

MINUTES OF THE REGULAR MEETING OF THE
NEW YORK STATE BRIDGE AUTHORITY

HELD AT HEADQUARTERS, HIGHLAND, N.Y. ON
OCTOBER 17, 2019

Business agenda documents/reports are mailed to the Board Members and General Counsel one week prior to the meeting. Board meetings are web cast and are available on-line.

IN ATTENDANCE:

BOARD MEMBERS:

Gerentine, Richard A., Chairman
Higgins, Roger P., Vice Chairman
Jablonski, Diane, Commissioner
Stanton, J. Henry, Commissioner

OFFICERS:

Sullivan, Tara, Secretary
Bushek, Brian, Treasurer
Whitbeck, Carl G., Counsel

ABSENT:

Dressel, Roderick O., Commissioner

Chairman Gerentine called the meeting to order at 3:04 pm. Chairman Gerentine called for a motion to adopt the Regular minutes of the September 19, 2019 Regular meeting. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the Regular minutes of the September 19, 2019 Regular meeting were adopted unanimously.

ADMINISTRATION:1) Konica Software Maintenance Renewal

On behalf of Mr. Russo, Mr. Passes explained to the Board that the Authority had received the annual software maintenance agreement renewal for the OnBase software that was purchased last year and which provides digital storage, retrieval and management of the Authority's personnel records. The effective term for the renewal is 12/01/2019 – 11/30/2020. The software maintenance is provided by Konica Minolta at a cost of \$19,620. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-101Resolution Date: October 17, 2019

WHEREAS, the Authority previously procured a software solution (OnBase) through Konica Minolta to digitally store, retrieve and maintain its records management; and,

WHEREAS, the Authority has received an annual renewal for the software maintenance agreement from Konica Minolta at a cost of \$19,620.00; now therefore

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority approves the payment of \$19,620 to Konica Minolta for software maintenance services for the period 12/01/2019 through 11/30/2019; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October 2019.

Tara Sullivan, Secretary

ENGINEERING:1) System-Wide Street Sweeping Service Contract – Second Extension – BA-2017-OE-118-OT

Mr. Wright reported to the Board that in November of 2018, the Authority asked the Board to approve the first of three (3) possible extensions of the System-Wide Street Sweeping contract, which was publically advertised and bid in September of 2017. Custom Street Services, LLC, the low bidder and certified WBE, was awarded a purchase order in the total not-to-exceed amount of \$47,520.00 (\$1,056.00/day). The agreement allows for NYSBA to renew the contract up to an additional three (3) years, with allowances for prevailing wage increases, insurance and fuel costs. Debra Slizewski, the owner of Custom Street Services, LLC, has provided us with a cost proposal to extend the contract from November 1, 2019 through October 21, 2020 at the current price of \$1,056.00 per day. Mr. Wright recommended to authorize the extension of this contract for the second additional year, encompassing forty-five (45) days of service. The total contract cost shall not exceed \$47,520.00. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Stanton, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-102

Resolution Date: October 17, 2019

WHEREAS, the New York State Bridge Authority determined that it was in the public interest to issue a purchase order extension to Custom Street Services, LLC, a certified WBE, to provide System-Wide Street Sweeping services as BA-2017-OE-118-OT; and

WHEREAS, the Authority's Engineering department did advertise the opportunity for this service in the NYS Contract Reporter with the option to extend the term for up to three (3) additional one (1) year periods, with allowances for prevailing wage increases, insurance and/or fuel costs; and

WHEREAS, the Engineering department has reviewed and approved the cost proposal provided by Custom Street Services, LLC, for this second one (1) year extension of the agreement at the current rate of \$1,056.00/day; now therefore

BE IT RESOLVED that the Board of Commissioners of the New York State Bridge Authority authorize extending the contract term with Custom Street Services, LLC, of Hyde Park, New York, for the term effective November 1, 2019 through October 31, 2020; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October 2019.

Tara Sullivan, Secretary

2) 3Q 2019 Accident Review Report

Mr. Wright reported that all accidents have been reviewed by him and the Manager of Maintenance to determine if something could be done to prevent similar accidents from happening in the future. All accidents were believed to be from driver error, driving too fast for weather conditions, not paying attention, or distracted driving. Commissioner Stanton complimented the Engineering department and supporting staff for doing a great job with the pedestrian walkway for the Empire State Trail. A brief discussion followed relative to monitoring the pedestrian walkway for safety as well as making sure the structural integrity does not become compromised. Mr. Wright reinforced that maintenance inspections will be performed on a regular basis. Ms. Sullivan apprised the Board that this will be monitored by our Command Center just as all of our other facilities and the hours of operation will be the same as all our other walkways, which are from dawn to dusk. Mr. Wright noted that the four accidents from this quarter were related to the congestion due to construction of the Empire Trail, not from the new lane configuration on the bridge. No action was required by the Board.

