

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
GOVERNANCE COMMITTEE MEETING  
NOVEMBER 14, 2023**

The Ulster County Resource Recovery Agency held a Governance Committee Hearing on November 14, 2023.

The proceedings were convened at 5:45 PM. The Governance Committee Hearing was held at the New Paltz Community Center, located at 3 Veterans Drive, New Paltz, NY.

**Committee members present:** Chair James Gordon, Committee Members Andrew Ghiorse and David Gilmour.

**Staff present:** Director of Finance and Administration Timothy DeGraff

**From the public:** no one was present from the public.

**PLEDGE OF ALLEGIANCE**

**PLUBIC COMMENT**-no one was present from the public; no comment made.

**APPROVAL OF MINUTES**

David Gilmour motioned to approve the November 17, 2022, Governance Committee Meeting minutes and it was seconded by James Gordon. 3 in favor, 0 opposed and 0 absent.

**ANNOUNCEMENTS**

- Governance Committee Meeting is scheduled for November 30, 2023, at 5:30 PM. The Governance Committee Meeting will be held prior to the Regular Board Meeting.
- Regular Board Meeting is scheduled for November 30, 2023, at 6:00 PM.
- James Gordon will be unavailable to attend either meeting.  
**All the above meetings will be held at the main office.**
  
- Governance Committee Meeting is scheduled for February 13, 2024 at 5:45 PM-location will be TBD

**OLD BUSINESS**

- Review the Mission/Vision Statement-The Board felt the Mission/Vision Statement was acceptable at this time.
- Discussion/thoughts of the Rules of Conduct Policy:
  - Tim updated the Committee on the Rules of Conduct Policy
  - Category of policies
    - Should be added to “Misc. Governance Policies”
    - Misc. Governance Policies were created due to the requirements from the Authorities Budget Office (ABO)
  - What is considered public property
    - Signs possibly being placed “Authorized Personnel Only”

- Tim DeGraff will contact counsel to obtain legal written determination on public property and trespassing law and their potential effects on this policy
- Added “Licensee” in the paragraph **Definitions**; 5<sup>th</sup> paragraph should read as “*Person is defined as any visitor, customer, employee, licensee or contractor to any UCRRA-owned or lease property*”.
- Added a sentence of what the Rules of Conduct Policy is for
- Under paragraph “**Rules of Conduct**”
  - Add a bullet under the first bullet “Adhere to all public health and safety laws and no illegal or hazardous disposal”.
  - Combined bullet 10 and bullet 21. Should read, “Obey all posted signs, including stop signs and any posted signs”.
  - Add a bullet point “No unlawful Firearms”

David Gilmour moved to adopt the Rules of Conduct Policy with discussed changes and contingent upon legal review. James Gordon requested that the Rules of Conduct be TABLED upon legal determination and typed with all the changes.

- Under paragraph “Issuance of Warnings of Notices of Infraction”
  - Last paragraph, Tim DeGraff will obtain legal review for this paragraph.
- Sexual Harassment Policy (2023 updates)-This policy was requested by Amy Lopiano. This policy was adopted from the New York State website and included any addition of 2023. One of the main topics added was gender-based discrimination. David Gilmour moved that this Sexual Harassment Policy be accepted and added to the Misc. Governance Policies of the Agency and Andrew Ghiorse seconded it.

## **NEW BUSINESS**

Tim DeGraff introduced each policy and explained the concept of each policy.

- Incident Response Plan
  - This plan is for cyber security
  - This plan would give staff a task to do if the Agency was hacked
  - David Gilmour stated it should be called “Cyber Security Response Plan”
  - Tim DeGraff will draft a plan
- Governance Committee Charter-The model Governance Committee Charter was from the ABO. Tim DeGraff will draft the charter. The charter will point out what the committee will do. The Committee will review this at the next meeting.
- Unsolicited Proposals Policy- The example policy that Tim provided was from Rockland County. The Committee and staff discussed the purpose of this policy. Tim will discuss this further with Anna Roppolo prior to moving forward.

Andrew Ghiorse announced that the Agency will be looking for solicitations for Agency counsel and a scope will need to be prepared.

The Committee and Tim discussed the Mission Performance Report (Performance Measurement Report).

Tim explained when the new year starts the Mission Performance Report will set performance measurements, based on the Mission Statement, and at the end of the year the report will be done. The Board and Tim discussed what should be on the next Agenda for the Governance Committee Meeting.

**ADJOURN**

David Gilmour motioned to adjourn the November 14, 2023, Governance Committee Meeting at 6:37 PM and it was seconded by Andrew Ghiorse. 3 in favor, 0 opposed, 0 absent.

November 30, 2023

Motion to approve the above transcribed Minutes of November 14, 2023, Governance Committee Meeting was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. \_\_\_ in favor, \_\_\_ opposed, \_\_\_ absent.

The minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager. There is no recording of these Minutes available.

Signatures:

\_\_\_\_\_  
James Gordon, Chair

DRAFT