

Minutes of the Meeting of the Board of Commissioners
Fishers Island Ferry District
August 7, 2017

Commissioner Ahrens at the Fishers Island Community Center called a meeting of the Board of Commissioners of the Fishers Island Ferry District (“the Ferry District”) to order on August 7, 2017 at 4:30 PM.

Commissioners William Bloethe, Heather Burnham, Peter Rugg and D. Shillo were present. Also in attendance were Gordon Murphy, Geb Cook, Diane Hansen and Deanna Ross. No members of the public were present.

Commissioner Ahrens established that a quorum was present. Everyone in attendance pledged allegiance to the flag.

Correspondence/Public Comment – An email correspondence was received from Mr. Bob Evans stating that the airport lights are unnecessarily bright and invasive. The BOC has agreed that the lighting is in compliance with the FAA. Commissioner W. Bloethe questioned management regarding the refusal of accepting freight after 12:30pm on Saturdays at the New London Terminal. Management agrees that a mistake may have been made and will look into the matter further to avoid any future issues.

Warrant

RESOLUTION 2017- 139

RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District hereby approves the Warrant dated August 7, 2017 in the amount of \$58,685.99.

Moved by: Commissioner P Rugg

Seconded by: Commissioner A Ahrens

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Budget Modification

RESOLUTION 2017 – 140

RESOLVED that the Board of Commissioners of the Fishers Island Ferry District hereby increases the 2017 Fishers Island Ferry District budget as follows:

Revenues:

SM.4960.50	FEMA AID-TRANSPORTATION	<u>\$ 12,055.00</u>
	Total	\$ 12,055.00

Appropriations:

SM5709.2.000.200	Repairs Docks & Terminals	<u>\$ 12,055.00</u>
	Total	\$ 12,055.00

Moved by: Commissioner W Bloethe

Seconded by: Commissioner P Rugg

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Election - Mr. Murphy reminded all present that a BOC Election will take place on Tuesday, August 8, 2017 from 2pm-6pm at the Fishers Island Community Center. Commissioner D. Shillo is running unopposed.

Town of Southold Board Meeting - Mr. Murphy reminded all present that the TOS Board Meeting will take place on Wednesday, August 9, 2017 and information has been posted on the Fishers Island website.

New London Office Furnishings

RESOLUTION 2017 – 141

Whereas management has received and reviewed a quote from Sun Turtle, which vendor offered pricing under the GSA contract and

Whereas management recommends acceptance of the Sun Turtle quote for office furnishings.

Therefore it is RESOLVED that the Board of Commissioners of the Fishers Island Ferry District accepts the quote of \$8,421.97 from Sun Turtle LLC dba Sun Turtle Office Furniture for office furnishings and authorizes general manager Mr. George Cook to complete this purchase.

Moved by: Commissioner H Burnham

Seconded by: Commissioner D Shillo

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Procurement Policy

RESOLUTION 2017 – 142

Whereas when the Ferry District amended its Procurement Policy in November 2016: and

Whereas there are changes to conform to General Municipal Law and correct grammar

Now therefore be it RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District accepts the District Procurement Policy as amended August 2017, and directs management to place the document on the District's website.

Moved by: Commissioner D Shillo

Seconded by: Commissioner P Rugg

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Records Retention

RESOLUTION 2017 – 143

Whereas it is best practice for an organization to have a records retention policy.

Now therefore be it RESOLVED, that the Board of Commissioners of the Fishers Island Ferry District adopts the New York State MU-1 Records Retention policy (adopted June 15, 2011); and

It is further RESOLVED the Ferry District will adopt and conform to NYS records retention policy as it is amended.

Moved by: Commissioner A Ahrens

Seconded by: Commissioner D Shillo

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Property Management - Mr. Murphy informed the BOC that most leases are coming up for renewal in January. Management has been reviewing the lease template and coming this fall, all property leases will be reviewed. Mr. Cook forwarded the FIFD lease template to Dixon Harvey's Firm and has received positive feedback and comments which when implemented will be more professional and provide greater protection for all parties involved.

Management Reports

SEC Dolphin Project - Mr. Cook updated the BOC. The Dolphin project started last Wednesday, August 7, 2017. The majority of pilings were removed, except for the ones that broke off. Divers secured the remaining ones and were able to pull the rest of the pilings today. Installation of new pilings is set to begin tomorrow.

Munnatawket Yard Package - Mr. Cook informed the BOC that the yard package is almost complete and bid proposals are expected to go out when Mr. Burns returns from vacation. The yard package is set to begin in October 2017. Mr. Cook informed the BOC that it is unlikely that the re-powering of MV Munnatawket will take place during the fall yard package due to time constraints and possible lack of availability of the engines once chosen.

Gilbert Associates

Professional Services

RESOLUTION 2017-144

It is RESOLVED to rescind resolution 2017-129 for Gilbert and Associates Inc.

