

EAST OF HUDSON WATERSHED CORPORATION

MONTHLY EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30 AM, Thursday, January 23, 2014



Minutes

- 1) Meeting Opening @ 9:25 a.m.

In Attendance: Michael Griffin, Peter Parsons, Warren Lucas, David Kelly, Chris Burdick, Ken Schmidt, Bruce Walker, Rich Williams, Sabrina Charney-Hull, Bruce Barber, Rahul Verma, Sharon Dirac
Absent: Walter Artus

- 2) Hire Part-Time Attorney

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

WHEREAS, the East of Hudson Watershed Corporation has advertised for the position of part-time temporary attorney; and

WHEREAS, resumes of the respondents were evaluated, and interviews were conducted from amongst the most qualified respondents by a selection committee; and, upon the recommendation of the Executive Director, the selection committee determined Danielle Harris to be the most qualified candidate for the position of part-time attorney to the East of Hudson Watershed Corporation, and

WHEREAS, the Directors of the East of Hudson Watershed Corporation wishes to follow the recommendation of the selection committee and desires to appoint Danielle Harris to the position of part-time temporary attorney;

NOW, THEREFORE BE IT RESOLVED, that the Directors of the East of Hudson Watershed Corporation hereby appoint Danielle Harris to the position of part-time temporary attorney for the East of Hudson Watershed Corporation, which position shall commence on January 27, 2014, and shall become effective upon the execution of an Employment Agreement between Danielle Harris and the East of Hudson Watershed Corporation; and

BE IT FURTHER RESOLVED that Danielle Harris shall be considered a part-time employee of the Corporation with a maximum hours of employment of 24 hours per week, and shall be subject to the policies of the Corporation; and

BE IT FURTHER RESOLVED that the East of Hudson Watershed Corporation shall pay Danielle Harris, for compensation of services, an hourly rate of sixty and 00/100 dollars per hour, payable in equal bi-weekly installments, subject to Federal and State payroll taxes.

(Resolution R# 0123-01)

Director Lucas reported on research into the cost of liability insurance for attorney as a part-time employee of EOHWC. He noted that the cost would be a maximum annual premium \$2,500 - \$3,000 per year (for coverage of \$1 million).

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

WHEREAS, the East of Hudson Watershed has hired a part-time attorney; and

WHEREAS, the position as part-time attorney requires professional liability coverage for the East of Hudson Watershed Corporation; and

WHEREAS, Treasurer Warren Lucas has reported on the cost of said insurance (as a maximum premium of \$2,500 for \$1 million policy coverage);

NOW, THEREFORE BE IT RESOLVED that the Directors of the East of Hudson Watershed Corporation hereby authorize Treasurer Warren Lucas to negotiate and sign a contract for professional liability for the East of Hudson Watershed Corporation's part-time attorney position.

BE IT FURTHER RESOLVED that the cost of this coverage is expected to be, as reported, a maximum of \$2,500 per year (for \$1 million in policy coverage).

(Resolution #0123-02)

3) 2014 Schedule of Meetings

All members agreed to a finalized schedule of monthly Executive Committee meetings, as presented in meeting agenda. (Meetings will be held on the fourth Thursday of each month through October 2014. November and December dates will be set later in the year to accommodate holiday scheduling.)

4) Executive Session – Rahul Verma Review

At 9:40 a.m., Director Kelly requested that the Committee move to Executive Session to complete the annual performance review of Executive Director Rahul Verma.

General Session resumed at 10:50 a.m.

5) Audit Invoices and Sign Checks

- Checks and EOHWC vouchers were passed around to the Executive Committee Members for Review/Comments.
- All Checks were signed as is.

6) Other Business

Personnel Policy – Rich Williams will complete and send the updated version of policy (based on comments and changes discussed and agreed to at last Executive Committee meeting on 12/19/14).

A discussion took place on the status of various reports. Executive Director Rahul Verma noted that the NYSDEC Progress Report is presently being completed by EOHWC staff; it will be included in the annual report as an Appendix. Mr. Verma also noted that the full annual report will be presented at the February 27th Board of Directors meeting. The Executive Committee, he noted, will receive and review a draft prior to that meeting (as noted in the schedule of dates sent to the Committee by Mr. Verma earlier this month).

President Michael Griffin requested a financial report including a breakdown of billing (i.e. DEP/Westchester/Putnam) and current balances for each.

7) Adjournment

Thereupon a motion by Director Schmidt, seconded by Director Parsons, the meeting of the Executive Committee was adjourned at 11:05 a.m.