

MINUTES of the GOVERNANCE COMMITTEE MEETING of the ERIE COUNTY WATER AUTHORITY held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 5th day of September 2019.

PRESENT: Jerome D. Schad, Chairman
Mark S. Carney, Vice Chairman
E. Thomas J. Jones, Jr., Treasurer
Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, Chief Financial Officer
Jacqueline Mattina, Associate Attorney
Russell J. Stoll, Executive Director (Chief Operating Officer)
Daniel J. NeMoyer, Director of Human Resources
Lavonya C. Lester, Director of Administration
Sabrina A. Figler, Director of Water Quality
Matthew Barrett, Security Officer
Richard Deren, Network Specialist
Steven V. D'Amico, Business Office Manager

ATTENDEES: Brian Gould

CALL TO ORDER AT 9:30 A.M.

PLEDGE TO THE FLAG

I. - ROLL CALL

II. - READING OF MINUTES

Motion by Mr. Carney seconded by Mr. Jones and carried to waive the reading of the Minutes of the Governance Committee Meeting held on August 22, 2019.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

III. - APPROVAL OF MINUTES

9/5/19

Motion by Mr. Carney seconded by Mr. Jones and carried to approve the Minutes of the Governance Committee Meeting held on August 22, 2019.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

IV. – REPORTS

V. - UNFINISHED BUSINESS

VI. - NEW BUSINESS

A. Fleet Management Policy

DISCUSSION

Karen Prendergast distributed a new Policy No. 94.0 entitled Fleet Management Policy. She explained that this policy applies to all employees who are authorized to operate an Authority vehicle. This is a formalization of the current practice. It outlines under what circumstances an employee would not be allowed to drive an Authority vehicle and also certain things that have to happen with respect to commercial driver's licenses and defensive driving courses. This policy is proposed so that the Authority meets the requirements of PHL YTRAC's GPS Program which is going to be our new AVL carrier. Vice Chairman Carney requested that no. 5 in the Policy paragraph be amended to allow for someone who is taking a legal prescription. Ms. Prendergast noted that she would revise the policy to reflect this change. She mentioned a resolution is on the meeting adopting the policy along with a resolution approving the agreement with that there is a resolution no. 15 in today's meeting adopting that. Agreement with PHL YTRAC.

Motion by Mr. Carney, seconded by Mr. Jones and carried to recommend to the full Board of the Erie County Water Authority authorizing the adoption of Policy No. 94.0 Fleet Management with amendments

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

B. ECWA Compliance with ABO Recommendations

DISCUSSION

The Commissioners were given a memo prepared by Margaret Murphy. The memo contained recommendations and the action taken by the Board of Commissioners to comply with the recommendations of the Authorities Budget Office. Chairman Schad asked Ms. Mattina to check to see if there is an outstanding request for this information.

C. Amendment to FOIL Policy

DISCUSSION

Ms. Mattina explained the minor changes of the policy to Board. Vice Chairman Carney asked if the requestors address and phone number will still be redacted when it is on the agenda. He feels that in order to be transparent their names, addresses and phones numbers should all be included in the agenda. Chairman Schad remarked that at a previous discussion it was determined that would be included. Ms. Mattina added that the proper hyperlinks have been added to the website, a subject matter list has been uploaded on the website, and we believe the Authority is the only public authority who has published such a list and possibly the only entity in western New York that has a subject matter list or records in its possession.

Motion by Mr. Carney, seconded by Mr. Jones and carried to recommend to the full Board of the Erie County Water Authority authorizing amending the Authority's FOIL Policy

D. Amendment to Media Relations Policy

DISCUSSION

Ms. Mattina informed the Board that this amendment is just a housekeeping change to update the titles being used.

VII. – ADJOURNMENT

Motion made by Mr. Carney seconded by Mr. Jones and carried that the meeting adjourn.

DISCUSSION

None

VOTE

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Ayes: Three; Commrs. Schad, Carney and Jones
Noes: None

A handwritten signature in black ink, appearing to read 'T. D. McCracken', with a stylized flourish at the end.

Terrence D. McCracken
Secretary to the Authority

PF

9/5/19