

**PORT OF OSWEGO AUTHORITY – UNAPPROVED/DRAFT**  
**Regular Monthly Board Meeting**  
**Monday, June 23, 2025**

**CALL TO ORDER:** Mr. Enwright called the meeting to order at approximately 4:44 PM.

**PRESENT:** Francis Enwright - Chairperson, Constance Cosemento - Vice Chairperson, Stan Delia, Kathleen Macey, James Metcalf, Diane Zeller, and Thomas Schneider - Interim Executive Director.

**ALSO PRESENT:** Pat McMahon - Supervisor of Development & Maintenance, Debbie Godden - Accounting Manager, Kimberly Natoli - Port Employee, Carl Rode - C&S Engineers, and Lawrence Ordway - Port Counsel with Bousquet Holstein PLLC.

**ABSENT:** Jennifer LaPietra.

**DELAYED:** Dr. John Kares Smith (joined the meeting at 4:51 PM)

**Motion 06-23-2501:**

A motion was made by Mr. Delia to enter into Executive Session for Board Counsel and customer discussion at 4:47 PM. Motion was seconded by Ms. Macey. Motion passed. 6-Aye, 0-Nay.

Ms. Zeller left the meeting at 6:54 PM.

**Motion 06-23-2502:**

A motion was made by Mr. Metcalf to resume the regular monthly meeting at 7:30 PM. Motion was seconded by Ms. Macey. Motion passed. 6-Aye, 0-Nay.

**APPROVAL OF MINUTES**

**Motion 06-23-2503:**

A motion was made by Mrs. Cosemento to approve the minutes of the May 19, 2025 Regular Monthly Meeting at 7:31 PM. Motion was seconded by Dr. Kares Smith. Motion passed. 6-Aye, 0-Nay.

**ADMINISTRATIVE OPERATIONAL REPORT**

Mr. Schneider, Interim Executive Director, presented the Administrative Operational Report to the Board in the Board Packet.

**Report Topics:**

Monthly operations update – May 2025

Update on projects:

- Operations Monthly Report – included; this report originates from the Port's Scale's Office, provided by employee George Lloyd, that shows the volume of trucks, railcars, and vessels within any given month. The Port's three (3) current commodities are that are transloaded and warehoused:
  - ✓ **aluminum**
  - ✓ **grain**
  - ✓ **potash**

- Operating Business
  - Transloading and Warehousing
    - Aluminum
      - Ingots
      - Vessel Wilf Seymour arrived on May 27<sup>th</sup> and is again due to arrive on June 25<sup>th</sup>
    - Agricultural Center – grain
      - Soybeans emptied out and the silo has been cleaned
    - Potash
      - Algoma Innovator at the Port on May 23<sup>rd</sup>
- Marina
  - East Side
  - West Side
- Tennent Updates
  - Fish & Wildlife (USGS at 17 Lake Street) – Lease Renewal
- Projects
  - Breakwall Repair
  - Warehouse Modernization Grant
- Foreign Trade Zone (FTZ)
  - Visit from potential customer
  - Metals commodity broker
- Customer – tour of plant and meeting with Mr. McMahon and ILA Union President on June 13<sup>th</sup>
- US Customs and Border Protection – Long Range Surveillance Camera

## **OPERATIONAL REPORT**

Mr. Patrick McMahon, Supervisor of Development & Maintenance, expedited a summary of the following:

- Update on Operations
  - Oswego High School History class tour of the Port on May 22<sup>nd</sup>; the group started at the H. Lee White Marine Museum, proceeded to the Port, took a tour, and had the students get involved with grain testing.
  - Change of Command Ceremony for the USCG Marine Safety Unit at Fort Drum on June 11<sup>th</sup>; after working with the United States Coast Guard closely on the issue of the Still Watch vessel, they invited him to the ceremony for Commander Foster.

## **DISCUSSIONS ON TOPICS FROM ADMINISTRATIVE OPERATIONAL REPORT**

Mrs. Cosemento briefly commented on the upcoming tour of the Port from Urban Forestry during their convention that Mr. McMahon will be doing next month. Urban Forestry consists of personnel from the Environmental Protection Agency (EPA), state and federal officials, and Department of Transportation (DOT).

## **ADMINISTRATIVE FINANCIAL REPORTS**

### **Motion 06-23-2504:**

No motion or discussion for May's financial reports. Mr. Delia stated that he will email all Board members his report due to the length of the current meeting.

#### **Primary Financial Reports**

- Cash Position
- Balance Sheet
- Profit & Loss Statement
- Marina Profit & Loss Statement

#### **Subsidiary Financial Reports**

- Monthly Bills
- Accounts Payable
- Accounts Receivable
- Grants Receivable Summary
- Loan Summary
- Schedule of Assets
- Sales Report

**Chairman's Report:** No report per Mr. Enwright.

## **COMMITTEE REPORTS:**

**Executive Committee:** No meeting, no report per Mrs. Cosemento.

**Audit and Finance Committee:** No meeting, no report per Mr. Delia.

**Governance Committee:** No meeting, no report per Dr. Kares Smith. Dr. Kares Smith suggested to have a brief meeting from Mrs. Cosemento to update the Board on the search for the CEO for the Port of Oswego. Mrs. Cosemento stated that they will be resuming the search; Mr. Enwright commented that he wanted to return home and be present for the search.

**Planning and Development Committee:** No meeting, no report per Ms. Macey.

## **OLD BUSINESS**

None.

## **NEW BUSINESS:**

### **Motion 06-23-2505:**

A motion was made by Ms. Macey to adopt the Federal Funds Procedural Manager at 7:38 PM. Motion seconded by Mr. Delia. Motion passed. 6-Aye, 0-Nay.

Uniform Guidance Policy for Federal Awards is a procedural manual – the Port was notified during a prior year's audit under a management letter comment that the Port did not have a procedural manual for federal awards; one was created to have the Board adopt. This was tabled from last month's Board meeting to allow Board members additional time to review.

**ADJOURNMENT**

**Motion 06-23-2506:**

A motion was made by Dr. Kares Smith to adjourn the regular monthly meeting at 7:39 PM. Motion seconded by Mr. Metcalf. Motion passed. 6-Aye, 0-Nay.

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Kathleen Macey, Secretary/Treasurer

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Constance Cosemento, Vice-Chairperson