

**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 19<sup>th</sup> day of December 2024**

**PRESENT:** Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair (via teleconference)  
Michele M. Iannello, Treasurer  
Terrence D. McCracken, Secretary to the Authority  
Joyce A. Tomaka, Chief Financial Officer  
Mark S. Carney, General Counsel  
Charles E. Eaton, Chief Operating Officer  
Leonard F. Kowalski, Executive Engineer  
Jennifer Hibit, Director of Human Resources  
Sabrina A. Figler, Director of Water Quality  
Jessica R. Brown, Comptroller  
Lavonya C. Lester, Director of Administration  
David W. Aubertine, Director of Cybersecurity and Information Technology  
Matthew W. Barrett, Security Officer

**ATTENDEES:**  
Earl Wells III, e3 Communications

**PLEDGE TO THE FLAG**

**I. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 9:30 a.m. A quorum was present with three Commissioners.

**II. READING OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to read the Minutes of the Meeting held on Thursday, November 21, 2024.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**III. APPROVAL OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to approve the Minutes of the Meeting held on Thursday, November 21, 2024.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**IV. REPORTS**

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

**A. Amendment to Policy No. 11 Code of Ethics & Conflicts of Interest**

Mark Carney gave the Board a brief overview of the amendment to Policy No. 11 Code of Ethics & Conflicts of Interest. Mr. Carney discussed three newly created positions that qualify for submittal of financial disclosure forms and therefore need to be included in the listing of Designated Job titles, Section 2(b).

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve and adopt the amended Policy No. 11 Code of Ethics & Conflicts of Interest.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**B. Amendment to Policy No. 28 Inclement Weather**

Jennifer Hibit discussed the amendment to Policy No. 28 Inclement Weather. Ms. Hibit elaborated on the revisions incorporated in the amendment, which aim to provide clarification regarding the policy.

Commissioner LaGree recommended changing verbiage in Section 1.5 for consistency purposes.

Motion by Ms. LaGree, seconded by Ms. Iannello to amend Item No. B to change Policy No. 28 Inclement Weather, Section 1.5 from “The Secretary will decide” to “The Secretary will declare”.

Chairman Schad calls for a vote on the motion to amend.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve and adopt the amended Policy No. 28 Inclement Weather, as amended.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**VIII. - ADJOURNMENT**

Motion by Ms. LaGree seconded by Ms. Iannello and carried that the meeting adjourn at 9:35 a.m.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

A handwritten signature in black ink, appearing to read 'T.D. McCracken', with a long horizontal flourish extending to the right.

Terrence D. McCracken  
Secretary to the Authority

ALH