



## EAST OF HUDSON WATERSHED CORPORATION

### EXECUTIVE COMMITTEE MEETING

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

TIME and DATE: 9:30 AM, Thursday, September 26, 2019

#### Meeting Minutes

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

Voting Members in Attendance: Peter Parsons (Town of Lewisboro); Rich Williams (Town of Patterson); Warren Lucas (Town of North Salem); Chris Burdick (Town of Bedford); Vincent Tamagna as alternate for MaryEllen Odell (Putnam County); JoAnne Daley as alternate for James Schmitt (Town of Pawling); Rich Franzetti as alternate for Ken Schmitt (Town of Carmel)

Others in Attendance: Millie Magraw (Westchester County); George Rodenhausen (Corporate Counsel); Kevin Fitzpatrick (EOHWC); Joanne Tavino (EOHWC); Linda Matera (EOHWC).

##### **2) Approve Meeting Minutes of August 13, 2019**

Motion by Director Parsons, seconded by Director Williams to approve the meeting minutes of August 13, 2019; all in favor.

##### **3) Financial Update**

Joanne Tavino reported that the total fund balance as of August 31<sup>st</sup> was \$20.9 million since having received the \$15 million in funding from NYCDEP in August. Checks written today total \$143,138.00. \$16.2 million is currently invested. With rates going down on treasuries, we are using CDs as another tool. Joanne informed Director Parsons that she had the opportunity to meet with Joseph Montalto from Sickler, Torchia, Allen and Churchill who will be overseeing the next audit and was pleased. Patricia Brennan who physically comes to our office will continue to do so. They are aware that a clear distinction between the FAD and WQIP funds must be made very clear in the audit reports.

##### **a. 2020 Draft Budget**

The draft budget was circulated via email for members to review prior to today's meeting. It will be presented for adoption at the Board of Directors' meeting on October 15<sup>th</sup> and is due to New York State on November 1<sup>st</sup>.

Joanne informed members that health insurance premiums are expected to increase by approximately 8%, which is just about the same as last year. Kevin requested that the conversation of potentially hiring a watershed planner be revisited as the position will need to be redefined to cover a wider range of responsibilities. A discussion regarding staff salary increases ensued and it was agreed that a 2.625% increase would be recommended to the Board for approval. Joanne pointed out the reduction in cost of the Pollution Policy as well as the Directors and Officers Policy made possible by having received the FAD funding. It is now possible to go out to a three-year renewal as opposed to the 2019 budget in which we could only go out to a one-year renewal because of the uncertainty as to whether we would receive funding.

Director Burdick inquired about the significant decline in project design and construction expenditures from the adopted 2019 budget. Kevin said that the drop in design is due to the fact that we are out for design on a great number of projects and as they reach the construction point, we will not be going out to more design contracts. A good number of those projects have reached 50% design so that number will be much lower as we execute those contracts and go forward. A possible reason for the decline in construction could be the installation of catch basin inserts being immediately executed as early as this fall, so it would not be part of the 2020 budget. In addition, when we received the funding from the NYCDEP for the FAD basin we were able to get a better idea of when we would be able to execute projects, therefore a good amount of those projects likely shifted over to 2021. Joanne explained that once a contract is signed and we are committed to an amount for that contract, it goes into the encumbrance system. Currently, we have \$2.5 million in signed contracts for projects that are currently being worked on. Director Burdick asked if what we are doing financially next year sets us on the path for being able to fulfill what needs to be accomplished in terms of the ultimate phosphorus reduction goal. Kevin said that he anticipates being on the correct path between 2020 and 2021. In a recent conversation with Bob Capowski, Kevin pointed out that while we are comfortable financially with Putnam County, we are deficient with Westchester County.

Motion by Director Burdick, seconded by Director Lucas to recommend the 2020 Budget to the Board of Directors with an amendment to the salary increase expenditure for three employees of 2.625%; all in favor.

#### **4) Project Update**

Kevin reported that the Eagles Ridge (SE-DI-815) project is awaiting a sketch of what is actually going to happen. An installation agreement will be signed once 30% design is reached. It's a rather large request for an easement around the property and the phosphorus number is very high at approximately 40 kilograms. While it is anticipated that they will allow us to get on there to do some work, we don't know to what degree that will be.

