

Governance Committee Meeting

Suffolk County Water Authority
September 25, 2025, at 9:30 AM
4060 Sunrise Hwy, Oakdale

Agenda

- 1. Approve April 24, 2024, Minutes**
- 2. Revision to Fire District Hydrant Flow Test Allotment**
- 3. Revising Policy 111- Leave Donation**
- 4. Revising Policy 112- Absent for Personal Business**

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 revisions to Policies and Procedures, Leave of Absence Policy No. 107 and present to the full board for approval.

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 revisions to the Rules and Regulations as outlines in the section change overview and present to the full board for approval.

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.

Timothy Bishop, Secretary

SUFFOLK COUNTY WATER AUTHORITY

Construction Maintenance - Oakdale, New York

INTER-OFFICE CORRESPONDENCE

DATE: September 17, 2025

TO: Jeffrey W. Szabo, CEO

FROM: Brendan J. Warner, P.E. , Director, Construction-Maintenance *B. Warner*

SUBJECT: Revision to Fire District Hydrant Flow Test Allotment

As you are aware, current SCWA rules and regulations allow for each Fire District to request one free hydrant flow test per 100 hydrants in their district. Typically, this benefit to the district goes unused as they do not regularly have a need for the data provided by a hydrant flow test. However, this flow test data becomes important when the district is undergoing a Fire Suppression Rating (FSR) review. FSR reviews are performed every 5 years by the Insurance Service Office (ISO) to evaluate the fire protection rating of a community, a key factor in setting property insurance rates. During this review, a fire district may request multiple flow tests be completed, typically exceeding their 1 per 100 allotment. Under current rules, this requires the district to then pay for each additional hydrant flow test. Given the fact that the districts typically do not request any flow tests unless they are undergoing an ISO review, I am proposing to revise our rules to make it fairer for the fire districts, while ensuring that the Authority is not incurring additional expenses. I would like to propose that Fire Districts be allotted 5 free flow tests per 100 hydrants per 5 years, rather than the current 1 per 100 annually. If you agree with this approach please present to the Board for their approval at their September 2025 meeting.

Approved by:

Joseph M. Pokorny, P.E.
Deputy CEO for Operations

Date

Cc: S. Huber

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

I N T E R O F F I C E C O R R E S P O N D E N C E

DATE: September 17th, 2025

TO: Jeffrey Szabo, Chief Executive Officer

FROM: Brian Seevers, Director of Human Resources *BS*

SUBJECT: Revising Policy 111- Leave Donation

Suffolk County Water Authority ("SCWA") last updated Policy No. 111- Leave Donation on February 23rd, 2023. This policy establishes guidelines, and procedures for employees to request leave donations for a serious personal illness, if they have exhausted their accumulated sick/vacation balances.

To be eligible for leave donations, employees previously needed to be out of work because of a serious personal illness and be on an approved continuous FMLA or disability leave. Federal FMLA leave states that employees would be provided job protection for up to 90 days should the employee need to be out of work due to a serious personal illness as well as the care of a child, parent, or spouse. However, our current policy only allows donations for those who are out of work for their own personal illness. To provide additional support to employees and allow financial stability through these trying times, the Authority would like to allow those on approved continuous FMLA leave which includes care of a child, parent, or spouse to be eligible for donations.

Therefore, please have the board consider adopting the following changes to page 4, paragraph 2 of policy 111- Leave Donation.

Policy:

The Suffolk County Water Authority understands that in the event of **a serious personal illness, or for the care of a child, spouse or parents' serious health condition, an employee may exhaust their accumulated sick/vacation balances and may require the use of leave hours voluntarily donated by co-workers.** Employees may donate unused accrued sick and/or vacation hours to a designated employee for use during an extended illness. The maximum allowable amount of donated leave to any one employee is 26 weeks per illness to be coordinated with eligibility for New York State Disability Benefits. Employees must utilize their own sick/vacation hours before drawing on donated leave hours; however, employees may choose to retain a maximum of five (5) days of sick leave for continuing treatment or other illnesses.

