

**GOVERNANCE COMMITTEE MEETING**

DATE: April 24, 2025

LOCATION: 4060 Sunrise Highway, Oakdale

ATTENDANCE: Charles Lefkowitz, Chairman  
Timothy Bishop, Secretary  
John Rose, Member  
Jeffrey W. Szabo, CEO  
Frank Tassone, Deputy CEO of Customer Service  
Joseph Pokorny, Deputy CEO of Operations  
John Milazzo, Chief Legal Officer  
Brendan Warner, Director of Construction  
Stephen Huber, Capital Projects Coordinator, CM  
Brian Seevers, Director of Human Resources  
Alyson Bass, Attorney

The meeting was called to order by Mr. Szabo at 2:46 p.m. upon Members of the Committee being present.

Mr. Szabo introduced Mr. Frank Tassone, Deputy CEO of Customer Service, who presented an update to the back-billing procedures for accounts presenting that have had Zero Consumption readings. The new process provides consistency and clarity for employees and transparency for customers. For accounts where no meter reading was obtained due to customer-related issues, SCWA reserves the right to back-bill usage for up to three years. If the lack of reading is due to other reasons, usage will be back billed for up to 18 months.

Mr. Szabo then introduced Mr. Brian Seevers, Director of Human Resources who presented the SCWA Policy 107: Leaves of Absence which outlines the types of procedures for employee leaves. It includes Family and Medical Leave (FMLA), NYS Short-Term Disability Leave, Personal Leave, and Military Leave. FMLA provides up to 12 weeks' unpaid leave for eligible employees for medical or family reasons, with continuation of health benefits. Short-term disability allows up to 26 weeks of partially paid leave. Personal leave may be granted without pay and is evaluated case-by-case. Military leave is granted by federal law, with protections for reinstatement and benefit continuation. All leave types require documentation and formal approval through Human Resources.

On motion made by Mr. Rose, duly seconded by Mr. Bishop, and unanimously carried, it was

RESOLVED, To approve the Policies and Procedures, Leave of Absence Policy

No. 107

Mr. Szabo then introduced Brendan Warner, Director of Construction Maintenance and Stephen Huber, Capital Projects Coordinator, Construction Maintenance who presented the Rules and Regulations section change overview, which summarized the updates, including the removal of outdated sections, clarification of policies, and reorganization for better readability. Key changes include replacing the obsolete “Communities Served” section with a “Definitions” section, refining tapping fee responsibilities, clarifying customer obligations regarding private service lines, and updating meter installation and payment procedures. The document also eliminates rarely used sections, like “Extension of Transmission Mains for Developers,” and revises extension rules, surcharge calculations, and miscellaneous fees to align with current practices.

On motion made by Mr. Rose, duly seconded by Mr. Bishop, and unanimously carried, it was

RESOLVED, To approve the Rules and Regulations section change overview

Mr. Szabo asked if any members of the Committee or staff members in attendance any questions had, none were received.

On motion made by Mr. Bishop, duly seconded by Mr. Rose, and unanimously carried, the meeting of the Audit Committee was adjourned at 3:10 p.m.

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Timothy Bishop, Secretary