

**WAYNE COUNTY WATER AND SEWER AUTHORITY
GOVERNANCE COMMITTEE MEETING MINUTES**

Meeting of: May 25, 2021

Location: Wayne County Water & Sewer Authority Operations Center, Walworth, New York

Present: David Scudder, Dan LaGasse, LaVerne Blied, Robert Hutteman

Absent: Mark Humbert

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jessica Freling, Administrative Assistant
Demaris Verzulli, Secretary of the Meeting

Pursuant to the Governor's Executive Order No. 202 of March 7, 2020, declaring a State disaster emergency to address the threat that COVID-19 poses to the health and welfare of New York State residents and visitors, this meeting of the WCWSA Governance Committee was held via conference phone and recorded in accordance with the Public Officers Law, Article 7, Open Meetings Law, as amended.

Chairman David Scudder called the meeting to order at 3:30 p.m.

Adoption of Minutes

After due discussion and deliberation, Mr. Blied moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the June 23, 2020 meeting of the Governance Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

Mr. Scudder turned the meeting over to Mr. Howard.

Review/Discuss Governance Committee Charter

Mr. Howard reported that the Governance Committee Charter was reviewed and changes had been made recently and thus he does not see any need to revise it at this time. He briefly reminded the members of the precepts of the charter and the purpose of the committee.

Discuss Recent ABO Guidance and Governance Trends

Mr. Howard reported that the only guidance the ABO had issued in the past year was 21-01 regarding posting records on Authority websites. Ms. Verzulli reported that the only change to website posting required by 21-01 was regarding video recordings of open board meetings, including adding links to these recordings. Mr. Howard added that the Open Meetings Law doesn't require recording of Authority meetings since the Authority does not meet via video conferencing. Recordings of virtual Authority meetings conducted during COVID pursuant to Executive Order 202.1 are required to be recorded. Ms. Verzulli will explore the possibility of adding links to the Zoom recordings.

Mr. Howard then referred to ABO Guidance 07-02 regarding financial disclosure by public authority board members. Such disclosure is required by statute. He reminded Authority Board members of the need to annually submit the form, which is now a simple two-page form as promulgated and adopted by Wayne County. Discussion ensued. Ms. Verzulli will be responsible for distributing and collecting the forms.

Governance Trends

Mr. Howard mentioned that the CDC had changed requirements regarding mask wearing and New York State has effectively adopted those new requirements as an alternative to the current rules requiring masking and social distancing. Mr. Aman reported that he had circulated a memorandum to employees regarding the Authority's updated policy on wearing masks and social distancing. For employees fully vaccinated, wearing a mask and social distancing indoors and outdoors at work are no longer necessary. He had communicated with representatives of other New York authorities about these requirements and adopted basically the same policy.

Schedule of Meetings

After due discussion and deliberation, Mr. Hutteman moved, Mr. Bliet seconded and all members present unanimously approved the following resolution:

RESOLVED, the next meeting of the Governance Committee be held at 3:30 p.m. on May 24, 2022, prior to the regular meeting of the full board.

There being no further business to come before it, upon the motion of Mr. Bliet, seconded by Mr. Hutteman, the meeting was adjourned at 3:50 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting