM5610.2.000.000	Airport Capital Expenditure	\$ 14,837.03
SM5710.4.000.300	Fuel Oil	\$ 6,557.12
SM5710.2.000.200	Repairs: Race Point	\$ 7,000.00
SM5710.4.000.100	Utilities (NL)	\$ 2,000.00
SM5710.1.000.000	Payroll Expense	\$ 56,154.99
SM1980.4.000.000	MTA Tax	\$ 1,000.00
SM9030.8.000.000	Social Security Tax (Employer Portion)	\$ 2,000.00
SM5710.1.000.300	Vacation Earnings	\$ 5,466.52
SM9730.7.000.000	BAN Interest	<u>\$ 2,903.37</u>
Total		\$ 97,919.03

Decrease Appropriations:

SM5709.2.000.300	Repairs: Docks – Silver Eel	\$ 10,800.00
SM5710.2.000.000	Repairs: All Vessels	\$ 9,209.00
SM5710.4.000.350	Fuel – Silver Eel	\$ 23,290.85
SM5710.2.000.300	Repairs: Silver Eel	\$ 13,561.74
SM5710.4.000.550	Miscellaneous – Silver Eel	\$ 0.00
SM5710.4.000.000	Misc. Other Expense	\$ 12,000.00
SM1910.4.000.300	Workers Comp	\$ 6,955.00
SM9050.8.000.000	NY Unemployment Benefit	\$ 12,500.00
SM1930.4.000.000	Insurance Claims	\$ 4,302.44
SM5712.4.000.000	Commissioner Fees	\$ 300.00
SM9710.7.000.000	Bond Interest	<u>\$ 5,000.00</u>
Total		\$ 97,919.03

Moved by: Commissioner Reid

Seconded by: Commissioner Ahrens

Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

BUDGET MOD 2022 (01.23.2023)

RESOLUTION 2023-014

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District Hereby amends the **2022** Fishers Island Ferry District budget as follows:

Increase Appropriations:

SM5610.2.000.000	Airport Capital Expenditure	\$.46
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SM5710.1.000.000	Payroll Expense	\$ 3,500.00
SM1930.4.000.000	Insurance Claims	\$ 1,000.00
SM5710.4.400.100	Marine Engineering	\$ 9,629.50
SM5710.2.000.200	Repairs: Race Point	\$ 500.00
SM5710.4.000.100	Utilities: New London	\$ 1,000.00
SM7155.4.000.000	FI Theater	<u>\$ 82.95</u>
Total		\$ 15,712.91

Decrease Appropriations:

SM5709.2.000.100	Repairs: Rental Buildings	\$ 500.00
SM1420.4.000.000	Legal Expense	\$ 1,835.61
SM5710.4.000.200	Utilities: Fishers Island	\$ 4,000.00
SM5710.4.000.700	UPS Freight Expense	\$ 2,500.00
SM5710.4.000.800	Uniform Expense	\$ 2,000.00
SM5710.4.000.950	Training Expense	\$ 2,000.00
SM1910.4.000.300	Workers Comp	\$ 2,500.00
SM1950.4.000.000	Property Taxes	\$ 377.00
SM5713.4.000.000	FI U.S. Mail	<u>\$.30</u>
Total		\$ 15,712.91

Moved by: Commissioner Burnham
 Seconded by: Commissioner Ahrens
 Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo
 Nays: None

PURCHASING CARD PROGRAM

RESOLUTION 2023-015

Whereas the Board of Commissioners approved a purchasing card ("P-CARD") program with Bank of America (BOA); and
 Whereas the District Manager, the Accounting Supervisor, the Fishers Island Business Manager, and the Accounts Payable Clerk have BOA administrator rights; and
 Whereas credit limits and use of the P-Card follow the Ferry District's credit card and procurement policies;
 Therefore, it is RESOLVED that the Board of Commissioners of the Fishers Island Ferry District authorizes the issuance of a purchasing card through the P-Card program to the following employees, with the spending limits indicated:

George Cook	\$3,000
Nicholas Espinosa	\$3,000
Michael Fiora	\$500
Polly Ford	\$500

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Michael Franco	\$3,000
Jon Haney	\$3,000
Robert Lavin	\$300
Jesse Marshal	\$500
David McCall	\$3,000
John Morgan	\$500
Carol Murphy	\$500
John Paradis	\$3,000

and it is further

RESOLVED that the employees above are required to execute an acknowledgement of the Ferry District's credit card policy, as well as attest to taking custody of the assigned P-Card.

Moved by: Commissioner Burnham

Seconded by: Commissioner Reid

Ayes: A. Ahrens, H. Burnham, T. Cashel, J. Reid and D. Shillo

Nays: None

Management Reports

Race Point/Munnatawket Update - Mr. Cook updated the BOC. Race Point went to the shipyard today. Windows should be arriving in a couple of weeks.

One of the survey vessels, surveying for the wind farms to determine where the cable is going to go, will be using the bulkhead to refuel for the second time. This will occur tomorrow and the District is charging TDI \$4.00 per foot or \$550.00 plus water and sewage.

Other

2022 Achievements and 2023 Goals - Mr. Cook reviewed 2022 achievements of the Fishers Island Ferry District. The BOC has asked management to put those on the website for the community to see. The BOC will get together at a working session in the near future to discuss 2023 Goals.

Trooper House - Commissioner Reid updated the BOC. Commissioner Reid received a phone call from Mr. Scott Russell regarding the urgent need for housing for the State Troopers due to the current conditions of the trooper house. Commissioner Reid was able to find a rental with a year lease which will give time for the needed improvements of the trooper house that the Town will do under prevailing wage. Mr. Cook reported that the Town of Southold manages that house and not the ferry. Discussion ensued regarding the current arrangements between the Ferry District and the Town of Southold regarding the trooper house.

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Ticketing - Mr. Cook updated the BOC. Management and the BOC want to move towards a ticketless system. The BOC listened to a presentation from Anchor/Hornblower last week. Discussion ensued regarding the presentation. Mr. Cook will set up a meeting with another vendor Rocket Rez. Mr. Cook will also reach out again to our current ticketing system provider Fare Harbor regarding a proposal from them.

Theater Update - Commissioner Cashel updated the BOC. Friends of the Fishers Island Theater are reviewing everything and have commitments for \$300,000 so far and doing more research on potential grants. They have hired a structural engineer and have identified that there is an asbestos issue in the building and need more time to map things out. The current contract ends March 1, 2023. The BOC appreciates their due diligence and the progress that has been made and will give them the needed time. FFIT feels they will need an additional 2-3 months. Commissioner Cashel has agreed to report back to them.

Executive - No executive session needed at this time.

Next BOC Meeting is scheduled for Friday, February 3, 2023, at 3:00 PM at the Community Center and via Zoom.

Adjournment

There being no further business to discuss, and on motion made by Commissioner A. Ahrens, seconded by Commissioner J. Reid, the meeting was adjourned at 4:55 pm.