Attached you will find a draft of Policy 111 with the additional language.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: LEAVE DONATION

FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: February 23, 2023

POLICY NO.: 111

SUPERSEDES: July 19, 2021

APPROVED: 

POLICY

The Suffolk County Water Authority understands that in the event of a serious personal illness, or for the care of a child, spouse or parents' serious health condition, an employee may exhaust their accumulated sick/vacation balances and may require the use of leave hours voluntarily donated by co-workers. Employees may donate unused accrued sick and/or vacation hours to a designated employee for use during an extended illness. The maximum allowable amount of donated leave to any one employee is 26 weeks per illness to be coordinated with eligibility for New York State Disability Benefits. Employees must utilize their own sick/vacation hours before drawing on donated leave hours; however, employees may choose to retain a maximum of five (5) days of sick leave for continuing treatment or other illnesses.

PROCEDURE To receive a donation:

- The recipient must be on an approved NYS Disability Leave or approved FMLA continuous leave.
- Employees must utilize their own sick/vacation hours before drawing on donated leave hours; however, employees will be permitted to retain up to five (5) sick days of their own accruals to utilize upon return from leave for continued treatments, doctor appointments or for other illnesses. Human Resources must be advised of the employee's decision prior to the start of the leave donations.
- The recipient must submit a signed Request for Donated Leave Form to the Human Resources Department to evaluate the eligibility of the recipient for donated time off based on company leave criteria. Employees should indicate the number of days of their own accruals they wish to retain (maximum five (5) days) before utilizing donations.
- The recipient may NOT solicit or contact a coworker in any form for the purpose of influencing a coworker to donate time.
- If approved, the Director of Human Resources will notify each office of the request for donated time.
- Donated time will be provided to the recipient on a week-to-week, as needed basis.
- Donated leaves will be used in the order in which the donation form was received. Donated leave may be used in full or partial days.
- At no time will an employee be paid out for unused donated time.

To make a donation:

Employees wishing to donate sick or vacation hours may do so on a strictly voluntary basis.

- A signed "Donation of Sick/Vacation Accrual" form indicating the number of earned vacation/sick hours the employee wishes to donate should be submitted to the Human Resources Department with supervisor's authorization.
- Donation forms are available from the Human Resources Department.
- Donations must be in full hour increments and will be deducted from the donating employee's sick/vacation balance on a weekly, as needed basis.
- Employees donating accruals must be actively on the payroll at the time the accruals are applied to the recipient's account for use.



SUFFOLK COUNTY WATER AUTHORITY REQUEST FOR DONATED LEAVE

I, _____ am requesting the use of donated sick and/or vacation leave due to an extended illness for the period of _____ through _____. In submitting this request and signing below, I understand that I have exhausted my sick, personal and vacation balances and that the Authority will solicit donations from its employees on my behalf. I am, however, electing to retain _____ sick days (maximum of 5 days) of my own accruals to be utilized upon my return to work.

I understand that I will be able to utilize the leave donations received until all time is exhausted, subject to a maximum of 26 weeks.

The solicitation or contact in any way, of any co-worker, in any form, including but not limited to email, phone or mailings, for the purpose of influencing any co-worker to donate time to me will deem me ineligible under this policy and prohibit me from obtaining donated sick, **personal or vacation time**.

Employee Signature _____

Date: _____

Department: _____

ID#: _____

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

I N T E R O F F I C E C O R R E S P O N D E N C E

DATE: September 17th, 2025

TO: Jeffrey Szabo, Chief Executive Officer

FROM: Brian Seevers, Director of Human Resources *BS*

SUBJECT: Revising Policy 112- Absent for Personal Business

Suffolk County Water Authority ("SCWA") last updated Policy No. 112- Leave for Personal Business on February 23rd, 2023. This policy establishes guidelines and procedures for employees to take approved paid and unpaid leave for legally protected nonwork related instances. This includes paid personal days, cancer screenings as well as giving blood donations.