3) Jobs in Progress

Mr. Wright advised the Board regarding the Engineering Jobs in Progress Report for the month. The Empire State Trail at the Kingston-Rhinecliff Bridge is substantially complete. The I-84/9W overpass project at the Newburgh-Beacon Bridge is nearing completion, with paving complete and striping will be done by the end of the week. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-103Resolution Date: October 17, 2019

WHEREAS, the Board has reviewed the monthly Engineering Progress Report on Capital Project Status; and

BE IT RESOLVED that the Engineering Progress Report is accepted as an instrument documenting the Board's briefing of Capital Construction activities; and

BE IT FURTHER RESOLVED that the Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October 2019.

Tara Sullivan, Secretary

FINANCIAL:1) Investment Report

Mr. Bushek reviewed the monthly Investment Report noting eleven investments for the month. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-104

Resolution Date: October 17, 2019

WHEREAS, the investment control procedures for the New York State Bridge Authority provide that the Board shall review and approve the report of investment transactions completed since the meeting of the Board on September 19, 2019; now therefore

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority does hereby concur with and approve the investment report as filed with this body on this date for the purpose noted; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October, 2019.

Tara Sullivan, Secretary

2) Workers Compensation Renewal

Mr. Bushek reported to the Board that the Authority's Workers' Compensation Insurance policy renews October 21, 2019 and the State Insurance Fund has offered the Authority a 35% upfront discount on the manual rates charged on each dollar of Authority payroll. This discount is a return to the highest discount rate that the New York State Insurance Fund (NYSIF) offers.

Based upon projected salaries for 2019-2020 this year's premium quote decreases from the estimated prior year cost of \$430,149 to \$396,511, a decrease of \$33,638, or 7.82% not including the \$5,000 broker fee charged annually.

Mr. Bushek noted that the Authority compares the estimated renewal premium to the prior years' estimated premium at the time of Board consideration as the audit for the current year payroll will not be complete until after the new policy year begins.

Mr. Bushek emphasized the final premium cost will be based on actual salaries which are audited by the State Insurance Fund after the end of the policy year. That audit will determine the final cost for the policy year. We believe we have received the lowest price possible for workers compensation insurance and Mr. Bushek recommended the Board approve this purchase. Commissioner Higgins and Ms. Sullivan expressed kudos to all departments for making safety a priority in the workplace. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY BOARD RESOLUTION

Resolution No.: 019-105

Resolution Date: October 17, 2019

WHEREAS, the Board has reviewed the report relative to the purchase of workers' compensation insurance; now therefore

BE IT RESOLVED the New York State Bridge Authority does hereby approve this purchase with the State Insurance Fund, through Associates of Glens Falls Inc., at the projected payroll level cost not-to-exceed cost, subject to payroll audit, of \$396,511.15 in addition to a \$5,000 broker fee; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October 2019.

Tara Sullivan, Secretary

3) Accident Review Committee Report – Third Quarter 2019

Mr. Bushek reported to the Board that there 111 accidents on Authority facilities in the second quarter of 2019 which compares to 100 the previous year. No action was required by the Board.

BRIDGE OPERATIONS:1) Vaisala Road Weather Information System Replacement - KRB

Mr. Kelly indicated to the Board that in 2011, the Board of Commissioners approved the purchase of the Vaisala Road Weather Information System for the Kingston-Rhinecliff, Rip Van Winkle, and Bear Mt. Bridges. In 2015, based on a positive experience with those facilities the Authority expanded its use to all facilities. This system tracks road deck conditions and alerts the Command Center to conditions that may require maintenance intervention. The unit at the Kingston-Rhinecliff Bridge is the oldest and is currently non-functioning. Mr. Kelly recommended an approval by the Board to replace this unit at a not-to-exceed cost of \$24,791.00. This item will be purchased directly from the vendor as a sole source purchase. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Stanton, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-106

Resolution Date: October 17, 2019

WHEREAS, the New York State Bridge Authority has determined it is in the public interest to monitor road and weather conditions to perform maintenance and provide for public safety across its facilities; and,

WHEREAS, the Authority has successfully deployed the Vaisala Road Weather Information System at all of its facilities and is seeking to replace the oldest unit at the Kingston-Rhinecliff Bridge; now therefore

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority authorize the purchase of (1) fully integrated Vaisala Road Weather Information System at a not-to-exceed cost of \$24,791.00; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or their designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October, 2019.

