

**Minutes of the Meeting
of the Board of Commissioners
of the Fishers Island Ferry District**

A meeting of the Board of Commissioners of the Fishers Island Ferry District was called to order on **March, 06, 2012** at 4:30 pm by Commissioner Brooks at the Fishers Island Community Center.

Present were Commissioners: Brooks, Edwards, and Burnham.
Commissioner Herrick was present on the phone along with Randy Wyrofsky and Margaret Dougherty from the Marion Group. Also present were Craig Gilbert - Director, Gordon Murphy - Assistant Manager and five members of the public.

Commissioner Brooks opened the meeting and declared a quorum present.

The minutes of the meeting held on February 20th, 2012, were tabled.

A list of outstanding obligations of the Fishers Island Ferry District was received. A discussion pursued concerning an outstanding bill from 2010. Commissioner Edwards asked why the invoice had not been paid and were the policy and procedures followed. He also asked to have an update on the Empire Health plan and the Dental plan as to who is active and enrolled. After a brief discussion Commissioner Edwards made a motion to pay all warrants with the exception of warrant number 2110 to be held until researched.

Seconded by: Commissioner Burnham.

Ayes: all

Nays: none

Correspondence

Jake Lusker, president of the Fishers Island Student Council asked if the High School could charter the Ferry for a dance for approximately 50 students. Mr. Lusker was directed to Assistant Manager Murphy to work out details.

A letter from Charles Brown Engineering Firm was read concerning the south ramp and what needs to be done to repair the damage that currently exists.

Commissioner Edwards reported he had talked with Craig Gilbert and Steve Burke as to the down time of the south ramp and was told approximately two days but would have more details in the future.

Financial System update was presented by Gordon Murphy in that The Marion Group was doing a bank reconciliation of 2011 to have accurate year end numbers to insure the 2012 audit would have an accurate starting point.

Peggy (last name) from the Marion group reported that the previous record keeping for Quick Books only showed two accounts that could not be reconciled. Causes included warrants entered into the system for over 10 years but never cleared, credit card deposits that were never entered, payroll entered as a net rather than the total, along with other areas that were hard to account for. Peggy said that with Debbie Doucette's help they were getting the information into

the system. Peggy also mentioned that they have constructed seven accounts and that five have been reconciled.

The financial goal with the Marion Group is to have a complete live accounting system that will give the FIFD a month end set of financials that will be accurate and completely independent from the Town of Southold. The FIFD will still need to reconcile against the Town of Southold in that FIFD will be on an accrual bases vs. The Town of Southold's cash basis.

Commissioner Herrick asked if we would be getting an unqualified report for 2012 and Peggy said that she could not answer that in that if we were not taking the steps that are currently taking place then we would not.

Commissioner Edwards asked Randy about the monthly traffic reports and when would we start getting them. Randy Wyrofsky said he would get with Gordon on how to produce the report.

Assistant Manager Murphy reported that only three tenants have not signed the contracts. Paul Job has submitted a list of items that need to be fixed (\$10,000) though he has not signed and is not up-to-date on rent.

New Hires: Craig Gilbert as Manager starting February 6th 2012, starting at \$95,000

Motioned by Commissioner Edwards

Second by Commissioner Burnham

Ayes: all

Nays: none

Motion to hire Polly Ford as Freight Clerk February 13th, 2012 starting at \$13.00 per hour.

Motioned by Commissioner Edwards

Second by Commissioner Burnham

Ayes: all

Nays: none

Motion to move Jason Marks from part time to full time in February 2012.

Motioned by Commissioner Edwards

Second by Commissioner Burnham

Ayes: all

Nays: none

New Business

Senior luncheon will update Resident Ideas this month with Craig Gilbert being the featured speaker.

Commissioner Herrick will work with anyone who would like to work on bringing the Website up-to-date with information and the way it flows. Assistant Manager would be meeting with Advantech to discuss how changes can be made to Website. Commissioner Edwards asked if we could work with someone at the school who is knowledgeable on making changes and entering information on the Web page.

Commissioner Edwards stated he had spoken with Gilbert and Burke as to uniforms; both said they were working on suggestions that would be within the budget. Commissioner Edwards stated he felt that whatever they recommended would be fine to the Board as long as they were neat, identifiable and had name tags. He felt that they would have a report for the April meeting.

Commissioner Edwards presented a breakdown of the cost of a charter, after a discussion the Commissioners will review and make a decision in April.

Special rate handling charges should be looked into, Gordon Murphy will have Gilbert and Burke look into what would be fair to charge.

