

EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, March 30, 2023

Meeting Minutes

1) Open Meeting

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Warren Lucas (Town of North Salem); Tony Goncalves (Town of Lewisboro); JoAnne Daley for James Schmitt (Town of Pawling); Michael Cazzari (Town of Carmel)

Others in Attendance: Christine Chale (Corporate Counsel); Vincent Giorgio (NYCDEP); Mille Magraw (Westchester County); Joseph Montalto (RBT-STAC Auditors) via Zoom; Patricia Brennan (RBT-STAC Auditors) via Zoom; Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

2) Approve Meeting Minutes of February 23, 2023

Motion by Director Goncalves, second by Director Cazzari to approve the Executive Committee meeting minutes of February 23, 2023; all in favor.

3) Financial Update

Keith Giguere announced that Joseph Montalto and Patricia Brennan of RBT-STAC Auditors will be making the audit presentation via Zoom at today's meeting. The draft financials were received a short time ago and are currently unreviewed. He reported that regarding financials, we still have \$9,892,000 in investments and cash related to FAD and \$5,412,000 for others for a total of approximately \$15 million.

4) List of Reporting and Filing Due Dates

Linda Matera reported that we are currently up to date with all filing dates. O&M checks were received from Putnam Valley and Mt. Kisco. With regard to various ABO compliance items requiring completion, reminders have been sent to board members from Putnam County, New Castle, North Castle and Yorktown.

5) Audit Engagement Letter

Keith reported that he received the audit engagement letter on March 7. Director Williams will need to be authorized to sign the engagement letter before the presentation. Director Williams pointed out that the cost of the Audit is \$15,229. Keith added that there is an additional \$4,500 for other services so it's more like \$20,000. Director Lucas indicated that it seems expensive, and suggested we go out to bid. Director Williams said that considering all the complexities involved, it may not be out of line. Christine Chale suggested that the Executive Committee recommend to the Audit Committee to

determine whether to go out to RFP for next year because that is something the Audit Committee is responsible for. Director Lucas asked Keith if RBT gave a reason for the delay with everything. Keith said that while they haven't given an actual reason, his interpretation is that they did a merger with RBT, and they didn't allocate sufficient resources for the audit. Director Lucas said it may be a matter of having a discussion with them. Keith indicated that whenever they request something, he sends it and then it takes days to get a response from them saying it was received or that they have questions.

Motion by Director Lucas, seconded by Alternate Daley to authorize Director Williams to sign the audit engagement letter; all in favor.

7) 2022 Audit Presentation/RBT

Joseph Montalto, a partner of RBT Certified Public Accountants and Patricia Brennan, who was in charge of the EOHWC audit, joined the meeting and presented the 2022 Audit Presentation. They indicated that there are no material weaknesses, and they are comfortable with the financial statements as a whole. Member of the Executive Committee requested some adjustments as discussed based upon the presentation, including clarifying the MS4 general permit status, deferred revenue funding sources, and the wastewater study grant component of the revenues and expenditures. Director Williams asked that members take time to review the audited financials and email comments to Keith. Any comments will be forwarded to Patricia and will be made accordingly.

Motion by Director Williams, seconded by Director Lucas to make a submission of the 2022 Audit Report to PARIS with changes as discussed and upon final review and approval by the Corporation Treasurer and Comptroller; all in favor.

Director Williams announced that it will now need to go to the Audit Committee, who will meet with Director Lucas and Keith for review. It will then come back to the Executive Committee on April 20th for recommendation to the Board of Directors in May.

8) Project Update

Kevin Fitzpatrick reported that there have been no significant updates since last month. We are getting ready for planting season as we enter spring on a few of the open construction projects. There are two upcoming construction projects in Carmel (Carmel-CF-703) and Lewisboro (L-CR-804) and some of those involve catch basin filters and others, more robust construction. We are currently working in Carmel to wrap up a project on Marina Drive (Carmel-AM-1000) which is around Lake Mahopac. It involves multiple property owners that are getting involved with some catch basin inserts on their properties and the municipal right of way.

The next round of design submittals will be coming in for the project on John Simpson Road in Putnam County (PC-MB-1000) that will net us close to 9 kilograms of phosphorus reduction. In addition to that project, there are two additional retrofits; one on Tarry-a-Bit Drive in Lewisboro (L-CR-804) for approximately 33 kilograms and the other, on Woodcrest Terrace in Somers (S-AM-1015) in Somers for about 25 kilograms. There are no other specific updates.

Director Lucas inquired about how the project in North Salem (NS-MU-601) is going and if any pictures have been taken that he can share. Kevin said that they are at the point of installing plantings. Many pictures have been taken, which he will share with Director Lucas. He indicated that a second trench was

found during construction that will net us another 8 kilograms on the property. The additional construction is easy enough to tie in. There won't be a change order but there will be a work change directive. Everything is going smoothly, and we expect to have that wrapped up in April per the property owner's request.

It was reported that no other news has come down from the New York State Department of Environmental Conservation (NYSDEC) regarding updates to the MS4 Permit or requirements for phosphorus reduction in the future. We eagerly await that communication. Director Williams mentioned that NYSDEC is starting to schedule classes on the MS4 update in the fall, which means they intend to implement the permit it before the fall. They have not released anything new regarding the permit.

7) O & M Program Update

Kevin reported all 2022 O&M notices have been sent out. Two checks have been received to date. We are hoping to wrap this up in the spring and then pass all of the information on to Westchester County for review and possible reimbursement to the Westchester municipalities.

Kevin and Cory will begin doing inspections as spring begins to make sure everything is being taken care of. Anything that we felt needed attention last year will get attention this year.

8) Checks and vouchers

Monthly vouchers were signed. No action taken.

9) Other business

No other business.

10) Motion by Director Williams, seconded by Director Lucas to enter into Executive Session regarding a particular claim submitted to the EOHWC's insurer; all in favor

11) Motion by Director Williams, seconded by Director Goncalves to come out of Executive Session; all in favor. No action was taken in Executive Session.

12) Adjournment - Motion to adjourn by Director Cazzari, seconded by Director Goncalves; all in favor. Adjourned 10:47 AM.

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the March 30, 2023 meeting minutes approved by the Executive Committee.


JoAnne Daley, Secretary


Date

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the March 30, 2023 meeting minutes approved by the Executive Committee.



Richard Williams, Sr., President


Date