

EAST OF HUDSON WATERSHED CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

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

TIME and DATE: 10:00 AM, Tuesday, August 6, 2013

Meeting Minutes

- 1) Opening of Meeting @ 10:20am
 - In attendance:
 - Mary Beth Murphy (Town of Somers)
 - Michael Griffin (Town of Patterson)
 - Warren Lucas (Town of North Salem)
 - Katherine Doherty (Town of Kent)
 - Bruce Walker (County of Putnam), as Proxy for Kenneth Schmidt (Town of Carmel) & Robert Tendy (Town of Putnam Valley)
 - Lee V.A. Roberts (Town of Bedford)
 - Tony Hay (Town of Southeast)
 - Peter Parsons (Town of Lewisboro)
 - Sabrina Charney-Hull, as Proxy for Susan Carpenter (Town of New Castle)
 - Jon Powers (Town of Pound Ridge)
 - Steve Ferreira, as Proxy for Linda Puglisi (Town of Cortlandt)
 - George Rodenhausen (EOHWC Attorney)
 - Rich Williams (Town of Patterson)
 - Michael Meyer (NYCDEP)
 - Lauri Taylor (Putnam County)
 - Arthur Singer (Town of Kent)
 - Rahul Verma (EOHWC)
 - Kim Keller (EOHWC)
 - Kevin Fitzpatrick (EOHWC)
 - Sharon Dirac (EOHWC)
 - Absent:
 - David Kelly (Town of Pawling)
 - Robert Liffland (Village of Pawling)
 - Howard Arden (Town of North Castle)
 - James Schoenig (Village of Brewster)
 - J. Michael Cindrich (Town of Mt. Kisco)
 - Michael Grace (Town of Yorktown)

2) Pledge of Allegiance

3) Approve Meeting Minutes from 5/7/13 Board of Directors Meeting

Thereupon a motion of Director Parsons, seconded by Director Roberts, it was

RESOLVED, the Directors of the East of Hudson Watershed Corporation have reviewed the Meeting Minutes prepared by the Office Manager of EOHWC from the May 7, 2013 Meeting, and request that the Meeting Attendee List be added for references as it was omitted from the Meeting Minutes;

BE IT FURTHER RESOLVED, that the Directors of the East of Hudson Watershed Corporation hereby approves the Board of Director Meeting Minutes of May 7, 2013 with the attendee list.
(Resolution R-0806-01)

4) Executive Committee Meeting Updates

Mary Beth Murphy gave a summary of what events have occurred during the Executive Committee Meetings:

Meeting Date: May 23, 2013

Construction Contract(s) Awarded

<u>Project Number</u>	<u>Engineer</u>	<u>Contractor</u>	<u>Amount</u>
Kent-MB-Add 5	Insite Engineering	Linda Holding Corp.	\$ 87,877.81

RFP Contract(s) Awarded

<u>Solicitation Number</u>	<u>Engineer</u>	<u>Amount</u>
2013-03 (Kent-MB-311B)	Insite Engineering	\$ 49,500.00
2013-04 (NewC-NCR-32)	Lawrence A Paggi Engineering	\$120,810.00
2013-05 (S-MU-03)	Woodard & Curran	\$260,000.00

Meeting Date: June 20, 2013

Construction Contact(s) Awarded

<u>Project Number</u>	<u>Engineer</u>	<u>Contractor</u>	<u>Amount</u>
Southeast-PA 23	Insite Engineering	Ben Ciccone, Inc.	\$424,700.00
Carmel-AM 112	Weston & Sampson	Bibeau Construction	\$595,222.00
SE-POT-01	Nathan L Jacobson	Legacy Valve, LLC	\$971,727.00

RFP Contract(s) Awarded

<u>Solicitation Number</u>	<u>Engineer</u>	<u>Amount</u>
2013-07 (MK-NC-20/21/22)	Rennia Engineering Design PLLC	\$ 77,062.00
2013-09 (Pat-Eb-09-03/SE-POT-08)	Lawrence A Paggi Engineering	\$ 98,200.00

