



EAST OF HUDSON WATERSHED CORPORATION  
QUARTERLY MEETING OF DIRECTORS AND MEMBERS

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

TIME and DATE: 10:00 a.m., Tuesday, May 14, 2019

**Meeting Minutes**

**1) Open of Meeting at 10:00 a.m.**

Voting Members in Attendance: Peter Parsons (Town of Lewisboro) for himself and for Warren Lucas (Town of North Salem) and Chris Burdick (Town of Bedford); Rich Williams (Town of Patterson); JoAnne Daley (Town of Pawling); James Schmitt (Town of Pawling); Vincent Tamagna as alternate for MaryEllen Odell (Putnam County); Bruce Barber as alternate for Sam Oliverio (Town of Putnam Valley); Ilan Gilbert (Town of Yorktown); Michael Quinn (Town of Yorktown); Michael Preziosi as alternate for Linda Puglisi (Town of Cortlandt); Lauri Taylor as alternate for Robert Liffland (Village of Pawling); Maureen Fleming (Town of Kent); Sabrina Charney-Hull as alternate for Michael Greenstein (Town New Castle); Rich Franzetti as alternate for Ken Schmitt (Town of Carmel); Ed Brancati (Town/Village of Mount Kisco); Kevin Hansan (Town of Pound Ridge)

Others in Attendance: George Rodenhausen (Corporate Counsel); Jordan Hardy (New York State Senate); Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); Linda Matera (EOHWC)

**2) Pledge of Allegiance**

**3) Approve Meeting Minutes: January 8, 2019**

Motion by Director Parsons, seconded by JoAnne Daley to approve the Annual Board of Directors Meeting Minutes of January 8, 2019; all in favor.

Motion by Director Parsons, seconded by JoAnne Daley to approve the Quarterly Board of Directors Meeting Minutes of January 8, 2019; all in favor.

**4) Financial Update**

Joanne Tavino reported that the year-to-date expenditure from January 1 thru April 30, 2019 totals approximately \$170,000. The fund balance as of April 30<sup>th</sup> is about \$6.5 million. The T-Bill investment is currently earning 2.3% interest with year-to-date interest earned of \$34,360 on \$4 million.

**5) Audit**

- a. Financial Statements**
- b. Form 990 and CHAR 500**

Motion by Director Parsons, seconded by Vincent Tamagna to accept the 2018 Audit and submit Form 990 and CHAR 500; all in favor.

#### **6) List of Reporting and Filing Due Dates**

Director Parsons informed members that the deadline of May 15<sup>th</sup> is drawing near for the completion of Financial Disclosures. It was requested that Linda Matera resend the link to members who still have not completed it.

#### **7) Re-adopt Procurement Policy**

Director Parsons announced that the Procurement Policy is being presented for re-adoption due to a recent amendment to Guideline 8. Its inclusion is intended to avoid excessive reliance on one design firm.

Motion by Director Fleming, seconded by Michael Preziosi to re-adopt the Procurement Policy with the amendment to Guideline 8, adding, "Avoiding excessive reliance on one firm."

At the Quarterly Meeting of the Board of Directors of the East of Hudson Watershed Corporation held on May 14, 2019

**WHEREAS**, the East of Hudson Watershed Corporation (EOHWC) Board of Directors is composed of the chief elected officials of municipalities that are required under law to follow General Municipal Law Section 103 (GML103) for all purchases and to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of (GML103) or any other law; and

**WHEREAS**, the Directors of the East of Hudson Watershed Corporation deemed it desirable and essential to adopt a policy for the procurement of goods and services by and for the East of Hudson Watershed Corporation, and did adopt a policy for the procurement of goods and services on March 1, 2012, revised and adopted by the Board of Directors on February 5, 2013, January 10, 2017 and May 8, 2018, and

**WHEREAS**, said procurement policy requires that East of Hudson Watershed Corporation avoid excessive reliance on one firm, and

**WHEREAS**, the Directors have reviewed the proposed amendments and find the Policy as amended would maintain a fair and open process, while procuring goods and services for the best value at the lowest price;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the East of Hudson Watershed Corporation hereby re-adopts and approves the attached Procurement Policy.

Motion passed; all in favor.

**(R-0514-02)**

## **8) O & M discussion**

Kevin thanked members for the progress made in 2018 on the maintenance done out in the field and the reports submitted. Checks will be disbursed today to the towns that completed O&M work in 2018. As expected, the annual cost for the program itself has increased each year. With an increase in project installations, we'll continue to see the overall maintenance cost for the program rise as well. Towns are encouraged to continue addressing maintenance of projects as needed.

