
EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, January 26, 2023

Meeting Minutes

1) Open Meeting

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson) for himself and for James Schmitt (Town of Pawling); Robert Scorrano (Town of Somers); Warren Lucas (Town of North Salem); Tony Goncalves (Town of Lewisboro); Richard Franzetti as alternate for Michael Cazzari (Town of Carmel)

Others in Attendance: Millie Magraw (Westchester County); Christine Chale (Corporate Counsel); Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

2) Approve Meeting Minutes of December 15, 2022

Motion by Director Goncalves, second by Director Lucas to approve the meeting minutes of December 15, 2022; all in favor.

3) Financial Update

Linda Matera reported that there are no changes to the financial reports since they were presented at the Quarterly Board of Directors meeting on January 10, 2023. The schedule of insurance requested from the last meeting is attached. The auditors will be on-site February 21st to start the audit. A FAD treasury is scheduled to mature on January 31st and will be rolled into a treasury at a rate to be determined. The current investment rate is at .0125%. The estimated replacement for a 6-month term is approximately 4.5%. Our auditors, Sickler, Torchia, Allen and Churchill have merged with RBT. The engagement letter is forthcoming.

4) List of Reporting and Filing Dates

Linda explained that we are nearly fully compliant with Board members completing the New York State ABO requirements for 2023. The only date added since reporting and filing dates were last updated is for the 2022 Form 1099s be mailed by the auditors on January 25th. Vendors who are not corporate entities get 1099s.

4) Project Update

Kevin reported that the 2022 Annual DEC Retrofit Report will be sent out on January 31. The agreement from Army Corps of Engineers (ACOE) came in yesterday afternoon for the project at Courtmel Road in New Castle (NewC-NCR-801). We will start construction soon and be able to start billing. It's located on both municipal and NYCDEP properties. We will make sure the Land Use

Permit is in place before work begins and we plan to have everything in place for the spring planting season. This will depend upon how effective Con-Tech construction is in getting through everything. If we miss that season, then it will be done in the fall. Christine Chale requested a copy of the ACOE agreement.

Director Lucas inquired when the project at Keeler Lane (NS-MU-601) will begin. Kevin said it is already in the process. Director Scorrano asked if the project at Woodcrest Terrace in Somers (S-AM-1015) is scheduled for the spring. Kevin said construction is scheduled to start in the spring, however, there is one more installation agreement to be done with the property owner next door to Mr. Dachille. We are working through how it is going to affect the tree line. Once that agreement is in place, we will be ready to begin.

The next set of projects to go out for construction will be in Pound Ridge (PR-CR-601), Kent (Kent-BC-830) and (Kent-MB-1000), Cortlandt (C-NC-1000), and Somers (S-MU-1015). Kent-BC-830 is out to bid for construction. It is a FAD project involving the installation of catch basin inserts in the area of Rambler Road and Seven Lakes Drive.

Final designs are expected for a group of projects that will require planning board approvals: one project in Lewisboro for stream stabilization and two in Yorktown for subsurface infiltration. Together, the three projects will be responsible for about 60 kilograms of phosphorus reduction. Construction is expected to begin shortly thereafter. We are still working around the goal of 1,012 kilograms at the request of NYCDEP.

6) O & M Program Update

Kevin informed members that the last day for submittals was last Friday. Most municipalities did submit, however, some elected not to. The submissions received are being evaluated and will be audited in-house. Letters will be sent to towns identifying whether money is owed, or money can be expected from the Corporation's O&M program. The letters containing that information will be sent out before the EOH annual audit is done because we like to show the auditors that we've already responded to the towns and notified them of any change in costs that are upcoming. After that process is complete, checks will be released in May/June to towns being reimbursed. Director Lucas asked what happens to towns that did not submit. Kevin said they actually have no documentation for this year and they are responsible to pay regardless of whether they did O&M. Director Goncalves asked if this was for completed projects and if the one he submitted last year which he discussed with Kevin is being considered for O&M reimbursement this year. Kevin confirmed that it will be included in this year's O&M reimbursement. Director Lucas asked which town did not submit. Kevin said that Yorktown and Cortlandt did not submit. Kevin said it's a frequent occurrence among all municipalities that work gets done but is not documented. Alternate Franzetti inquired when bills for the municipalities would be sent. Kevin said to expect them mid-February or maybe a bit earlier. Alternate Franzetti asked if Kevin could provide a general dollar amount so he could make sure the funds are encumbered. Kevin concluded by informing members that each town will receive a packet that will include pictures of corrective measures we expect to see going into the current calendar year. Director Lucas asked if projects are inspected by EOH staff and feedback is being provided to the towns noting whether work done was good or subpar. Cory said it has been inspected and reports are scheduled to go out to towns in a couple of weeks. Director Lucas requested that they be sent to both highway departments and supervisors.

7) Checks and vouchers

Monthly vouchers were signed. No action taken.

8) Other business

No other business was brought forward.

9) Motion by Director Williams, seconded by Director Goncalves to adjourn into Executive Session for the purpose of acquisition and determination of value of property and to discuss the hiring, firing, promotion or demotion of a particular person or persons; all in favor.

10) Motion to come out of Executive Session by Alternate Franzetti, seconded by Director Goncalves; all in favor. No action taken in Executive Session.

Motion by Alternate Franzetti, seconded by Director Goncalves to approve a salary increase of 8% for Kevin Fitzpatrick-Director of Engineering; Keith Giguere-Comptroller; Linda Matera-Office Manager; Cory Lapidus-Watershed Planner; all in favor.

11) Adjournment - Motion to adjourn by Alternate Franzetti, seconded by Director Scorrano; all in favor. Adjourned 10:28 AM.

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the January 26, 2023 meeting minutes approved by the Executive Committee.



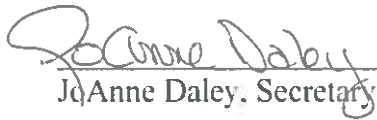
Richard Williams, Sr., President

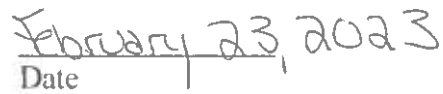


Date

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the January 26, 2023 meeting minutes approved by the Executive Committee.


JoAnne Daley, Secretary


Date