Meeting Date: July 25, 2013

Construction Contact(s) Awarded

<u>Project Number</u>	<u>Engineer</u>	<u>Contractor</u>	<u>Amount</u>
VB-DI-31/VB-DI-32	J. Robert Folchetti	Brennan Construction	\$4,582,042.50
Y-MU-17A / Y-MU-17B	James J Hahn	Legacy Valve, LLC	\$ 217,625.00
Patterson-PA-11	Kellard Sessions	Legacy Valve, LLC	\$ 181,940.00
Pat-EB-09-01	Kellard Sessions	Linda Holding Corp	\$ 76,792.96
Pat-MB-06	Kellard Sessions	Linda Holding Corp	\$ 15,124.73
Carmel-AM-116	Weston & Sampson	Bibeau Construction	\$ 309,000.00

RFP Contract(s) Awarded

<u>Solicitation Number</u>	<u>Engineer</u>	<u>Amount</u>
2013-06 (L-CR-11A to L-CR-11E)	Insite Engineering	\$128,000.00
2013-10 (Carmel-CF-103/-PA-03/Carmel-AM-111)	Lawrence A Paggi Engineering	\$155,200.00
2013-11 (L-CR-10A,L-CR-10B & L-CR-28)	Insite Engineering	\$118,000.00
2013-12 (NewC-NCR12A-12C/NewC-NCR-13)	Woodard & Curran	\$138,000.00

5) Award Construction Contracts for Putnam County National Golf Course (PC-1 and PC-1A)

Thereupon a motion of Director Lucas, seconded by Director Roberts, it was unanimously agreed,

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of Ben Ciccone, Inc. for the PC-1 project as submitted to the EOHWC and upon the recommendation from ENGINEER;

BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes Ben Ciccone, Inc. for construction of the Putnam National Golf Course Parking Lot (PC-1) Stormwater Retrofit Project, based upon recommendation of Weston & Sampson for the amount of \$1,255,000.00 (One Million Two Hundred Fifty Five Thousand & 00/100)

(Resolution R-0806-02)

Thereupon a motion of Director Lucas, seconded by Director Roberts, it was unanimously agreed,

WHEREAS, the East of Hudson Watershed Corporation (EOHWC) wishes to retain the services of Linda Holding Company for the PC-1A project as submitted to the EOHWC and upon the recommendation from Weston & Sampson;

BE IT RESOLVED that the Executive Committee of the EOHWC hereby authorizes Linda Holding Corp. for construction of the Putnam National Golf Course Pond (PC-1A) Stormwater Retrofit Project, based upon recommendation of Weston & Sampson for the amount of \$715,005.00 (Seven Hundred Fifteen Thousand Five Dollars and 00/100).

(Resolution R-0806-3)

6) Year 3 / Year 4 Work Plan Update

Rahul Verma summarized the Year 3 and Year 4 projects and updated the Board on where projects stand.

7) Budget Table

Rahul Verma and Kim Keller reviewed new budget table created by Kim Keller and previously presented to Executive Committee at monthly meeting on July 25, 2013.

8) Stormwater Retrofit Program Summary

Rahul Verma presented and explained stormwater retrofit program summary (including details of phosphorous reduction levels to date).

9) Revised SEQRA Policy for Review, Comment, Adoption

Rahul Verma and George Rodenhausen discussed the changes set forth in the revised SEQRA policy provided for adoption. George R. noted the revision was completed primarily to simplify the policy and to retain EOHWC as Lead agency. The lead agency letter will be issued every year (per the policy), by EOHWC, and be signed by all members.

Thereupon a motion by Sabrina Charney-Hull and seconded by Director Doherty, it was unanimously agreed

WHEREAS, the Directors have reviewed the revised SEQRA Policy prepared by the Executive Director and reviewed by Rapport Meyers, L.P,

BE IT RESOLVED that the Board of Directors of the East of Hudson Watershed Corporation hereby adopts and approves the SEQRA Policy prepared by the Executive Director and pending counsel review by Rapport Meyers, L.P.

(Resolution R-08-06-04)

Action Item: Rahul Verma will create revised Standard Operating Procedure (SOP) #2; post SOP to website and distribute letter.