Tara Sullivan, Secretary

2) Connected 2 Fiber Data Use Agreement

Mr. Kelly explained to the Board that the Connected2Fiber is a company that links entities that control fiber optic cable, such as the New York State Bridge Authority, with customers seeking to connect or lease fibers. Connected2Fiber has developed a platform that is seeking to map all existing fiber plants in the country in order to link customers and owners. Connected2Fiber has asked if we are interested in participating since the Authority is in the fiber leasing business. Per the recommendation of Broadband Consulting Services, our dark fiber consultant, the Authority has agreed to participate. There is no cost to the Authority to participate and the purpose would be to draw in potential customers to lease fiber from the Authority. The Authority's General Counsel has reviewed the agreement and we request placing this agreement before the Board in October for approval. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY BOARD RESOLUTION

Resolution No.: 019-107

Resolution Date: October 17, 2019

WHEREAS, leasing dark fiber optic strands has become a significant source of non-toll revenue for the Authority; and,

WHEREAS, reaching customers who are seeking leased fibers on our bridges is in the interest of the Authority; now therefore

WHEREAS, Authority General Counsel has approved the data use agreement as to form and ready to execute; now therefore

BE IT RESOLVED, that the Board of Commissioners of the New York State Bridge Authority authorizes the Acting Executive Director to enter into a data usage agreement with Connect2Fiber in order to generate sales leads for our dark fiber; and

BE IT FURTHER RESOLVED, that the Acting Executive Director, or their designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October, 2019.

Tara Sullivan, Secretary

3) TRANSCOM Open Outreach Invoice 2019

Mr. Pavlin explained to the Board that TRANSCOM Open Reach program is a web interface whereby NYSBA Command Center Administrators can log into the TRANSCOM regional conditions database. This system allows member agencies to enter traffic and road conditions that may affect the travelling public throughout the region, including on NYSBA facilities. Additionally, it allows the Authority to receive notifications of and monitor events which occur throughout the area that can impact traffic crossing our facilities. A fee is assessed upon each member agency annually for maintenance, operation, and expansion of the system. TRANSCOM estimates the Authority's share this year to be \$11,907.04, which includes a credit of \$3,881.96 from the 2018 reconciled costs. Mr. Pavlin recommended to the Board to approve payment of \$11,907.04 to TRANSCOM. Chairman Gerentine called for a motion. On a motion of Vice Chairman Higgins, seconded by Commissioner Jablonski, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 019-108Resolution Date: October 17, 2019

WHEREAS, the Authority Board has reviewed the memorandum regarding the annual assessment for Transcom's Open Reach interface; now therefore

BE IT RESOLVED that the Board approves payment for the 2019 Annual Open Reach assessment in the amount of \$11,907.04; and

BE IT FURTHER RESOLVED that the Acting Executive Director, or her designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 17th day of October 2019.

Tara Sullivan, Secretary

REPORTS TO BOARD:1) Monthly Activity Report of the Acting Executive Director

The Monthly Activity Report was submitted by Acting Executive Director Tara Sullivan noting an expenditure for a memorial arrangement for an employee's family member. No action required by the Board.

2) September 2019 Traffic and Revenue Analysis

Ms. Sullivan noted for the month of September that the Authority's revenues are \$233,976.00 above last year's receipts (\$43,814,037 in 2019, \$43,580,061 in 2018), an increase of 0.54%. No action was required by the Board.

3) September 2019 E-ZPass Sales Analysis

Ms. Sullivan indicated that year-to-date 2019 tag sales were 7,118, compared to 7,540 sold year-to-date 2018, a decrease of 5.6%. No action was required by the Board.

4) Historic Bridges of the Hudson Valley (HBHV) Monthly Report for September 2019

The full monthly and detailed report was submitted to the NYSBA Board of Commissioners and submitted by the Historic Bridges of the Hudson Valley Director Kathy Burke. No action was required by the Board.

This concluded the regular meeting. Chairman Gerentine asked for a motion to adjourn the meeting. On a motion of Commissioner Jablonski, seconded by Vice Chairman Higgins and approved unanimously, the regular meeting adjourned at 3:23 P.M.

The next Regular Meeting of the Board of Commissioners meeting is scheduled for November 21, 2019 at 3:00 P.M. at Headquarters.