

# **Fishers Island Ferry District**

*Minutes of the meeting of the Board of Commissioners*

*Fishers Island Ferry District*

*June 8, 2015*

A meeting of the Board of Commissioners of the Fishers Island Ferry District was called to order on June 8, 2015 at 10:30AM by Commissioner Peter Rugg at the Fishers Island Community Center.

Present were Commissioners Ace Ahrens, Peter Rugg, Harry Parker, and Di Shillo. Present were Assistant Manager RJ Burns, Gordon Murphy, and Diane Hansen.

Commissioner Peter Rugg officially called the meeting to order at 10:31AM and everyone in attendance pledged allegiance to the flag.

## **PUBLIC COMMENT/CORRESPONDENCE:**

No correspondence

## **REVIEW OF MEETINGS & MINUTES:**

Upon review of the May 12, 2015 meeting minutes it was agreed to approve them as amended.

Moved by: Commissioner Parker

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

## **WARRANTS:**

A list of outstanding obligations of the Ferry District were received and discussed. There being no further discussion, a resolution was made to pay the outstanding obligation totaling \$70,366.77

Moved by: Commissioner Parker

Seconded by: Commissioner Shillo

Ayes: All

Nays: None

## **MANAGER'S REPORT:**

### **Ferries and Facilities**

It is reported that the corner ramp is on schedule. The south ramp is in good shape with minor repairs to the ramp and monopoles. Electrical wiring will also be addressed at this time.

Coast Guard inspections went very well with both ferries.

Tablets will be bought for the wheel house. Not only will this help with the weather system but they will also be helpful in recording bridge data in the future. Reports concerning the number of passengers on the vessel will be able to be synced straight from the boat.

On June 13, 2015, the Munnatawket will be in use for the Fishers Island School's spring dance.

### **Website and ticketing system - update**

The website and ticketing system upgrade has been postponed until September. Updates have unfortunately not been able to get done in a timely manner and it was thought that it will be a better option to work on it throughout the summer season and deliver the newly improved website and application in September.

Deadlines will be put on it to make sure all goes according to plan.

### **FEMA-airport C&S letter on FAA and other matters**

It has been decided to go through with relighting the airfield. All that it is waiting on is approval from the board.

### **Commercial traffic on Monday and Tuesday boats during peak season**

In the last meeting a discussion was held regarding a goal to get commercial traffic off of the morning (8:15AM and 10:30AM) ferries on Monday and Tuesdays due to peak demand being a priority.

Waste Management has agreed to move to the earlier boat on Mondays.

A surcharge and discount for commercial vehicles has been under consideration for trips in high demand.

### **OTHER**

#### **Finance Update**

The committee was scheduled for a meeting last Wednesday.

Reported that they are looking for a member of the community to fill a vacant spot.

#### **CSEA Update**

Have not yet come to agreement on demands..

#### **Credit Card Policy**

New York State is requiring credit card policy.

#### **357 Lease**

Moving forward with property leasing. Conditions have been gone over with the future tenants.

#### **Audit Updates**

A meeting with O'Connor Davies, the auditors, will be held tomorrow, June 9, 2015.

### **Airport Pricing**

Split helicopter fees by size. The prices have been reviewed compared to other small airports in the area.

### **457b- Roth**

Delayed for now due to a payroll processing issue.

### **FedEx Contract**

It will be the same rates as charged for UPS. Working with UPS to redo contract.

### **Theater Contracts**

Will open the end of June. Will need a resolution to authorize management to execute contracts with distributors.

### **TOS Highway Salt Barn and Highway Department Move**

A discussion ensued on the site and alternatives. Commissioners Ahrens and Parker will review alternative sites. Need to set up to have a board representative on the call and this needs to be moved forward promptly.

### **HR**

At the June 8, 2015 meeting of the Fishers Island Ferry District Board of Commissioners, the following resolutions were brought by the board.

With effect May 18, 2015, Chris Bridgman is appointed as a summer seasonal deckhand (FIFD) with a starting rate of \$10.56 per hour. On September 15, 2015, Mr. Bridgman will leave employment of the Ferry District.

Moved by: Commissioner Ahrens

Seconded by: Commissioner Shillo

Ayes: All

Nays: None

At the successful completion of six months as a full time deckhand (FIFD) and with effect May 12, 2015, Christopher Newell is giving a raise of \$1.00 per hour (\$14.35 to \$15.35).

Moved by: Commissioner Shillo

Seconded by: Commissioner Parker

Ayes: All

Nays: None

At the recommendation of Mr. RJ Burns, Manager of Marine Operations, and with effect June 8, 2015, Jonathan Hiller has been promoted to full time captain (FIFD) at a rate of \$22.55 per hour for captain duties. Simultaneously, Mr. Hiller is released from his full time deckhand (FIFD) duties, but will remain as a part-time deckhand (FIFD) at \$18.00 per hour for times when he is working as a deckhand.

Moved by: Commissioner Parker

Seconded by: Commissioner Rugg

Ayes: All

Nays: None

Further resolutions were presented relating to discussions above:

For the airport relighting project the project manager, C&S Engineers, requires the Ferry District to submit a letter to the FAA that the project has a categorical exclusion as development project. In addition it should be noted that C&S has filed a NYS environmental review (SEQR) with Suffolk County.

Management requests the board to authorize Mr. Murphy to execute the SEQR documents and any other ancillary documents in conjunction with the airport relighting project.

