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EXECUTIVE COMMITTEE MEETING  
9:30 A.M., Thursday, February 23, 2023

**Meeting Minutes**

**1) Open Meeting**

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Warren Lucas (Town of North Salem); Robert Scorrano (Town of Somers); JoAnne Daley as alternate for James Schmitt (Town of Pawling); Rich Franzetti as alternate for Michael Cazzari (Town of Carmel); Vincent Tamagna as alternate for Kevin Byrne (Putnam County)

Others in Attendance: Christine Chale (Corporate Counsel); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

**2) Approve Meeting Minutes of January 26, 2023**

Motion by Director Lucas, seconded by Alternate Franzetti to approve the meeting minutes of January 26, 2023; all in favor.

**3) Financial Update**

Keith Giguere reported that total cash and investments are \$15,074,000, of which \$9,868,000 is FAD. In January we received a check in the amount of \$95,151 from Army Corps of Engineers as a reimbursement for MK-NC-602. Director Lucas asked how long it took to receive. Kevin Fitzpatrick said the project has been completed for over a year and that is when the paperwork was submitted. Keith informed members that the auditors are on-site today. The audit presentation is scheduled for the March Executive Committee meeting.

*Director Williams pointed out that neither Vincent Giorgio, nor Mike Meyer of the New York City Department of Environmental Protection (NYCDEP) was present at the meeting.*

**4) Reporting and Compliance Dates**

Linda Matera reported that the Annual Retrofit Report was sent to the DEP, Putnam and Westchester Counties on February 15<sup>th</sup>. Regarding ABO Compliance, Mayor James Schoenig of the Village of Brewster submitted his Annual Board Evaluation and Conflict of Interest forms. The Putnam County Board of Ethics sent out the link to the Annual Financial Disclosure yesterday. It was emailed to all Board members and should be completed regardless of whether you work in Westchester, Dutchess or Putnam Counties.

**5) Project Update**

Kevin Fitzpatrick reported that we are currently hovering around 110 kilograms per year on the active project list in combination with the credit we have. Total credit remains at 672 kilograms. By the end of

April, we expect to add close to an additional 50 kilograms at minimum. A lot of new designs came in that we expect to get out to bid for construction in the spring and summer. It will be heavy in the FAD areas of the watershed. We've engaged the Army Corps of Engineers for additional funding on projects we will look to move forward with outside of the FAD. We should expect to get to 100% design on several of those projects, and then we'll hover there while we wait for contracts to come through. Tom Snow at NYSDEC and the Army Corps of Engineers have already been provided with a list of those projects and a funding request. We will check in with them to see if they've accepted them or not and whether we go to construction on individual projects or if they will have to be put on the shelf temporarily. There have been no new updates from NYSDEC regarding the stormwater requirements that are coming. Additionally, there have been no new updates from NYSDOT about our collaboration with them. A letter was sent out this morning to Ellen Kubek. A very productive conversation took place back in September with Supervisor Williams, Christine Chale, Kevin and members of the NYSDOT, however nothing has come of it up to this point. It is currently in the hands of NYSDOT legal department. Director Lucas asked that Kevin provide a timeline of the conversations and meetings that have been had to date with different individuals at NYSDOT.

Director Lucas asked about the status of NS-MU-601 on the Project Update spreadsheet that indicates the installation agreement is pending. Kevin said that the installation agreement has been executed and he will update that status for the March meeting. All plantings should be established on the project in May. Director Lucas asked Kevin to share before and after pictures with him so he can explain it to residents.

#### **6) Kent-MB-1000 Easement**

Kevin discussed that Kent-MB-1000 is for the installation of multiple storm filters and stabilization of eroded channels within private property. The filters will be installed in the town right-of-way. Channels are all located on private property. We are currently negotiating an easement with the property owner and town. They are on board with the project and excited about the impact this project can have. It's all been very productive so far. It is a project that we would be looking to purchase an easement on. We are going through the proper process to make sure we are defining the rules correctly. The project will provide approximately 75 kilograms of phosphorus reduction and will be extremely helpful in stopping a lot of the municipal discharge from reaching Lake Carmel. Director Lucas asked if the town will be getting access to our easement as well. Kevin said they would, and part of the process is defining what the town and EOHWC will be able to do. As discussed last month, there are multiple pipes that need to be upgraded along private property, which the town understands is their responsibility. Director Williams asked if Kevin had that conversation with the town. Kevin indicated that he met with the highway department and the town supervisor and that the meeting was productive. They are on board and it's just a matter of moving the process along. Director Williams inquired if an installment agreement was in place. Christine Chale indicated that she prepared it and sent it to Kevin. He is working on revising the project description to incorporate portions of the project that are being done by the Town of Kent to make sure it's very clear, because it wasn't in the original project description. Once it's revised, we should send it to Kent's attorney before sending it to the developer's attorney because they have some responsibility for part of the project. Kevin said that there are multiple permits that come along with it, so we need to get feedback from all those agencies involved to make sure they are not going to request any design changes.

