



## EAST OF HUDSON WATERSHED CORPORATION

### EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:34 AM, Thursday, April 23, 2015

#### Meeting Minutes

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

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

##### **2) Approve Meeting Minutes-**

Motion by Director Burdick, seconded by Director Parsons to approve the Executive Committee Meeting Minutes of April 9, 2015; all in favor.

##### **3) SE-POT-02 Agreement**

Motion by Director Burdick, seconded by Director Parsons to ratify the Reimbursement Agreement dated April 9, 2015 for SE-POT-02; all in favor.

##### **4) Award Construction of C-NC-01B and Y-MU-14**

Kevin Fitzpatrick presented C-NC-01B and Y-MU-14 for approval by the Executive Committee to award construction contracts to the lowest bidding qualified contractors. Director Griffin expressed the need for backup documentation and resolutions in order to approve the award of both projects.

George Rodenhausen will prepare resolutions for C-NC-01B and Y-MU-14 to be approved the Executive Committee Meeting on May 12, 2015 at 9:45am as suggested by Director Parsons.

Motion by Director Burdick, seconded by Director Lucas to issue a negative declaration for C-NC-01B; all in favor.

Motion by Director Burdick, seconded by Director Lucas to issue a negative declaration for Y-MU-14; all in favor.

Further, Director Burdick requested a written monthly update be prepared by Kevin Fitzpatrick on projects going into the ground in 2015.

#### **5) Weston and Sampson Change Orders**

Kevin Fitzpatrick provided details of a change order submitted for L-CR-16 by Carl Stone of Weston and Sampson in the amount of \$4,500 for the design of a retaining wall. After discussion, Motion by Director Lucas, seconded by Director Burdick to reject the change order from Weston in Sampson for L-CR-16 in the amount of \$4,500; all in favor.

#### **6) Inspections for Closed Projects**

Joanne Tavino provided a schedule of inspections due on 11 closed projects. Director Griffin discussed the necessity of coming up with a list of projects based upon the maintenance bonds and requested that Kevin Fitzpatrick provide a complete list of projects and a schedule for inspection to be presented at the Board of Directors Meeting on May 12, 2015. Director Lucas discussed the possibility of hiring an intern to perform inspections. Kevin Fitzpatrick will look into potential candidates. Further, John Belyea inquired about the possibility of obtaining a protocol or inspection checklist from the NYCDEP as a guide for conducting inspections on closed projects. Vincent Giorgio will look into whether or not an inspection checklist exists at NYCDEP.

#### **7) List of Regulatory Compliance Due Dates**

Joanne Tavino is awaiting comments from Michael Meyer on financial accounting reports submitted to the NYCDEP. Vincent Giorgio notified the Executive Board that a meeting will take place on April 28, 2015 at East of Hudson to review and discuss the documentation required by the funding agreement.

#### **8) Personnel Policies**

Motion by Director Parsons, seconded by Director Burdick to recommend that the full board authorize Yvette Rivera and Linda Matera to work up to 29 hours per week; all in favor.

Motion by Director Burdick, seconded by Director Parsons to recommend that the full board authorize hiring John Belyea on a permanent basis on the terms and conditions that were previously approved by the Executive Committee; all in favor.

Clarification was requested by Joanne Tavino regarding inconsistencies in the personnel policy. Director Burdick suggested that George Rodenhausen and Joanne Tavino present personnel policy recommendations to be discussed at the Executive Committee on May 12, 2015. Any changes will be presented at the Board of Directors Meeting on the same day.

#### **9) Board of Directors Meeting, May 12, 2015 – Agenda**

Additions and revisions were made to the Board of Directors' draft Agenda. A revised version will be sent to the board for any further additions.

**10) Other Business**

Vincent Giorgio requested both East of Hudson Watershed Corporation and its contractors insurance certificates be available at the April 28, 2015 meeting with Michael Meyer.

**11) Adjournment – motion to adjourn by Director Burdick, seconded by Director Parsons; all in favor.**

**Adjourned 10:42**