

**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 **Tuesday, September 6, 2011** at 5:05 pm by Chairman Brooks at the Fishers Island Community Center.

Present were Commissioners: Brooks, Burnham, Edwards, Herrick and Rafferty. Nine members of the community were present.

Chairman Brooks opened the meeting and declared a quorum present.

Minutes of the meeting held on August 16, 2011 and the Budget Hearing on August 19, 2011 were reviewed and amended. There were amendments to items #2 and #9 in Old Business from the August 16th meeting. These minutes were approved.

Moved by Commissioner Rafferty

Seconded by Commissioner Burnham

Ayes: Brooks, Burnham, Edwards, Herrick and Rafferty

Nays: none

The minutes from the Budget Hearing were amended according to changes made by Commissioners Rafferty and Brooks concerning Commissioner Rafferty's response to Peter Burr's question about the Fund Balance and also Mr. duPont's comments and advice to the Board upon the end of his term. The minutes were approved with these changes.

Moved by Commissioner Rafferty

Seconded by Commissioner Herrick

Ayes: Brooks, Burnham, Edwards, Herrick and Rafferty

Commissioner Edwards inquired as to why the minutes from the meetings on August 2nd and August 8th were not on the website yet.

A list of outstanding obligations of the District were reviewed and discussed. A resolution was made to pay the outstanding obligation of: **\$56,969.91** as represented in vouchers **#1756 through #1784** dated September 13, 2011 by:

Moved by Commissioner Rafferty

Seconded by Commissioner Edwards

Ayes: Brooks, Burnham, Edwards, Herrick and Rafferty

Nays: none

Commissioner Burnham verified with Tom Doherty that the attorney fees were for a one month period of time.

Correspondence

1. Commissioner Brooks read a letter that he had sent to Tom Doherty and Mark Easter expressing the Board's appreciation for the great job that the crew did during Hurricane Irene.
2. A letter from Bill Bloethe was read expressing Mr. Bloethe's interest in purchasing the ATM machine from the Ferry District. Upon discussion from the Board, Mr. Doherty is to post a notice that bids are being accepted for the ATM machine.
3. The Board addressed two letters from Tony Tremaine. The first concerning an incident that occurred on August 16th about a water delivery from Crystal Rock for Mr. Tremaine. The Board tabled this matter until Executive Session as it involved

personnel. Mr. Tremaine's other correspondence was in reference to the condition of the door and lock and allowance of multiple signs at the CCS rental property. The Board requested that Mr. Doherty make arrangements to have the door and lock, if necessary, replaced so that are secure. Pertaining to the signage issue, the Board informed Mr. Tremaine that he is allowed one sign at the rental property which promotes his own business. Mr. Tremaine questioned why this is a problem now since the other signs have been in place for a year or more and requested a copy of the Ferry District minutes in which it states that he is only allowed one sign at the CCS rental property. Mr. Tremaine consequently informed the Board that he may vacate the CCS rental property if he is allowed to display only one sign – he will consult with his subrenters and reply to the Ferry District in writing. Commissioner Rafferty stated that the Ferry District is in the process of new lease agreements and that there is a provision about signage limiting the number of signs to one. Commissioner Edwards stated that there are other renters who violate the one sign rule and that this should be enforced to all renters.

Old Business

1. The Board reviewed the e-mail response from Charles Brown concerning the excess charges in engineering fees for the North Ramp repairs. Commissioner Rafferty suggested that some of the expense may be recovered due to the 'soft construction industry' that we are experiencing. Commissioner Brooks would like verification that the new design will accommodate the weight of concrete trucks – Mr. Doherty will ask Mr. Brown. The Board approved the \$6,000.00 additional charge from GNCB Engineers with a maximum amount of \$24,000.00 for complete plans.
Moved by Commissioner Edwards
Seconded by Commissioner Herrick
Ayes: Brooks, Burnham, Edwards, Herrick and Rafferty
Nays: none
2. The paving bid notice was read by Commissioner Brooks. Upon discussion, the Board would like to include the parking area behind the Annex to be part of the paving bid. Mr. Doherty will re-draw and measure the area to be paved and post the notice.
3. The Board addressed the Employee Ridership Policy proposed by Mr. Doherty at the meeting on August 16, 2011. A lengthy discussion ensued. Commissioner Brooks expressed his feelings that the part-time employees are important to the efficient functioning of the Ferry District and that they should maintain this perk. Commissioner Burnham said that the New London crew believes that they are losing a perk if their free ridership is reduce or abolished. Commissioner Edwards stated that he never knew that the policy had ever included free ridership for part-time employees or spouses and children of employees – Paul Giles explained that this policy existed and was contained in past meeting minutes. Mr. Giles addressed the Board explaining that this is a nice perk to offer employees and that it costs the ferry nothing. Mr. Giles suggested that employees should go stand-by to obtain their free trips. The Board approved the following Employee Ridership Policy: 1 - Full-time Employees get an unlimited number of trips for themselves and personal vehicle only, no spouses or children will be given free rides, full-time employees do not need to get reservations, 2 – Part-time Employees get two (2) free trips per month for themselves and personal vehicle, no spouses or children will be given free rides, part-time employees must go stand-by to get their free trip, and 3 – there is no Guest Ridership provision.