In June of 2024, NYS labor law section 206-c required all employers, both public and private of any size, to provide 30 minutes of paid leave to nursing mothers to express breast milk during the workday. While the Authority has provided this leave time to those who needed it, the current policy was not updated to reflect this. Nursing mothers are provided with areas in which to complete this task in a comfortable location to be provided by the Authority. The Authority has complied with these requirements; however, it will need to be added to policy 112- Absent for personal business.

Therefore, please have the board consider adopting the following additions added to policy 112- Absent for Personal Business:

Procedure:

Under New York State Labor Law, nursing mothers are guaranteed 30 minutes of paid break time to express breast milk. This time should be provided when the employee has a need to do so. Those wishing to do so must notify Human Resources in advance through email or other written correspondence, preferably before they return from parental leave. This time is in addition to an employee's regular break time.

Attached you will find a draft of Policy 112 with the additional language.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: ABSENT FOR PERSONAL BUSINESS

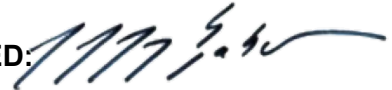
FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: September 25th, 2025

POLICY NO.: 112

SUPERSEDES: February 23, 2023

APPROVED:



The Suffolk County Water Authority recognizes the importance of personal time in providing employees with the opportunity to address matters of a personal nature. Therefore, the Authority grants personal time off to full-time employees as well as excused time to attend breast/prostate cancer screenings, blood donations, nursing mothers who require time for expressing breast milk and voting as further outlined in this policy.

POLICY:

Employees should give their immediate supervisor reasonable notice (preferably one week but no later than one day prior to the personal leave required date). We recognize that emergency situations arise, but the supervisor needs to consider workload priorities before granting such requests. **Consideration will be given to requests for holidays of religious significance where a reasonable accommodation is possible.** Personal days may not be taken the day immediately before or immediately after a vacation day or a holiday, without prior permission from the employee's immediate supervisor.

For excused personal time (breast/prostate cancer screenings, blood donations and voting) employees must complete the appropriate leave request form and submit it to their manager at least ten days prior to the date they are requesting time off.

PROCEDURE:

All employees will be given leave for personal purposes of not more than three (3) days each year (non-cumulative) with pay. However, no leave for personal purposes shall be available to employees who have continuous permanent employment of less than one (1) year.

Under New York State Civil Service Law, employees of a Public Authority may be granted up to four (4) hours of **paid** excused time (including travel time) for breast and prostate cancer screenings on an annual basis (calendar year).

Under New York State Labor Law, employees may be granted one leave period per calendar year of no more than three (3) hours of **unpaid** excused time for offsite blood donations. Accruals can be utilized to supplement this time off. If the Authority holds an "on site" blood drive, employees who volunteer to donate blood will be given paid time to attend the donation event.

Under New York State Labor Law, nursing mothers are guaranteed 30 minutes of paid break time to express breast milk. This time should be provided when the employee has a need to do so. Those wishing to do so must notify Human Resources in advance through email or other written correspondence, preferably before they return from maternity leave. This time is in addition to an employees regular break time.

Under New York State Election Law, employees will only be granted time off to vote in Federal, State and Local elections if registered voters do not have sufficient time outside of their working hours to vote at any election. This time cannot exceed two (2) hours of **paid** excused leave. If employees have four consecutive hours either between the opening of the polls and the beginning of their shift, or between the end of their working shift and the closing of polls, they shall be deemed to have sufficient time outside working hours within which to vote.

NOTE:

Employees whose date of hire is prior to January 1, 1996, will receive their three personal days on January 1 of each year.

Employees whose date of hire is after January 1, 1996, will receive their three personal days on their anniversary date each year.

Personal days not used by the end of the calendar year or anniversary year will be transferred to the employee's accumulated sick leave.

If employment is terminated or if an employee retires, please refer to Policy 801 "Termination of Employment" and/or Policy 802 "Retirement Benefits" for information regarding personal days.