

---

**QUARTERLY MEETING OF DIRECTORS AND MEMBERS**

TIME and DATE: 10:30 a.m., Tuesday, January 10, 2023

*Zoom Videoconference*

**Meeting Minutes**

**1) Open of Meeting at 10:22 AM**

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson) for himself and as alternate for Jacqueline Annabi (Town of Putnam Valley); Warren Lucas (Town of North Salem); James Schmitt (Town of Pawling); Michael Preziosi (Town of Cortlandt); Richard Franzetti as alternate for Michael Cazzari (Town of Carmel); Tony Goncalves (Town of Lewisboro); Tony Hay (Town of Southeast); Robert Scorrano (Town of Somers); Ed Brancati as alternate for Gina Picinich (Town of Mount Kisco); Lauri Taylor (Village of Pawling); Sabrina Charney-Hull as alternate for Lisa Katz (Town of New Castle); Thomas Diana (Town of Yorktown); Vincent Tamagna as alternate for Kevin Byrne (Putnam County)

Others in Attendance: JoAnne Daley (Town of Pawling); Dan Ciarcia (Town of Yorktown); Christine Chale (Corporate Counsel); Vincent Giorgio (NYCDEP); Millie Magraw (Westchester County Planning); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

**2) Pledge of Allegiance**

**3) Approve Meeting Minutes: October 11, 2021**

Motion by Alternate Brancati, seconded by Director Lucas to approve the Quarterly Board of Directors Meeting Minutes of October 11, 2022; all in favor.

**4) Financial Update**

Keith Giguere reported that the preliminary financials presented for December do not include any accruals or reclassifications for the audit that will happen in the next month or so. There is \$9,870,000 in FAD funds and \$5,233,000 in WQIP funds for a total of approximately \$15,000,000. As discussed at the start of the meeting, we have \$4,000,000 coming due at the end of January which was paying .125%. Current rates are up in excess of 4% so we should be getting somewhere between 4.25% and 4.5% depending on what the rate will be at the end of the month. Sickler, Torchia, Allen and Churchill (STAC) have not provided an audit date yet, but we expect it to be within the next month or so.

Director Williams informed Board members that additional funding will be coming in from the EPA and NYSDEC that we are waiting for confirmation on which will help fund the organization for the coming years. We're also currently waiting on the General Permit to be issued along with the

technical documents that will outline what our obligation is going to be. Director Lucas mentioned that it was expected to be out no later than the end of December. He inquired if Vincent Giorgio had an update. Vincent said he has not received an update on the release date.

## **5) List of Reporting and Filing Due Dates**

Linda Matera provided a brief explanation of the spreadsheet containing due dates of various reports and compliance requirements. As items are accomplished, dates will be inserted into the spreadsheet, which will be presented at each meeting with updated information. Members will be expected to complete a Putnam County Financial Disclosure for which a link will become available in April and will be emailed to members. Director Williams mentioned that all members must complete it because the Corporation is located in Putnam County.

## **6) Project Update**

Kevin Fitzpatrick reported that we are currently sitting at 672 kilograms of reduction. There are 4 projects in construction (L-CR-803, NewC-NCR-801, NS-MU-601 and Y-MU-602) that are expected to be completed over the winter and will bring us up to 742 kilograms. Several of those projects involve a lot of plantings and final stabilization that will take place in the spring. It's expected that when the Board meets again in May we will be able to have all those credits documented at that time. Moving forward, Kevin and Cory are preparing for a very busy spring and winter construction period. There are multiple projects coming in for final design which will then go out to bid for spring/summer wrap-up. We will continue to push ahead with that number to get to the target just short of 920 kilograms for the program. We have an active project list that is targeting approximately 1,013 kilograms as of right now. That is just a little over 10% of the value the NYSDEC set for the Corporation, but it will continue to fluctuate as those new designs come in. As they come in, if the projects are off by a kilogram or two, they will be adjusted. In speaking with the NYSDEC, they have every intention of recognizing any project that we are working on. They look at it as a continuous effort into the new permit when it does come out. We have that wiggle room in there right now to make sure we can get to our goal the most efficient way possible. When projects hit a roadblock, whatever the reason might be, we like to make sure we have that buffer in place to continue pushing forward.

Kevin discussed the list being circulated for each town's MS4 contact for the wastewater study. We are currently running the wastewater study with Woodard and Curran's team. The next step as they evaluate the reports given to us, is to sit down with each supervisor and start going through those documents provided and try to get filled in on how they may have changed since those studies were performed. It may be something as simple as updates to census data and populations. What ever the case is, it is vital for them to have direct contact with whomever that person is, other than blankly calling your municipalities looking for somebody. It would be appreciated, if before you leave, you can make sure you fill in that list and we will pass it on to them. They will look to start scheduling those meetings over the next few weeks into early February.

Kevin reported that there's been an influx of work being paired with public works projects and funding that is being made available by the US Army Corps of Engineers. While projects aren't actively being added to the list of what we are completing for the first 10 years of the program, we would appreciate the opportunity to take advantage of any phosphorus credits if there are any projects going on in your town. As your highway departments are looking at those opportunities, we will take any kilograms that are still out there and work with you to make sure that the phosphorus reduction is accounted for, and the possibility of any reimbursement is considered. Alternate Daley asked if highway superintendents understand that they should be contacting Kevin with any projects.

Kevin explained that he always reaches out and reminds them but finds it's always helpful to have a yearly renewal of that conversation.

**a. Program Summary**

Kevin presented the Program Summary and invited questions.

**7) O & M discussion**

Kevin explained that after the operations and maintenance documents submitted by towns are reviewed, he will reach out to set up a meeting with each town's public works representative to make sure they know that some of the work they are doing, we could be of assistance with in helping them obtain the credits. Part of that discussion will be to point out whether they could do a little bit better with the way the O&M is being performed, or if it's being done as required and we could assist in any other way.

All forms and documentation for O&M work done in 2022 are due on Friday, January 13<sup>th</sup>. That date was chosen so we can prepare for the internal audit and vet anything that is submitted in preparation for the annual audit that is coming up soon. Presently, there are a few towns who have not yet submitted. If you are on that list, please submit your documentation to us.

**8) Other business**

No other business was brought forward.

**9) Adjournment – Motion to adjourn by Director Lucas, seconded by Alternate Brancati; all in favor. Adjourned: 10:44 AM.**

**PRESIDENT'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the January 10, 2023 Quarterly Meeting Minutes approved by the Board of Directors.



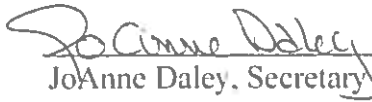
Richard Williams, Sr., President

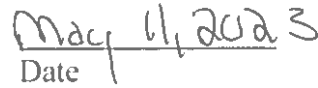


Date

**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the January 10, 2023 Quarterly Meeting Minutes approved by the Board of Directors.

  
JoAnne Daley, Secretary

  
Date