

EOHWC Minutes

Thursday March 29, 2012

Meeting called to order at 10:14am

Attendance Sheet distributed for signature (see attached)

Absent: Mayor Liffland, Mayor Cindrich & Supervisor Carpenter
16 members in attendance

#3 Approval of Minutes from 11/10/11, 2/16/12 & 3/1/12

Motion: Supervisor Roberts

2nd: Supervisor Parsons

Vote: Passed 16 to 0

Motions / Discussion

#4 Bylaws

Discussion on Update to By Laws

Motion to approval as amended: Deputy Supervisor Powers

2nd: B. Walker

Vote: Passed 16 to 0

#5 Paying Invoice(s):

Discussion: Amount to invoiced Attorney fees 2011 & 2012 to each member of the RSE

Motion to Pay invoices as distributed: Supervisor Kelly

2nd: Supervisor Parsons

Vote: Passed 16 to 0

#6 Lease Agreement

Discussion: Terms of Lease, Location, Ownership, Total Lease Space, Building Uses, Utilities and Furniture.

Motion to Approve Lease pending Attorney Review: Supervisor Parsons

2nd: Deputy Supervisor Powers

Vote: 15 to 1; Supervisor Hay

#7 Additional Signatories on Bank Accounts

Motion to Add Supervisors Griffen and Kelly: Supervisor Doherty

2nd: Supervisor Roberts

#8 Authorization to Secure Credit Card

Discussion: Purpose of Card, Limit on Purchase, Number of card to Order

Motion to secure Credit Card for Executive Director only with a limit of \$.5000 by Supervisor Kelly

2nd: Supervisor Schmitt

Vote: 16 to 0

#9 Authorization of Expenditures

Discussion on procurement of computers and office supplies; ref; State Bid along with our requirements, further discussed State bids lists and Counties bids for reference and future use.

Motion to Authorize use of NYState Bid and County bid list for start up expenditures by Supervisor Tendy

2nd: Supervisor Parson

Vote: 16 to 0

#10 Budget

Discussion on Quality Control Technical Consultant

Mr. Verma explained the use of this consultant as w method of checking the retro fits in the field. Mr. Verma explained the process of the year 2/3 projects and moving forward with year 4/5 projects as there may not be a need for this consultant in year 4/5 as we should be caught up with putting projects in the ground at that point. Request in the budget was an estimate for \$75,000 for year 2/3 only.

Discussed Financial Reporting; monthly or 1/4 reporting to the Board of Directors. Funding agreements will dictate our reporting requirements as well. Staffing level, salaries and benefit packages were discussed to remain at current levels.

EOHWC must have a operational budget as required by the funding agreements.

Motion to approval a EOHWC Budget for 2012 at \$300,000 as proposed by the Ex. Director by Supervisor Roberts

2nd: Supervisor Powers

Vote: 15 to 1

#11 Authorization to Purchase Start Up Equipment

Motion by Supervisor Parson

2nd: Supervisor Kelly

Vote: 15 to 1

#12 Update on Agreements

Report by Council as follows:

Putnam County - \$250,000 in Bank

President Murphy thanked Putnam County for their work on this action
Westchester County: Talks of signing are very close, could be weeks away
DEP: Language discussion with DEP, Letter of Agreement will need to be signed by both counties.

Motion by Supervisor Hay to authorize the EOHWC to execute the funding agreements with NYCDEP, Westchester County and Putnam County as advised and approved by council of the EOHWC

2nd: Supervisor Schmitt

Vote: 16 to 0

#12 Health Insurance

Discussion on Carrier

Motion to approve the execution of NYSHIP as the Health Insurance for the employees of the EOHWC by Supervisor Kelly

2nd: Deputy Supervisor Powers

Vote: 15 to 1

#13 Authorize RPF on Westchester County Year 3 Project

Motion by Supervisor Schmitt

2nd: Supervisor Doherty

Vote: 16 to 0

#14 Permitting on Year 3 Projects

Council discussed and questioned time frame of Year 3 Projects and questions arose on the EOHWC permitting requirements with local governments, Wetland Laws (not Exempt from permitting), SWWAP permits. Conclusion: it is EOHWC responsibility and we should budget for these expenses.

Note: Supervisor Hay left the meeting, replaced by proxy Councilman Cohan

#15 FOIL Requests

Motion to approved Supervisor Kelly (Secretary of EOHWC) as the responding Officer for all FOIL requests

Motion by Supervisor Lucas

2nd: Supervisor Schmitt

Vote: 16 to 0

#16 Executive Session 11:52am

Motion to enter Executive Session to discuss employment matters by Supervisor Schmitt

2nd: Supervisor Roberts

Vote 16 to 0

#17 Closure of Executive Session

Motion to resume normal order of business by Supervisor Kelly

2nd: Supervisor Roberts

No action taken in Executive Session to report

Vote 16 to 0

#18 Personal Matters

Motion to authorize President of EOHWC to execute an employment agreement with lead candidate to fill the Bookkeeper / Office Manager position at a salary not to exceed \$75,000 and execution of a agreement with the Finance Consultant not to exceed \$50.00/hour by Supervisor Lucas

2nd; Supervisor Kelly

Vote 16 to 0

#19 Term of Finance Consultant Agreement - Hourly

Motion not to exceed the \$50/hr, reviewable in 3 months by the Executive Director with the position not to exceed 240 total hours for the calendar year by Supervisor Parson

2nd: Proxy for North Castle

Vote: 15 to 1

#20 Adjournment 12:48pm

Motion by Supervisor Schmitt

2nd: Supervisor Griffen

Vote: 16 to 0