### **a. Availability of WQIP Funds**

Director Parsons informed members of Westchester towns that although there is no new information on the status of the WQIP funds, he will continue to reach out to the County to find out where they are in the process.

## **10) Project Update**

Kevin reported that the Annual Report for 2018 was completed and is available for review in PDF format if any members are interested. We currently have 23 active designs and another three to be awarded at the May 30<sup>th</sup> Executive Committee Meeting. We are continuing to move forward towards the completion of the ten year program with the final goal being 920 kilograms of phosphorus reduced through the whole course of the program. Fall 2019 is expected to be a very active construction season. It has been lined up with our anticipated FAD funding source to help balance out the full budget.

### **a) Program Summary**

Kevin reported that with the Year 8 estimated phosphorus reduction, we've exceeded our required reduction of 920 kilograms and are currently at 1024 kilograms. At this point we will be whittling back to make sure we are only choosing projects that make the most sense financially and ones we can execute in a short time frame with good efficiency overall. This in no way means we are asking you stop giving us projects. If you have potential projects that come up in your town, we want the opportunity to incorporate them into the program. Director Parsons asked Kevin to confirm which project year we are currently in. Kevin indicated that we are currently in Year 8. Director Parsons asked if the funding for FAD projects is received by the end of June if it's reasonable to expect the program to be completed in the 10-Year period? Kevin said that we will be in active construction for a large amount of our projects within Year 10 and should certainly have the opportunity to complete the program within that time. Additionally, Kevin stated that on more than one occasion the New York State Department of Environmental Conservation (NYSDEC) mentioned that they were pleased with the progress of the program. Although it has not been confirmed, the completion date of December 31 of Year 10 doesn't appear to be a sticking point for the NYSDEC.

## **11) Summer Intern**

Kevin announced that East of Hudson Watershed Corporation (EOHWC) has elected to bring in a summer intern who would be starting after Memorial Day, pending approval by the Board of Directors today. His name is Robert Irving and he is an environmental planning major going into his senior year at SUNY Plattsburgh. He has a strong background in GIS and environmental planning and will be exposed to a lot of experience here. He will be tasked with handling much of the record keeping for O&M inspections as well as updating our GIS and providing assistance for RFP's as we go out to design and construction. A resolution is being presented today to approve a part-time summer intern position for him that would be at the rate of \$10 per hour plus mileage for a maximum of 20 hours per week. Joanne added that Corporate

Counsel researched the laws on compensating interns and Robert will be benefiting from his internship at EOHWC. Director Fleming requested that the resolution language be changed to reflect that the reimbursable mileage is work-related only and excludes travel to and from his residence.

Motion by Director Parsons, seconded by Ed Brancati to approve the hiring of Robert Irving as a part-time summer intern at the rate of \$10 per hour without benefits, plus work-related mileage excluding travel to and from his residence, for a maximum of 20 hours per week.

**WHEREAS** on April 25, 2019, the Executive Committee by resolution recommended to the Board of Directors that it approve the position of “Part-Time Summer Intern” to work a maximum of 20 hours per week at an hourly rate \$10.00 per hour, plus work-related mileage excluding travel to and from his residence, for a maximum of 3 months, and authorized the Director of Engineering to offer the position to Robert Irving, subject to approval of the position by the Board of Directors; and

**WHEREAS** the duties of the position recommended by the Executive Committee are: 1) to perform field evaluations of existing stormwater retrofit projects throughout the East of Hudson New York City Watershed installed by or on the behalf of EOHWC, including creation of a field log with project specific information and photos of each project site: 2) to perform investigations of new project sites within the Watershed: and 3) other SRP related duties as required;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the East of Hudson Watershed Corporation that the position of Part-Time Summer Intern is approved, with a maximum for the position of 20 hours per week, without benefits, at a rate of pay of \$10.00 per hour, plus work-related mileage excluding travel to and from his residence, subject to the discretion of the President; and

**BE IT RESOLVED** that the duties of the Part-Time Summer Intern position shall be as described above; and

**BE IT FURTHER RESOLVED** that Robert Irving is approved to fill the Part-Time Summer Intern position this year, and the President is authorized to take whatever actions are required to implement this approval.

Motion passed; all in favor.

**(R-0514-01)**

## **12) Other business**

No other business was brought forward.

## **12) Adjournment**

Motion to adjourn by Director Parsons, seconded by Vincent Tamagna; all in favor. Adjourned 10:17 AM.