



## EAST OF HUDSON WATERSHED CORPORATION

### EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30 AM, Thursday, March 26, 2015

#### Meeting Minutes

##### **1) Open Meeting**

In Attendance: Michael Griffin (Town of Patterson) for himself and alternate for Warren Lucas (Town of North Salem) and Ken Schmitt (Town of Carmel); Chris Burdick (Town of Bedford); Peter Parsons (Town of Lewisboro); Rich Williams (Town of Patterson); Bruce Walker (Putnam County); George Rodenhausen (Corporate Counsel); Vincent Giorgio (NYCDEP); Antonino Modica (NYCDEP); Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); Yvette Rivera (EOHWC); Linda Matera (EOHWC)

Absent: Ken Schmitt, Warren Lucas

##### **2) Approve Executive Committee Meeting Minutes – February 17, 2015**

Motion by Director Griffin, seconded by Peter Parsons to approve the Executive Committee Meeting Minutes of February 17, 2015 as presented, passed.

##### **3) Project Status Update**

Kevin Fitzpatrick gave an update of three projects that are going to construction. PutVal-PA-02 Greenway Terrace - Legacy Valve (lowest bidder) has informed us that they will hold their bid from last year and change the contract to lump sum rather than unit price and are prepared to sign an amended agreement. Y-MU-14 and C-NC-01B are at 100% design and will be going to bid next week and plans are to award the jobs separately. Kevin Fitzpatrick will update the executive committee on the efficiencies for both projects.

Cortlandt requested to go to bid on C-NC-01A which was canceled at 100% design in July 2014, with a 5.6 kg. reduction and an efficiency of \$152,413/kg. 7,000 cubic yards of earth work needs to be done to make the project possible. Cortlandt requested that we go to bid to determine the cost and will make a decision based upon the bids. Discussion by Executive Committee took place on ways to move the earth economically in order to make the project viable.

Four projects will be reopened in 2015 that were previously canceled:

- Carmel-AM-111A and Carmel-AM-111B (Mahopac Elementary School) were awarded last summer but were canceled because they were not efficient. Essentially, the issue was the cost

of paving. Kevin Fitzpatrick will have a conversation with the Board of Education in Carmel to discuss removing the pavement from the contract.

- Carmel-CF-103, Putnam County Hospital was non-responsive to efforts to contact them. Kevin Fitzpatrick has requested that the Town of Carmel contacts them to further discuss the project.
- Y-MU-10 (DOT property in Yorktown), brought past 60% design with 4 kg. of phosphorus reduction. Project was canceled because Westchester County Parks Commission was not responsive toward helping us get an easement.

#### **4. Award 2015 RFP Solicitations 2015-01 through 2015-05**

Motion by Director Griffin, seconded by Director Burdick to approve Solicitation 2015-01 (NewC-NCR-05A, NewC-NCR-05B) awarded to Insite Engineering in the amount of \$63,000; all in favor.

Motion by Director Burdick, seconded by Director Parsons to approve Solicitation 2015-02 (B-MU-33A, B-MU-35) awarded to Dvirka and Bartilucci Consulting Engineers in the amount of \$93,700; all in favor.

Motion by Director Burdick, seconded by Director Parsons to approve Solicitation 2015-03 (Y-MU-40, S-MU-33) awarded to Rennia Engineering in the amount of \$91,906; all in favor.

Motion by Director Burdick, seconded by Director Parsons to approve Solicitation 2015-04 (Patterson-PA-15A, Patterson-PA-15B) awarded to Insite Engineering in the amount of \$63,000; all in favor.

Kevin Fitzpatrick recommended that projects (NewC-NCR-33A, NewC-NCR-33B) be awarded to Chazen Engineering. Director Burdick and Director Parsons proposed that due to inefficiency, we go to an in-house basis on smaller jobs. Kevin Fitzpatrick agreed with the possibility of working with the new engineer to complete smaller jobs in-house with the exception of surveying services. Motion by Director Parsons, seconded by Director Burdick to table Solicitation 2015-05; all in favor.

Additionally, Director Burdick requested a preliminary report from Joanne Tavino, Controller, on the efficiency of projects associated with Solicitations 2015-01 through 2015-05 to be presented at the next Executive Committee Meeting to be held on April 9, 2015.

#### **5) Weston and Sampson open items**

Weston and Sampson Engineering submitted a change order for design work on L-CR-14 and L-CR-16. Motion by Director Burdick, seconded by Director Parsons to deny request for payment to Weston and Sampson in the amount of \$4,500 due to improperly designed project; all in favor.

## **6) Status of Agreements**

L-CR-30 (Meade Street) – Director Parsons requires town board approval to sign reimbursement agreement. Mr. Rodenhausen will make changes to the agreement based upon Mr. Williams’ comments regarding the schedule of values. Motion by Director Burdick, seconded by Director Parsons to approve L-CR-30 Reimbursement Agreement subject to final revisions by George Rodenhausen; all in favor.