New peak schedule was presented by Commissioner Edwards who showed that the schedule had changed during the peak schedule to accommodate the trains. He asked that the Commissioners review and decide what date to start and end the peak schedule. Also they were to look at the last Ferry on Friday to decide if the time should be changed to accommodate the Shore Line East train that gets in at 10pm, though the train is unpredictable as to being on time. Commissioner Edwards acknowledged that Gilbert and Burke spent a considerable amount of time in working out the schedule to accommodate trains year round.

Motion to remove the previous signers of the Bank accounts and replace with Gilbert and Murphy by Dave Burnham.

Second by Edwards

Ayes: all

Nays: none

Fuel oil bidding process was being looked into by Murphy, Gilbert, Burke and John Paradis.

Human resources:

Catherine Edwards resigned and it was acknowledged that she did excellent work and would be missed.

According to Gordon Murphy the search is still in process to hire a permanent Assistant Manager. He would be meeting with Nick Daukas and the KardasLarson group to also review the hiring policy and procedure policy. Commissioner Edwards asked if the Civil Service issues would be resolved for seasonal as well as full time employees as it pertains to job description. He expressed that this was an item that the group was working on.

Motion to approve the 5 year Longevity at 3% of Robert Dumouchel effective February 2012, made by Commissioner Edwards.

Seconded by Commissioner Burnham

Ayes: all

Nays: none

Motion to approve the 10 year Longevity at 4% of John Paradis effective March 2012, made by Commissioner Edwards.

Seconded by Commissioner Burnham

Ayes: all

Nays: none

Commissioner Edwards asked that from now on a letter of appreciation should go out to employees when they reach their longevity tenure with the FIFD, and would Gordon Murphy send letters to Mr. Dumouchel and Mr. Paradis.

Motion to accept the proposal of the O'Connor Davies auditing company (formerly The Marion Group) letter of Engagement for 2012 at a cost of \$14,500 made by Commissioner Edwards.
Seconded by Commissioner Burnham

Ayes: all

Nays: none

Assistant manager suggested moving from the annex to the downstairs of the Business Office. The Board will look into the possibilities and Gordon will present his findings at the April meeting.

The Board had previously agreed to spend \$2,500 to be matched by Friends of the Movie Theater and acknowledge to Gordon Murphy that quotes would have to go to the public.

Public Comment: Karla Heath where are the e-mails sent for incoming freight?

Moved to go into Executive Session Motioned by Commissioner Edwards time 6.40pm.
Seconded by Commissioner Burnham

Ayes: all

Nays: none

Came out of executive session 6.50pm

1. Next meeting – March 19, 2012
2. Adjournment – 7:00 PM.

RESOLUTIONS

March 9, 2012

At the March 6, 2012 meeting of the Fishers Island Ferry District Board of Commissioners, the following resolutions were brought by the Board.

On a **MOTION** by Commissioner Brooks;
SECONDED by Commissioner Burnham.

Resolved that the Board of Commissioners hereby confirms that Craig Gilbert was hired as the Manager of Fishers Island Ferry District with the salary of \$95,000 with effective date of February 6th, 2012.

Vote of the Commissioners:

AYES: All

NAYES: None

On a **MOTION** by Commissioner Brooks;
SECONDED by Commissioner Burnham.

Resolved that the Board of Commissioners hereby confirms that Polly Ford was hired as a Freight Agent of Fishers Island Ferry District with the salary of \$13.00 per hour with effective date of February 13th, 2012.

Vote of the Commissioners:

AYES: All

NAYES: None

On a **MOTION** by Commissioner Brooks;
SECONDED by Commissioner Burnham.

Resolved that the Board of Commissioners hereby confirms that Jason Marks was hired as a Full Time Deckhand of the Fishers Island Ferry District with the salary of \$14.00 per hour with effective date of February 10th, 2012. Previously he was a part time deckhand.

Vote of the Commissioners:

AYES: All

NAYES: None

On a **MOTION** by Commissioner Brooks;
SECONDED by Commissioner Burnham.

Resolved that the Board of Commissioners hereby confirms that Robert Dumouchel has served five years with the Fishers Island Ferry District. The Board of Commissioners is pleased to note this event and agrees to a 3% salary increase with effective date of February 15th, 2012.

Vote of the Commissioners:

AYES: All

NAYES: None

On a **MOTION** by Commissioner Brooks;
SECONDED by Commissioner Burnham.

Resolved that the Board of Commissioners hereby confirms that John Paradis has served ten years with the Fishers Island Ferry District. The Board of Commissioners is pleased to note this event and agrees to a 4% salary increase with effective date of March 4th, 2012.

Vote of the Commissioners:

AYES: All

NAYES: None