Moved by Commissioner Herrick

Seconded by Commissioner Burnham

Ayes: Brooks, Burnham, Edwards, Herrick, and Rafferty

Nays: none

4. Mr. Foyle's claim for property damage was discussed. Mr. Doherty informed the Board that the video tapes from the ferry trip on which the damage supposedly occurred had been reviewed and that Mark Easter had interviewed the crew also. Since no new information was available, the Board requested that Mr. Doherty send a letter to Mr. Foyle informing him that his claim was denied.
5. Mr. Doherty informed the Board that he is still working on the leases. The Board is considering one and three year leases with a thirty (30) day termination policy. All properties must also be cleaned before leases are renewed.
6. The Board reviewed the current worklist. Mr. Doherty informed the Commissioners that name tags had been given out to employees – magnetic tags were given to employees who work as pursers or freight officers while iron-on tags were given to crew members. Commissioner Edwards asked if the warranty on the work at the airport had been verified – Mr. Doherty replied that there is a one (1) year warranty on the new work only. Commissioner Edwards requested that Mr. Doherty obtain a letter stating the warranty policy. Commissioner Rafferty thanked Mr. Doherty for updating the worklist.

New Business

1. Mr. Doherty asked the Commissioners if they had any comments or suggestions about how Hurricane Irene was handled. Commissioner Edwards would like to see if there is any way to regulate the traffic coming to the island on special evacuation boats in the future. Commissioner Rafferty stated that he was pleased with how things were handled and thanked all of the Ferry's employees. Commissioner Herrick said that the ferry did an outstanding job and suggested using e-mail to get information out in the future. Paul Giles expressed that the Big Club is willing to help get information out in future incidents.
2. An e-mail from Elizabeth Neville was read and discussed. Ms. Neville requested that the Ferry District provide a list of personnel whom they consider in a 'management position' so that these employees can complete an "Annual Financial Disclosure Statement" as required by Southold's Ethics Code. The Board discussed this request and decided that the following employees are considered management: Tom Doherty, Nina Schmid, Mark Easter and Steve Burke. Ms. Schmid requested that the Ferry District verify the validity of this request with the Ferry District's attorney. Commissioner Rafferty would like a list of guidelines as to who this policy pertains – Mr. Doherty will procure this for the Board.
3. The Board approved the New Hiring Resolution for Catherine Edwards as an independent contractor for the Ferry District.

Moved by Commissioner Herrick

Seconded by Commissioner Edwards

Ayes: Brooks, Burnham, Edwards, Herrick, and Rafferty

Nays: none

4. The Board reviewed the proposed Mission Statement that will be placed in the Employee Handbook. Commissioner Herrick suggested that the word "ferry" be placed before the word "district" in the first line of the second

paragraph. A motion was made to accept the Mission Statement including Commissioner Herrick's amendment. (Mission Statement is attached)
Moved by Commissioner Rafferty
Seconded by Commissioner Herrick
Ayes: Brooks, Burnham, Edwards, Herrick and Rafferty
Nays: none

Public Comment

Nancy Parsons requested that in the future the day of the Budget Hearing be changed from a Friday night. Commissioner Herrick responded that the date scheduled at this day and time so that weekend residents could attend the meeting.

Jay Parsons suggested that employees be given a chance to attend Executive Sessions in which they are the topic of discussion. Mr. Parsons suggested that the new leases should include regulations such as size and color for signage and cover any possible taxes. Regarding the Employee Ridership Policy, Mr. Parsons thinks that all employees should have to go stand-by and that only personal vehicles should be allowed for free employee trips.

Paul Giles questioned why the Ferry District is no longer running the ATM machine as it was a good source of revenue in the past – Commissioner Rafferty responded that the ATM had generated approximately \$6,000.00 in revenue annually but there were significant expenses so that it was not very profitable in the end. Mr. Giles then asked how the 15% Fund Balance was determined. Commissioner Rafferty responded that the auditors obtained by the Ferry District had stated that most District's have a 10% Fund Balance but that there is no constraint against a 15% Fund Balance, which the Board feels necessary due to the seasonality of Ferry business. Mr. Giles stated that some of the commissioners had campaigned on the basis of transparency and openness. Mr. Giles also reminded the Board that they are not allowed to spend more than was budgeted. The Board stated that they are well of this fact.

Sara McLean asked if the Off-Peak Schedule had been published. Ms. Schmid responded that the printed copies were not in since the printer had been out of power for a week due to Hurricane Irene but that the schedule was available on-line.

Tom Doherty presented the Board with a letter informing them of his retirement intentions. The Board tabled this issue until Executive Session.

Marilyn Yakaitis questioned why the Ferry District needs so many properties and suggested that maybe they should downsize. The Board informed Mrs. Yakaitis that the properties actually belong to the Town and that the Ferry District just manages them.

The Board entered into Executive Session to discuss personnel at 6:27 pm.

The Board returned from Executive Session at 7:35 pm.

The next meeting is scheduled for Monday, September 20, 2011 at 5 pm at the Fishers Island Community Center.

The meeting adjourned at 7:37 pm.