The project in North Salem at Keeler Lane (NS-MU-601) is in good shape at the bottom of the hill but as we go up the channel, there are a lot of obstacles to overcome. It's likely that we will lose a significant part of the estimated phosphorus reduction number just because we will not be able to execute the full stabilization of the channel. So while it's currently estimated at 54 kilograms, it's possible that number can come down around 30 kilograms when all is complete. Director Parsons expressed concern as to how this may impact the targeted number. Kevin assured members that the current workplan that we have is targeting approximately 1050 kilograms. We planned to overshoot the target number in anticipation that some projects would not come in as high as we hoped.

Finally, there are five projects in construction with four of them wrapping up in the next month or two. Next month, we anticipate awarding the channel stabilization contract for construction in the town of Patterson (Pat-EB-602).

#### **5) O & M Program Update**

Kevin encouraged members whose highway departments have completed the required O&M work to please submit inspections to us as they occur so they can be filed immediately.

Putnam County Land Trust reached out regarding the ponds in the Village of Brewster on Railroad Avenue (VB-DI-31), to ask if they can do plantings. Our project is right next to the entrance to a trailway and railway that is used by the public. The Land Trust has asked if they could come in and do heightened plantings right around the entrance and around our pond. From their point of view they are doing it to

encourage pollinators and add more esthetic value. Since it will be going physically into the outskirts of our pond and our installation, it was important to bring it to the attention of members. It will in no way affect how our pond functions. They will do it in a way that will not affect O&M access and understand that it must be done in a way that allows us to bring our equipment in without a problem. They will take on the maintenance for these plants and the area around them. This is a great example of a community group that reached out and wants to work with us in order to incorporate elements of this nature to enhance the appearance of projects. The NYSDEC has a specific list of plants for each region and zone. The Putnam County Land Trust said they would select plants from those recommendations. Kevin informed members that he met with both the NYCDEP Land Use Permit Division and the Putnam County Land Trust last week and everyone is on board with the plan.

Rich Franzetti made members aware that he submitted the Amendment to the O&M Agreement for Carmel to Linda today. It was approved at the town board meeting and signed by Supervisor Ken Schmitt. Joanne asked Millie Magraw about the next step in the process for the Westchester reimbursement for O&M to the corporation. Millie stated that a new employee will be starting in the position within the budgeting department within the next week or so. At that time a formal invoice will be needed in order for the check to be processed.

#### **6) 2020 Proposed Meeting Dates**

The proposed 2020 meeting dates were presented and recommended to the Board of Directors for approval at the October 15<sup>th</sup> meeting.

#### **7) Office Lease Renewal**

Joanne stated that the Hudson Valley Trust reached out with respect to the office lease which renews in January 2020 for the next three year period. They have offered to extend the current terms and monthly lease amount of \$3,500. Director Williams said that the town of Patterson recently purchased a piece of property behind town hall with a house on it with the intention of renovating it to hold a new EMS facility and a tenant. EOHWC staff members were invited to look at the available office space to determine if it might be sufficient for the needs of the organization.

#### **6) Checks and Vouchers**

##### **a. August 2019 Summary and Detail**

August checks and vouchers were signed at an earlier date due to a change in meeting date.

##### **b. September 2019 Summary and Detail**

September checks and vouchers were signed. No action taken.

#### **7) Other business**

No other business was brought forward.

#### **8) Adjournment**

Motion by adjourn by Director Parsons, seconded by Rich Franzetti; all in favor. Adjourned 10:15 AM.



## East of Hudson Watershed Corporation

2 Route 164, Suite 2  
Patterson, NY 12563

### PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the September 26, 2019 meeting minutes approved by the Executive Committee.

Peter Parsons, President

10-24-2019

Date

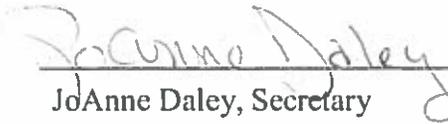


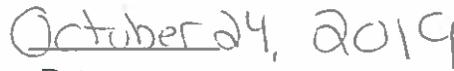
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**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the September 26, 2019 meeting minutes approved by the Executive Committee.

  
\_\_\_\_\_  
JoAnne Daley, Secretary

  
\_\_\_\_\_  
Date