SE-POT-02 (Brewster Heights) – Kevin Fitzpatrick spoke with Tom Fenton, Engineer, and Tony Hay, Supervisor of Southeast, regarding topics of concern with regard to acquiring easements. Property owner has been made aware that paving will not be included. George Rodenhausen to revise agreement according to discussion. Motion by Director Parsons, seconded by Director Burdick to move ahead with regard to easement and discussions on SE-POT-02; all in favor.

Additional Southeast Projects – Tony Hay and Tom Fenton chose to set up off-line meeting at a later date to discuss agreement. No action required.

Kent-PA-31 – Kevin Fitzpatrick hand delivered installation agreement to new renters of property and was told that their attorney would be in touch. No response has been received from renter’s attorney. No action required – need easement and signed installation agreement.

PutVal-PA-02 – Amended Reimbursement and Installation Agreement reflects changes with respect to Putnam Valley agreeing to reimburse EOHWC for costs associated with paving in the amount of \$31,620. In addition, Putnam Valley accepts full responsibility for the cost of operation and maintenance (“O&M”) of the Wood Street Basin Stormwater Retrofit System. Motion by Director Burdick, seconded by Director Parsons to approve amended agreement; all in favor.

PC-5N/5S – Director Walker proposed re-evaluating original engineering cost of \$250,000 to be reduced to \$200,000, original committed amount. No action required.

## **7) Update: NYCDEP**

Joanne Tavino provided the 2012 and 2013 Project Accounting Report to Mike Meyer (NYCDEP) last week, no response received. Joanne Tavino will proceed to prepare the 2014 Project Accounting Report.

## **8) Update: 2014 Audit**

2014 Audit completed. Entire set of financial statements provided to Joanne Tavino for review by R.S. Abrams. George Rodenhausen suggested that the final copy be presented to board for acceptance at May 12, 2015 Board of Directors Meeting.

## **9) Update: IT/Cloud backup**

Joanne Tavino introduced Brian Lufker of Right Click Solutions, LLC. Discussion took place regarding the specifics and benefits of cloud backup. Director Parsons suggested that Kevin Fitzpatrick, Joanne Tavino, Warren Lucas, and Brian Lufker organize a meeting to discuss EOHWC backup requirements. No action taken.

**10.) Update: Office Manager job duties reassigned**

Joanne Tavino discussed the reassignment of the Office Manager job duties to EOHWC staff. No action required.

**11) Engineer-new hire**

Interviews were conducted by Kevin Fitzpatrick for a new engineer. It was determined that John Belyea was the best potential candidate for the position. Director Griffin suggested contacting references prior to hiring, including current employer. George Rodenhausen advised that hiring of a full time employee must be approved at May 12, 2015 Board of Directors Meeting, however, if necessary a part time employee can be approved for hire by the Executive Board. No action required at the present time.

**12) Sign and approve Monthly Checks & Vouchers**

Monthly checks and vouchers signed. No action taken.

**13) Other business**

Director Burdick requested a full update and status report on regulatory compliance. Joanne Tavino will work with George and Warren to gather information to be presented at next meeting.

Kevin Fitzpatrick discussed scheduling an additional meeting to approve RFPs 2015-06 through 2015-10. It was agreed by the members that a meeting would be scheduled for April 9, 2015 at 9:30 am.

The Executive Committee was notified by Joanne Tavino about second FOIL request from Ann Fanizzi received on March 17, 2015. Gathered information will be made available to Mrs. Fanizzi no later than April 10, 2015.

Kent-MB-311B project status was discussed. It was determined that a meeting would be scheduled with Director Griffin, Rich Williams, George Rodenhausen, and Kevin Fitzpatrick to discuss details of project.

Director Walker suggested there is a possibility of additional phosphorus credit to be obtained from potential projects in Putnam County.

**14) Enter into Executive Session to discuss proposed personnel matters, motion proposed by Director Griffin, seconded by Director Parsons; all in favor.**

**15) Motion to come out of Executive Session proposed by Director Burdick, seconded by Director Parsons. No action taken in Executive Session.**

Motion by Director Griffin, seconded by Director Burdick to change job title for Yvette Rivera from Part-time Office Assistant to Accounts Payable Coordinator and Linda Matera from Part-time Office Assistant to Records Management Coordinator with an increase in the hourly pay rate to \$18 per hour each effective immediately. Additionally, compensation for holidays on a pro-rata basis was approved for both Linda Matera and Yvette Rivera; all in favor.

**16) Adjournment- motion to adjourn by Director Parsons, seconded by Director Burdick; all in favor. Adjourned 11:58 am.**