

# EOHWC

## East of Hudson Watershed Corporation

Meeting Minutes

Thursday, March 1, 2012

Somers Town Hall

Meeting called to Order at 10:07am by President Murphy

President Murphy distributed the Attendance Sheet for signature by members of the Corporation or their Proxy. *See attached*

Agenda Item:

1) Procurement Policy

- a. Supervisor Lucas gave a brief overview of the Policy
  - i. Amendment was offered by Supervisor Hay to strike on page 2, Guideline 3 all references to \$10,000. The new section shall read; \$2001 to \$5000 minimum of two written bids and \$5001 - \$20,000 minimum of three written bids.
  - ii. Second by Supervisor Parsons
  - iii. Motion Passed unanimously
  - iv. Motion to approve amended Procurement Policy by Supervisor Griffen
  - v. Second by Supervisor Parsons
  - vi. Motion Passed unanimously

2) Fiscal Policy

- a. Supervisor Lucas gave a brief discussion on the Fiscal Policy
  - i. Supervisor Lucas offered the following amendments
    1. Page 3: Gifts under \$35.00 – Remove
    2. Page 8: Bank Deposits – Remove Receptionist
    3. Page 12: Comptroller – Change to Cash on Hand
    4. Page 15: Remove 15% Payment Processing
      - a. Second by Supervisor Lee
      - b. Motion Passed unanimously
  - ii. Supervisor Hay's Comments
    1. Commented on Language within the document
    2. Comment on reimbursement for Town of Patterson's input with staff in the EOHWC formation

- iii. Motion made on Adoption of the Fiscal Policy for the EOHWC
      - 1. Made by Supervisor Lucas
      - 2. Second by Supervisor Lee
      - 3. Motion Passed unanimously
- 3) Release of The Request for Proposal (RFP)
  - a. Bruce Walker discussed options to replace the RFP in it proposed form.
    - i. Discussion on Current project
    - ii. Discussion on Year 3 projects
    - iii. Discussion on current Engineer firms working for Putnam County Towns
    - iv. EOHWC contracting with current firms
    - v. Discussion on compliance with adopted Fiscal Policy
    - vi. What is status of current Projects
      - 1. Years 2
      - 2. Year 3
    - vii. Richard Williams (Town of Patterson) explanation of all projects
    - viii. Bruce Barber input on T/Kent year 3 projects
  - b. Motion to Move RFP Forward
    - i. Made by Supervisor Grace
    - ii. Second by Bruce Walker
    - iii. Motion passed unanimously
- 4) Other Business
  - a. By Laws
    - i. President Murphy gave a brief overview of potential changes coming before the Corporation, changes to be proposed at the next meeting.
- 5) Office Manager / Accountant Position
  - a. Discussion on advertized position
    - i. Motion to Authorize Executive Committee to conduct Interviews with prospective candidates.
      - 1. Motion made by Supervisor Parsons
      - 2. Second by Supervisor Grace
      - 3. Motion Passed unanimously
- 6) EOH Funding
  - a. Attorney to EOHWC George Rodenhausen presented a overview of the funding agreements along with time frame with each county:
    - i. Westchester County to EOH and Westchester to NYCDEP
      - 1. Reporting requirements of Westchester County
      - 2. NYCDEP; Enforcement on funds transferred to EOHWC
      - 3. Language is rewritten with Westchester County
      - 4. NYCDEP is 6 months away for Funding EOHWC
      - 5. Westchester County is 4 weeks away for Funding EOHWC
    - ii. Putnam County
      - 1. Agreement with Putnam County to release \$250,000 to EOHWC.

- a. Motion to authorize Council to send letter to Putnam county with such request by Supervisor Griffen
- b. Second by Supervisor Lucas
- c. Discussion; President Murphy expressed her thanks to everyone in Putnam County government for their work on this agreement along with their work with the EOHWC.
- d. Motion passed unanimously

7) Official Newspapers

- a. Motion to appoint LoHud & Poughkeepsie Journal as Official Newspapers of the EOHWC by Deputy Supervisor Powers
- b. Supervisor Lucas
- c. Motion Passed unanimously

8) Travel Expenses

- a. Motion to allow Rahul Verma to apply for travel reimbursement to the EOHWC by Supervisor Lucas
- b. Second by Supervisor Griffen
- c. Motion Passed unanimously

9) Adjournment

- a. Motion by President Murphy
- b. Second by Supervisor Schmitt
- c. Passed Unanimously
- d. Meeting Closed at 12:28pm