



MINUTES
GOVERNANCE COMMITTEE
Thursday, May 16, 2019 – 9:30 AM
11th Floor, Conference Room #2
Dulles State Office Building

The Development Authority of the North Country Governance Committee met in regular session at the State Office Building, Conference Room #2, 11th Floor, 317 Washington Street, Watertown, New York on Thursday, May 16, 2019 at 9:30 am.

Members Present

Fredrick Carter, Chairman
Alfred Calligaris
Thomas Hefferon
Margaret Murray
Mary Doheny – 9:36 AM

Staff Present

James W. Wright, Executive Director
Angela Marra, Executive Assistant

Guests Present

Committee Members - Absent

John B. Johnson, Jr.
Dennis Mastascusa

Other Board Members Present

1. Chairman Carter called the meeting to order at 9:33 AM.
2. Chairman Carter requested a roll call by A. Marra.
 - All committee members were present except for Mary Doheny, J. Johnson, Jr. and Dennis Mastascusa, confirming there was a quorum.
3. Resolutions –
 - a. Resolution No. 2019-05-46, Letter of Engagement, Selection and Designation of Outside Counsel, Development Authority of the North Country.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2019-05-46, Selecting and Designating the Wladis Law Firm, P.C. as the Authority's General Counsel for the core services reflected in the Request for Proposal and authorizing the Executive Director to enter into a Letter of Engagement for Legal Services, was unanimously approved by the Governance Committee.
 - b. Resolution No. 2019-05-47, Regional Recycling Transfer Station, Materials Management, Acquisition for Property.

A Calligaris asked how much this project will cost. J. Wright responded \$400,000.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2019-05-47, Affirming the action to enter into a purchase agreement with the Lewis County Industrial Development Agency for the purchase of 40 acres of all improvements, consistent with the executed Memorandum of Understanding, was unanimously approved by the Governance Committee.

J. Wright further stated that both of these items will be discussed within Executive Session within the actual Board Meeting today.

M. Doheny entered the meeting at 9:36 AM.

- c. Resolution No. 2019-05-48, Office Space Lease, St. Lawrence County, Development Authority of the North Country

J. Wright stated there is a meeting scheduled next week to review the space with R. Doyle in St. Lawrence County. J. Wright further commented that this would not be a public space, staff will not be available every day from 8-5.

A Calligaris asked how much space was being sought. J. Wright responded he isn't sure, and it will depend upon what is available. Ideally this would be space enough for 3-4 people to work, along with access to a conference space.

T. Hefferon commented that he feels it would be excellent for the Authority to have a presence in St. Lawrence County.

M. Doheny asked if there were any restrictions or obligations on the Authority through the state. J. Wright responded no, this will be easier being a municipal building, and satisfied as a county building.

A Calligaris asked if there was security at the building. J. Wright responded the security is not like at the state offices, but yes there is security.

F. Carter asked about a schedule for when the Authority plans to be there. J. Wright replied there is no time schedule yet.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2019-05-48, Authorizing the Executive Director to enter into an agreement with the County of St. Lawrence, to lease office space suitable to the Authority's needs and that any furniture and furnishings are further authorized with said acquisitions being funded by capital project 10004, was unanimously approved by the Governance Committee.

- d. Resolution No. 2019-05-49, Modifications to Personnel Policy, Development Authority of the North Country

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2019-05-49, Approving Modifications to Personnel Policy, was unanimously approved by the Governance Committee.

4. Upon a motion by A. Calligaris, and seconded by M. Murray, the committee meeting was adjourned at 9:42 AM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Fredrick J. Carter". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Fredrick J. Carter
Chairman, Governance Committee