MEETING MINUTES
GOVERNANCE COMMITTEE
Thursday, February 22, 2018, 9:30 AM
Authority Conference Room, Suite 414, 4th Floor
317 Washington Street, Watertown, New York

Members Present
Gary Turck, Chairman
Margaret Murray
Thomas Hefferon
John B. Johnson, Jr.
Alfred Calligaris
Fredrick Carter

Staff Present
James W. Wright, Executive Director
Jo Anne Yaddow, Executive Assistant

1. Chairman Turck called the meeting to order at 9:27 am and asked for a roll call. All Committee Members were present.

2. J. Wright stated Resolution No. 2018-02-01 authorizes the Authority Comptroller to select a credit card processing company for the purposes of accepting and receiving payment utilizing payment cards. The Executive Director is authorized to enter into an agreement to secure these services upon the recommendation of the Comptroller. Authorized signatories are named: Chairman, Treasurer, Executive Director, Comptroller, and Deputy Comptroller of the Development Authority. This is one of the conditions in the contract with the U.S. Army.

   F. Carter asked if Community Bank would be considered as a financial institution for the credit cards and asked if Carl Farone's wife is still employed by Community Bank. J. Wright confirmed this.

   J. Johnson asked if all customers would be offered use of credit cards as payment. J. Wright responded Fort Drum would be the only customer using this method of payment.

   Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2018-02-01, Financial Policy – Customer Credit cards – Payment Acceptance, was unanimously approved by the Governance Committee.

3. Resolution No. 2018-02-02 authorizes paid leave for cancer screening. Pursuant to New York State Civil Service Law Section 159-b, effective March 18, 2018, all Authority employees are entitled to take up to a maximum of four hours of paid leave per year for any type of cancer screening without deducting from any other leave time (i.e., sick, personal, or vacation).
Upon a motion by M. Murray, and seconded by F. Carter, Resolution No. 2018-02-02, Personnel Policy – Paid Leave – Cancer Screening, was unanimously approved by the Governance Committee.

4. Executive Session – Upon a motion by F. Carter, and seconded by M. Murray, the Governance Committee went into Executive Session to discuss the potential for future litigation involving two contracts. Upon a motion by F. Carter, and seconded by M. Murray, the Governance Committee came out of Executive Session. Per Chairman Turck, no action was taken during Executive Session.

5. Chairman Turck adjourned the meeting at 10:20 AM.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee