



EAST OF HUDSON WATERSHED CORPORATION

BOARD OF DIRECTORS MEETING

LOCATION: Business Office: 2 Route 164, Patterson, NY 12563

TIME and DATE: 10:00 a.m., Tuesday, August 11, 2015

Meeting Minutes

1) Opening of Meeting at 10:15 AM

In attendance: Michael Griffin (Town of Patterson); Peter Parsons (Town of Lewisboro); Warren Lucas (Town of North Salem); Tony Hay (Town of Southeast); Chris Burdick (Town of Bedford); Jon Powers as alternate for Richard Lyman (Town of Pound Ridge); Bruce Walker (Putnam County); Maureen Fleming (Town of Kent); Richard Franzetti as alternate for Kenneth Schmitt (Town of Carmel); Stephen Ferreira as alternate for Linda Puglisi (Town of Cortlandt); Bruce Barber as alternate for Michael Grace (Town of Yorktown); Joseph Zarecki as alternate for Robert Liffland (Village of Pawling); Edward Brancati as alternate for J. Michael Cindrich (Town of Mt. Kisco); Antonino Modica (NYCDEP); Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); John Belyea (EOHWC); Joanne Tavino (EOHWC); Linda Matera (EOHWC); Yvette Rivera (EOHWC)

2) Approve Meeting Minutes

Motion by Director Lucas, seconded by Director Burdick to approve May 12, 2015 Board of Directors Meeting Minutes; all in favor.

3) List of Regulatory Compliance Due Dates

Joanne Tavino reported that with the exception of a few remaining board member fiduciary duty, financial disclosure and member training certification forms, everything required of EOHWC in-house is up to date. Director Lucas will be in contact with any members who have not submitted the required forms.

4) Stormwater Retrofit Program Update

Kevin Fitzpatrick gave a summary of projects that are expected to be completed in 2015. While it is anticipated that the the projected total of 460 kilograms will be met for the conclusion of the 5 year program, there is a possibility of three jobs (SE-POT-02, Carmel-CF-124, and NS-EB-01) extending into next year. Director Parsons inquired if it is likely that they may be cancelled. Kevin reported that

he is confident that they will all happen, although they may run over into the spring of 2016. Tony Hay reported that he has been working on attaining the easements from the residents involved in the SE-POT-02 project.

Currently, there are three projects (C-NC-01B, Y-MU-14, and PutVal-PA-02) in construction. On August 21, three projects (Carmel-AM-111A, Pat-EB-09-03A and Pat-EB-0309B) will be awarded construction contracts. At the end of August, two additional projects (Patterson-PA-15A & Patterson-PA-15B) will be awarded construction contracts and started.

Joanne provided a detailed Running Project Status Table of financial data to support Kevin's Running Project Status Table as previously requested by Director Burdick at the Executive Committee Meeting on July 23, 2015.

The quarterly EOHWC Program Summary of projects by town that are currently in the works and their status was presented by Kevin.

5) DEP Update

Joanne reported that we anticipate receiving the funds from the DEP middle to late September 2015.

6) Financial Update

An update of East of Hudson Watershed Corporation's finances was presented by Joanne. Director Griffin notified the Board that George Rodenhausen is in the process of amending the funding agreement.

7) Adopt EOHWC Personnel Policy and Procedures

Motion by Director Burdick, seconded by Director Parsons to approve revised Personnel Policy and Procedures.

WHEREAS, the Board of Directors of the East of Hudson Watershed Corporation adopted a Personnel Policies and Procedures Manual on February 27, 2014 to assure fair and appropriate employment practices are followed for all employees; and

WHEREAS, the Board of Directors has since then reviewed the Manual annually for the purpose of making any necessary updates; and

WHEREAS, the Board of Directors believes it is desirable to amend and update the Manual to account for changes in staff and other matters;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the East of Hudson Watershed Corporation does hereby adopt and approves the annexed amendments to the East of Hudson Watershed Corporation Personnel Policy & Procedures Manual; and

BE IT FURTHER RESOLVED that a copy of the amended Personnel Policy & Procedures Manual shall be promptly provided to each employee, and each employee shall sign and acknowledge receipt of the revised manual per the Employee Acknowledgement provided in the Manual as Appendix A.

Motion passed, all in favor.

8) O & M discussion

Inspections of closed projects and Town MS4 responsibilities

Over the course of the last few weeks, Kevin and John Belyea spent time evaluating the condition of approximately 50% of the projects completed over the last 5 years at a number of sites. Much progress has been accomplished. However, those installed in Year 1 lack data and have to be looked at more closely. Many of the projects inspected show signs of requiring maintenance. A list of projects visited will be provided to each individual MS4 along with any recommendations for maintenance that needs to be done along with copies of the inspection forms they have completed.

Inspection forms were provided to everyone at the last Board of Director's meeting on May 12, 2015, and again at the highway department meetings during June and early July. Several towns have already started inspections on their own. If any town wishes to do the same, it is requested that you share the information you gather and compile with Kevin and John. Additionally, it would be helpful if towns who do their own inspections contact either Kevin or John so they may observe the condition of the project. It is critical that you are aware of time and finances invested as it will tie into the O & M program. A breakdown of time spent at each site will be essential. The expectation is to complete the inspection of the remaining projects by the end of August 2015. Any help the towns can provide will be appreciated as those efforts will go toward the greater project program of deciding what the O & M agreement will be between the towns.

Director Burdick inquired about the condition of the projects already inspected. Kevin reported that the projects are overall in good shape with the biggest issue being neglect. There was no evidence of catastrophic failure of any of the practices previously installed. Some general maintenance and upkeep will restore them to their original condition. Director Burdick further inquired about Kevin's plan to have this information culminate in a report that would provide recommendations for maintenance of certain projects to be presented to both the corporation and municipalities. Kevin explained that once the review has been completed, the findings will be shared and recommendations as to what should be done in order to attain compliance for each individual town will be provided. Kevin gave an estimated time frame of late August to mid-September for the review to be completed, thereby providing enough time for each town to address the maintenance issues before the any major winter storms. Director Burdick requested a summary of the information being compiled by Kevin to be presented to the Board of Directors at the next quarterly meeting on November 10, 2015.

Bruce Barber of Yorktown expressed that the "as built" sent to him by Kevin were extremely helpful when going out into the field to do inspections of what was originally constructed versus what they are currently inspecting. He inquired as to whether the data would be incorporated in the Geographical Information System (GIS) or if actual data sheets would be provided. Kevin explained that when towns share their completed inspections, they will be added to the individual O & M binders for each municipality which will be kept at EOHWC.

Director Griffin stressed the importance of inspections and addressing the O & M issue. He requested that every town work with Kevin and John to make sure that an accurate account of what gets done and the dollars spent is documented. Additionally, he asked everyone to be mindful of including post-employee benefits when preparing calculations of their highway department's overtime costs as they are a major factor. Going forward, he suggested that a standardized calculation be established for all towns.

9) Other Business

John Belyea NYC Watershed Conference approval

Motion by Director Burdick, seconded by Director Parsons to approve John Belyea's attendance at the NYC Watershed Science and Technical Conference on September 9, 2015; all in favor.

Water & Wastes Digest article

Director Parsons spoke about an issue regarding the publishing of an article in Water & Wastes Digest which contained funding inaccuracies that was seen by Mike Meyer. The DEP requested that we keep our eyes open for any articles that mention EOHWC. Joanne offered Yvette Rivera's oversight on this issue going forward.

- 10) Motion by Director Griffin, seconded by Director Parsons to suspend Board of Directors' Meeting**
- 11) Motion by Tony Hay, seconded by Director Parsons to reconvene Board of Directors' Meeting.**
- 12) Enter into Executive Session to discuss personnel matter, motion proposed by Director Griffin, seconded by Director Burdick, all in favor.**
- 13) Motion to come out of Executive Session proposed by Director Griffin, seconded by Director Parsons; all in favor.**
- 14) Adjournment - Motion to adjourn by Director Burdick; seconded by Director Parsons; all in favor. Adjourned 11:50am**