



**MINUTES**  
**GOVERNANCE COMMITTEE**  
**Thursday, February 24, 2022 – 9:00 AM**  
**Dulles State Office Building**  
**317 Washington Street, Watertown, New York**

The Development Authority of the North Country Governance Committee met in regular session in person and via Zoom Videoconference at the Dulles State Office Building, 317 Washington Street, Watertown, New York on Thursday, February 24, 2022 at 9:00 am.

**Members Present**

Mary Doheny – Committee Chair  
Margaret Murray – Board Chairperson  
Thomas Hefferon – Treasurer  
Dennis Mastascusa – Secretary

**Committee Members - Absent**

Al Calligaris  
Stephen Hunt

**Other Board Members Present**

**Staff Present**

Carl E. Farone, Jr., Executive Director  
Jennifer Staples, Chief Financial Officer  
Carrie Tuttle, Chief Operating Officer  
Michelle Capone, Director of Regional Development  
Stephen Bohmer, Director of Information Technology  
Angela Marra, Executive Assistant  
Katie Maitland, Administrative Assistant

**Guests Present**

1. Chairperson Doheny called the meeting to order at 9:09 AM.

C. Farone stated that today's meeting is being conducted in person and with teleconferencing available, so the public can attend. This meeting will be livestreamed, transcribed, and posted to the Authority's website.

2. Roll Call –  
A quorum of committee members was established.
3. Resolution No. 2022-02-01, approves the Disposition of Real Property Policy without modification.

Upon a motion by D. Mastascusa, and seconded by M. Doheny, Resolution No. 2022-02-01, Approving Disposition of Real Property, was unanimously approved by the Governance Committee.

4. Resolution No. 2022-02-02, approves the Investment Policy as modified.

M. Doheny asked C. Farone to repeat what was changed within the policy. C. Farone replied that the change was adding the deputy comptroller to the policy on page seven.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2022-02-02, Approving Investment Policy, was unanimously approved by the Governance Committee.

5. Resolution No. 2022-02-03, approves the Procurement Policy without modification.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2022-02-03, Approving Procurement Policy, was unanimously approved by the Governance Committee.

6. Resolution No. 2022-02-04, authorizes the Executive Director to approve compensation adjustments effective for the Fiscal Year 2022-2023, commencing April 3, 2022 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.

C. Farone stated that the Budget and Finance Committee approved the 3.75% as recommended. He further explained that this does not mean all staff will receive a 3.75% increase, but that the increases would range for people that are meeting the requirements of their job between 2% and 3.5% on average.

Upon a motion by D. Mastascusa, and seconded by M. Murray, Resolution No. 2022-02-04, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved by the Governance Committee.

7. Executive Session – to discuss the sale or purchase of real property

Upon a motion by D. Mastascusa, and seconded by M. Murray, the committee moved into Executive Session at 9:16 AM.

Upon a motion by D. Mastascusa, and seconded by M. Murray, the committee moved out of Executive Session at 9:49 AM.

Chairperson Doheny stated no action was taken.

8. Upon a motion by D. Mastascusa, and seconded by M. Murray, the committee moved to adjourn at 9:50 AM.

Respectfully submitted,

  
Mary Doheny  
Chairperson, Governance Committee