Moved by: Commissioner D Shillo

Seconded by: Commissioner P Rugg

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

**Gilbert Associates
Professional Services**

Resolution 2017 - 145

WHEREAS, the FIFD has an established relationship with Gilbert Associates, Inc., a naval architecture and marine engineering firm in Hingham MA; and

WHEREAS the Board of Commissioners of the Fishers Island Ferry District has determined that the institutional knowledge and familiarity with the District's vessels enables Gilbert Associates, Inc. to provide efficient and expeditious professional services; now, therefore be it

RESOLVED that the BOC waives the requirement of a second quote in Guideline 8 of the FIFD Procurement Policy; and be it further

RESOLVED that the BOC of the FIFD hereby ratifies and approves Gilbert Associates for Naval Architecture Professional Services.

Moved by: Commissioner D Shillo

Seconded by: Commissioner H Burnham

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Mystic Stainless & Aluminum

RESOLUTION 2017-146

It is RESOLVED to rescind resolution 2017-131 for Mystic Stainless & Aluminum Inc.

Moved by: Commissioner P Rugg

Seconded by: Commissioner D Shillo

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Mystic Stainless & Aluminum

RESOLUTION 2017-147

WHEREAS, necessary repairs and modifications to the MV Munnatawket were more extensive than anticipated and the total cost for the repairs and modifications exceeded the \$3,000 discretionary cap in the District Procurement Policy;

THEREFORE IT IS RESOLVED to approve charges of \$6,216.16 from Mystic Stainless & Aluminum Inc. for repairs and modifications to the MV Munnatawket.

Moved by: Commissioner A Ahrens

Seconded by: Commissioner P Rugg

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Airport - Mr. Murphy reported to the BOC that there are some airport lights with potential warranty issues and management will be researching this week. Management has sourced an airport electrician out of Bridgeport, CT in the event one is needed. Mr. Corey Anderson has been hired part-time to assist pilots after hours with payment of landing fees, as well as provide data regarding the air traffic after hours and on Sundays. The TOS has asked management to add some language into the contract with Mr. Anderson which requires the BOC to amend Resolution 2017 - 133 as follows. Chairman Ahrens asked if there has been any progress on the proposed hanger. Mr. Cook informed the BOC that Counsel and Commissioner Rugg made comments and suggestions and now Mr. Burnham is having his consultant incorporate the suggested changes into the contract.

Airport Contractor

RESOLUTION 2017 - 148

Whereas the Ferry District wishes to amend the resolution subject to review by the Town Attorney.

Therefore it is RESOLVED to amend Resolution 2017 – 133 that it be subject to review by the Town of Southold's Attorney.

Moved by: Commissioner D Shillo

Seconded by: Commissioner W Bloethe

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Audit Update - Mr. Murphy and Ms. Hansen updated the BOC. Management is working to schedule a meeting with the Finance Committee and Auditor Marsha Marien. Currently Mr. Murphy reported a negative fund balance on one of the accounting schedules. Part of this is due to two yard periods in one year, large capital improvements, boats out of service, as well as FEMA unable to commit pay back within 60 days of year end. At this particular time, the FIFD has an ok cash position. After review with Auditor Marien and the Finance Committee, Management will present the final audit to the BOC in a public meeting within the next coming months.

Traffic - Mr. Cook informed the BOC that management will be reviewing the collection process on the boats to accurately reflect traffic numbers.

Two-Way Ticketing - Mr. Cook updated the BOC. Mr. Cook met with IT folks regarding on boat ticket sales. Management continues to move forward in exploring means of integrating point of sale and inventory systems with use of Quickbooks.

HR

RESOLUTION 2017 - 149

Whereas Ryan Healy has fulfilled the deckhand position's requirements.

Therefore it is RESOLVED to increase Mr. Healy's wage rate from \$15.08 to \$ 16.08 with effect August 17 2017.

Moved by: Commissioner P Rugg

Seconded by: Commissioner H Burnham

Ayes: A. Ahrens, W. Bloethe, H. Burnham, P. Rugg and D. Shillo

Nays: None

Recusal - Mr. Murphy updated the BOC. As part of the Audit review, it was brought to the attention of FIFD management that the FIFD as a body does not have a conflict of interest policy. Management has agreed to forward the TOS policy to all members of the board to review so as to aid in the development of such a policy that would be specific to the FIFD.

Restructuring Plan - Mr. Cook informed the BOC that he is currently working on a departmental approach and is seeking guidance from different members of the board and continues to seek input.

Next Scheduled Meeting – **Friday, August 18, 2017** at 4:30pm with a public budget hearing at the Island Community Center.

Adjournment

There being no further business to discuss, and on motion made by Commissioner H. Burnham and seconded by Commissioner P. Rugg, the meeting was adjourned at 6:24pm.