10) Extend Paggi Engineering Consulting Contract

Thereupon a motion by Director Parsons, seconded by Director Roberts, it was unanimously agreed

WHEREAS, the Directors of the East of Hudson Watershed Corporation on October 11, 2012 retained the consulting engineering services of Lawrence J. Paggi, P.E., P.C. to act as Project Manager for the East of Hudson Watershed Corporation (EOHWC) for a three (3) month term commencing on October 1, 2012; and

WHEREAS, the Board of Directors of the East of Hudson Watershed Corporation desires to extend the agreement with Lawrence J. Paggi, P.E., P.C. for services to the EOHWC in accordance with their proposal dated January 28, 2013

BE IT RESOLVED, that the Directors of the East of Hudson Watershed Corporation hereby approves Lawrence J. Paggi, P.E., P.C. to provide engineering services for a maximum of twenty (20) hours per week at the rate of \$72 per hour from August 6, 2013 to December 31, 2013 in accordance with the schedule of fees in the proposal dated January 28, 2013, and

BE IT FURTHER RESOLVED, the President of the EOHWC is hereby authorized and directed to execute any and all documents necessary to give effect to this Resolution, consistent with the terms hereof, all in form satisfactory to the President and the Corporation Attorney
(Resolution # 08-06-05)

11) Town of Southeast – Reimbursement of Expenses (SE-POT-2 and SE-EB-05)

Director Hay led discussion and review of status of payments for Southeast Projects SE-POT-2 and SE-EB-05. Bruce Walker noted that a representative of Putnam County (Frank Smith) will meet with EOHWC Office Manager Kim Keller to discuss and review records at 1:00 p.m. today (August 6, 2013).

Thereupon a motion by Director Walker, seconded by Director Parsons, it was agreed

WHEREAS, the Directors of the East of Hudson Watershed Corporation have reviewed submission of expenses from Supervisor Hay (Town of Southeast) for Stormwater Retrofit Project expenses incurred for Stormwater Retrofit Projects SE-POT-02 and SE-EB05,

BE IT RESOLVED that the Board of Directors of the East of Hudson Watershed Corporation hereby approves the reimbursement of expenses incurred by the Town of Southeast for Stormwater Retrofit Project SE-POT-02 in the amount of and not to exceed \$5,423.75 (Five Thousand Four Hundred Twenty Three Dollars & 75/100) and for Stormwater Retrofit Project SE-EB-05 in the amount of and not to exceed \$23,695.44 (Twenty Three Thousand Six Hundred Ninety Five Dollars & 44/100) from the Putnam County MOA Funds.

(Resolution # 08-06-06)

12) O&M on Constructed Retrofits

Mary Beth Murphy led discussion on consideration and calculation of potential OM cost. Board members agreed that this subject would be revisited at next meeting after review of report on projected costs for O&M on EOHWC retrofit projects.

Action Item: Rahul Verma & Kevin Fitzpatrick will create report of O&M costs as discussed.

13) Other Business

Potential New Employee

Thereupon a motion by Director Parsons, seconded by Director Roberts, it was agreed

WHEREAS, the Directors of the East of Hudson Watershed Corporation have considered the need for a new full-time employee, and

WHEREAS, the Directors of the East of Hudson Watershed Corporation have reviewed the responsibilities of potential new employee as provided by the Executive Director;

BE IT RESOLVED that the Board of Directors of the East of Hudson Watershed hereby authorizes the Executive Committee of the Board of Directors to create the advertisement for a new position; to screen and interview applicants for the position; and to select the candidate the Committee deems most qualified for the position.

(Resolution # 08-06-07)

Action Item: Rahul Verma will develop advertisement, circulate to Executive Committee for review and then, begin process.

GIS Data

Rahul Verma reminded Putnam County & Putnam County/Dutchess County municipalities that we will be requesting GIS data collected by the municipalities for MS4 compliance. EOHWC will use this data to locate existing Stormwater Retrofit Projects (SRPs), to track maintenance and to identify new SRPs.

14) Next Board Meeting: December 3, 2013

15) Adjournment of Meeting at 11:45 AM