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

Kevin reported that invoices will be going out by the end of the week to all municipalities, along with a packet of information containing photos. It will highlight every project that we had concerns about from the end of the calendar year. It doesn't mean that those items have not been addressed. Many of the

towns did their O&M in December, therefore, if we inspected it in October, our concerns may have already been addressed. In any case, we will provide documentation to towns pointing out the items that were an issue this year and are expected to be addressed for 2023. Everyone will receive a statement or invoice depending on whether you need to pay or will be paid, which is part of what needs to be documented as part of the audit that is currently in the process. All of the payments coming back to us should be received by the end of April. Once received, we will process them and make our submittals to Westchester County in hopes that all Westchester municipalities will be made whole by the end of June.

## **8) Summer Intern**

Kevin discussed that he would like to bring an intern into the organization for the summer that has a concentration, preferably in engineering or the sciences. This individual would help both him and Cory with inspections and would expose the intern to site plans, engineering, and construction. It's a great opportunity for a student and to help broaden our GIS to get more accurate information on how to help the towns with retrofits. We would be looking to take them on for 12 weeks at 24 hours per week with flexible hours. There are no specific days, as long as the time is put in. Compensation of \$20 per hour is being proposed with a mileage reimbursement of .65¢ per mile because they will be traveling quite a bit through the watershed. The candidate hired will undergo training and will be taught what to look for and do. Director Williams said he is okay with hiring an intern, provided they receive proper training. Kevin said that although all the retrofits are the towns' responsibility, having that trained intern looking at the retrofits with he and Cory as backup will continue. They must have a certain level of training and experience to perform a qualified inspection. Alternate Franzetti asked if there is specific training. Director Williams said it probably needs to be more than Kevin showing the intern what to look for out there on a particular project because they will only be exposed to that project. If Kevin takes them out there to show them what to look for on a channel stabilization project, they are not going to know what to look for on a stormwater basin project. In-house training will need to cover more than one project. Kevin indicated that in past iterations of the intern position, it was very hands-on, and they were exposed to every specific type of project. Director Williams said that Kevin may want to look for online training which would have to be paid for by the Corporation. Kevin said that he would look into it in more detail to see what's available. No motion was required to begin advertising for the summer intern position, but a recommendation to the Board of Directors will be needed from the Executive Committee to hire. Motion by Director Williams, seconded by Director Lucas to approve the summer intern job description as presented; all in favor.

## **9) Checks and Vouchers**

Monthly vouchers were signed. No action taken.


## **10) Other business**


Director Williams informed members that he wants to send a letter from the Corporation to the ADU addressing the Housing Compact Legislation. Counsel pointed out that whoever is writing the letter needs to keep in mind that there are rules about lobbying for non-profits, therefore it may be best to send the letter from the coalition instead of the Corporation. Careful attention should be given to the wording if the letter is sent from the Corporation. Discussion ensued. Director Lucas agreed to put a letter together and circulate it among Board members before sending it out. Motion by Director Williams, seconded by Alternate Franzetti to send a letter from the East of Hudson Watershed Corporation to the ADU regarding the Housing Compact Legislation; all in favor.

**11) Adjournment - Motion to adjourn by Alternate Tamagna, seconded by Director Lucas; all in favor. Adjourned 10:13 AM.**

**PRESIDENT'S CERTIFICATE**

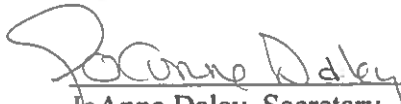
I certify that the foregoing is a true and correct copy of the February 23, 2023 meeting minutes approved by the Executive Committee.

  
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Richard Williams, Sr., President

  
\_\_\_\_\_  
Date

**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the February 23, 2023 meeting minutes approved by the Executive Committee.

  
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JoAnne Daley, Secretary

  
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Date