GOVERNANCE COMMITTEE MEETING MINUTES
Thursday, December 15, 2016, 9:00 AM
Authority Conference Room, Suite 414
Dulles State Office Building,
Watertown, New York

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

Staff Present
James W. Wright, Executive Director
Carl Farone, Comptroller
Michelle Capone, Director, Regional Dev
Jo Anne Yaddow, Executive Assistant

1. Chairman Turck called the meeting to order at 9:05 AM.

2. Chairman Turck asked for a roll call from J. Yaddow. All Governance Committee Members were present.

3. Resolution No. 2016-12-130 authorizes submittal of the Public Authorities Reporting Information System (PARIS) five year budget and financial plan for FYE 2018. Copies of the Plan were distributed and C. Farone reviewed highlights of the plan. The plan will be posted to the Authority’s website.

   Upon a motion by J. Johnson, Jr., and seconded by F. Carter, Resolution No. 2016-12-130, Authorizing the Submission of the Public Authorities Reporting Information System (PARIS) Five Year Budget and Financial Plan for FYE 2018, was unanimously passed.

   J. Johnson asked if the data was entered manually. C. Farone responded yes. J. Johnson asked if the information is electronically submitted. C. Farone responded yes.

4. C. Farone explained that with Thomas Sauter’s retirement effective at the end of December 2016, Resolution No. 2016-12-131 authorizes and adds the Deputy Comptroller (along with the Chairman, Treasurer, Executive Director, and Comptroller) as signatories on Authority bank accounts. Additionally, the Accountant I and Accounting Associate are designated as authorized representatives for the purpose of initiating electronic transfers of Authority funds.

   Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2016-12-131, Authorizing Depository Account Resolutions and Check Signing Authorization, was unanimously approved.
5. Resolution No. 2016-12-132 establishes a Water Quality Supervisor Trainee position in the Engineering Division at an annual salary of $48,006.40. The Engineering Budget will be increased by a prorated share of wages and benefits for the remainder of the fiscal year, offset by an equal amount of revenues, with adjustments to be determined by the Authority Comptroller.

F. Carter asked if this is a new position. J. Wright responded yes. F. Carter asked if the employee is classified as a 3A license, can they assist at other locations. J. Wright responded yes and licenses coincide with the size of the plant.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-12-132, Establishing the Position of Water Quality Supervisor Trainee in Engineering Division, was unanimously approved.

6. Resolution No. 2016-12-133 codifies the responsibilities of the Authority’s divisions and specifically changes the name of the “Solid Waste Management Facility” to “Materials Management Facility.”

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-12-133, Resolution Establishing Operating Divisions, was unanimously approved.

7. M. Capone stated the Authority received a suballocation several years ago from New York State in the amount of $2.11 million to COR for the redevelopment of the Mercy site. COR has completed the demolition project. R. James, Authority Counsel, Mackenzie-Hughes LLC, has read the indictment and no reference to Watertown, the Development Authority of the North Country, or any of its projects in Watertown, were made (see attached letter from Mackenzie-Hughes LLC). A check in the amount of $2.11 million will be issued to COR Arsenal Street.

J. Johnson asked if this is an opinion letter. J. Wright responded yes. J. Johnson remarked that the presentation of the letter is casual in tone.

8. Executive Session -

Upon a motion by F. Carter, and seconded by A. Calligaris, the Governance Committee went into Executive Session.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, the Governance Committee came out of Executive Session.

No action was taken during Executive Session.

9. Chairman Turck adjourned the meeting at 10:00 AM.

Respectfully submitted,

[Signature]
Gary Turck
Chairman, Governance Committee