Moved by: Commissioner Rugg

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

Management recommends the Ferry District contract with Behavioral Health Consultants, LLC for an Annual Employee Assistance Program at \$1,870 per year plus unique charges as they might apply. A resolution was made to authorize Mr. Murphy to execute the contract.

Moved by: Commissioner Ahrens

Seconded by: Commissioner Shillo

Ayes: All

Nays: None

With effect June 1, 2015, the Board of Commissioners approves the credit card policy and the policy will be attached to the minutes.

Moved by: Commissioner Shillo

Seconded by: Commissioner Parker

Ayes: All

Nays: None

With effect July 1, 2015, the Board of Commissioners agrees to lease 357 Whistler Avenue to Mr. and Mrs. Derek Scroton. The Scroton's understand that this lease requires a member of the family to be an employee of the Ferry District and other covenants within the lease.

Moved by: Commissioner Parker

Seconded by: Commissioner Rugg

Ayes: All

Nays: None

With effect June 15, 2015 the Ferry District adopts the revised pricing for Elizabeth Field Airport, requiring a maximum of ten minute idle time and authorizes Management to negotiate and execute an operating agreement with the tenant. An executed operating agreement will be brought to the board for ratifications and attachment to the minutes.

Moved by: Commissioner Rugg

Seconded by: Commissioner Ahrens

Ayes: All

Nays: None

The Board of Commissioners authorizes Mr. Murphy to execute the Cartage Agreement with Federal Express and execute the revised payment terms letter of understanding with United Parcel Service. In addition, the Board of also authorizes Mr. Murphy to negotiate a cartage agreement with United Parcel Service.

Moved by: Commissioner Ahrens

Seconded by: Commissioner Shillo

Ayes: All

Nays: None

The Board of Commissioners authorizes Mr. Murphy to execute all distribution and ancillary documents with the various movie distributors in order to show movies at the community theater.

Moved by: Commissioner Shillo

Seconded by: Commissioner Parker

Ayes: All

Nays: None

#### **MEETING ADJOURNMENT**

The next scheduled meeting of the Fishers Island Ferry District Board of Commissioners will be held June 22, 2015 at 4:30 PM at the Fishers Island Community Center.

There being no further business to discuss, and on motion made by Commissioner Ahrens Seconded by Commissioner Shillo, and unanimously adopted, the meeting was adjourned at 12:35 PM.

## Exhibit A

### **FISHERS ISLAND FERRY DISTRICT USE OF CREDIT CARD POLICY**

#### **POLICY**

Employees shall be given access to a Company credit card where the nature of their job requires such use.

Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature.

#### **PURPOSE**

The purpose of this Statement of Policy and Procedure is to ensure that company credit cards are used for appropriate purposes and that adequate controls are established for day-to-day use.

#### **SCOPE**

The Company Credit Cards policy applies to all employees who maintain a credit card for company use, and their managers.

#### **RESPONSIBILITY**

Individuals' holding Company Credit Cards are responsible for:

- Using the cards only for their intended purpose

- Retaining receipts and providing explanations for all company credit card transactions

- Obtaining authorization for credit card invoices

Operating managers / supervisors are responsible for:

- Limiting the use of company credit cards to those employees who require a card for company business

- Reviewing and authorizing credit card invoices used by their employees on a timely basis to avoid late payment charges

- Identifying and requesting any credit or transaction-level limits required for individual cards

The Accounting Department is responsible for:

- Ensuring that all credit card transactions are properly authorized
- Processing payments for credit card invoices on a timely basis to avoid late payment charges
- Arranging credit or transaction-level limits for individual cards

#### **DEFINITIONS**

“General Credit Card” means a credit card that can be used at multiple establishments, such as VISA, MasterCard, Discover, or American Express.

“Supplier Specific Credit Card” means a credit card that can be used only with a specific supplier, such as a gas company or an office supply company.

“Credit limit” means the total amount that may be charged to the credit card before transactions are refused by the credit card company.

“Transaction-level limit” means the total value of any individual transaction that may be charged to the card or the type of transaction that may be charged to the card. For example, some gas companies will allow for “gas only” cards, which deny credit for other miscellaneous purchases at the gas station.

#### **PROCEDURES**

##### Use of Credit Cards

- Credit cards are to be used for company requirements only.
- Employees must retain receipts and note the purpose of the expense on each receipt.
- Use of company credit cards for expenses of a personal nature of any kind may result in disciplinary action up to and including dismissal.

Credit Card Invoicing, Authorization and Payment

- The employee shall submit receipts to the authorizing manager within a week of incurring the expense. Facsimile or scanned documents are acceptable if the employee is on travel and will not return to the office in order to meet the one week deadline, provided that original receipts are presented upon return from travel.
- Charges for items where the receipt has been misplaced must be explained to the authorizing individual who must initial the specific charge and indicate "receipt missing" beside it.
- The authorizing manager will confirm that the charges are justified and appropriate before authorizing the invoice for payment by initialing the body of the invoice.

The approved invoice shall be forwarded to the Accounting Department for payment.

The Accounting Department shall verify the authorization and schedule the invoice for payment according to the terms of the credit card contract, and so as to avoid unnecessary late payment charges.

**AGREEMENT**

I have read and understood the Fishers Island Ferry District Statement of Policy and Procedure for having a Corporate General Credit Card. By this form, I give permission for The Fishers Island Ferry District to withhold (deduct) from my pay check personal items, unauthorized expenses, and unreported expenses incurred by me using a Fishers Island Ferry District General Credit Card.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_