

---

QUARTERLY MEETING OF DIRECTORS AND MEMBERS

TIME and DATE: 10:30 a.m., Tuesday, May 7, 2024

**Meeting Minutes**

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

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Robert Scorrano (Town of Somers); Ellen Calves (Town of Bedford); Joseph Rende (Town of North Castle) via Zoom; Vincent Tamagna as alternate for Kevin Byrne (Putnam County); Warren Lucas (Town of North Salem); JoAnne Daley (Town of Pawling); Michael Preziosi (Town of Cortlandt); Michael Cazzari (Town of Carmel); Jaime McGlasson (Town of Kent); Tony Goncalves (Town of Lewisboro); Nicholas Durante (Town of Southeast); Ed Brancati as alternate for Michael Cindrich (Town of Mount Kisco); Lauri Taylor (Village of Pawling); Sabrina Charney-Hull as alternate for Lisa Katz (Town of New Castle); Ed Lachterman (Town of Yorktown); Jacqueline Annabi (Town of Putnam Valley)

Others in Attendance: Dan Ciarcia (Town of Yorktown); Christine Chale (Corporate Counsel); Cassondra Britton (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:**

- a. **January 16, 2024 Annual Meeting Minutes**
- b. **January 16, 2024 Quarterly Meeting Minutes**

Motion by Director Scorrano, seconded by Director Goncalves to approve the Annual and Quarterly Board of Directors Meeting Minutes of January 16, 2024; all in favor.

**4) Financial Update**

Keith Giguere reported that there is currently \$10,155,000 in FAD funds and \$3,126,000 in WQIP funds.

**5) Tax Returns/Form 990 & CHAR 500**

Keith informed members that the tax returns were approved by the Executive Committee at the April meeting, and they have been recommended to the Board. Motion by Director Scorrano, seconded by Alternate Brancati to approve the Form 990 and CHAR 500; all in favor.

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

Linda Matera reported that one municipality remains to submit their 2023 O&M payment. Three new Board members are left to complete the ABO Board member training before the end of the year. Vincent Giorgio pointed out that the due date for the 2023 Annual Report to the DEP should be March 31 instead of the second quarterly meeting.

## **7) O&M Manual Updates**

Kevin Fitzpatrick reported that the staff has been working on an update to the existing O&M manual. While it has been in the program now for quite a few years, we wanted to refresh it and update the requirements for the individual towns. There is not anything that we feel needs major widespread changes, but it is more solidifying some of the practices that we have been looking at. We have the updated submittal format, which will be sent electronically. We will be asking municipalities to use our standard Excel sheet that will autofill. We are going to work with each individual municipality in the coming year to make sure everyone transitions easily. Rather than getting handwritten documents, we would like to switch to electronic to make the submissions smoother. One of the requirements that was added is that any new highway or town supervisor meets with us to get an understanding of where their projects are and what is needed. Another big item is that we are trying to establish rates across the board. Cory has put together an Excel sheet of existing FEMA rates, which every year, each town can just go directly to for the equipment they are using so we can have consistency across the board. A footnote will be added to the manual reminding everybody that these rates are refreshed annually and that it is necessary each year to get the updated sheet off the website to continue moving forward with the evaluations.

Cory indicated that going forward we will be requiring only two submissions per year: June 1 and January 3. They will only be accepted in MS Excel format. No paper copies will be accepted. Any submissions filed by January 3 can be corrected by EOHWC and the municipalities. Any submissions filed after January 3 will not be accepted for that calendar year and will be reimbursed the following year. Submissions made after March 31 will not be accepted at all. This does not rid you of your MS4 requirements that need to be done for your own purposes. You still must do your independent reviews, forms, and inspections. The retrofit begins at the water quality treatment or the riser structure. You cannot submit for maintenance outside of that area. If you are trying to clean out catch basins upstream of a drainage area, it does not count. If you are trying to clean the catch basin that feeds into a pond, that does count. If there are any questions as they are going through it, they can call us, and we can figure out what qualifies and what does not. Director Lucas pointed out that the documents can be found on the website under the Corporation Documents tab. Cory said the non-FEMA rates that we are accepting can be found in the same place. He confirmed that the modified roadside swales that were installed as part of the stormwater retrofit are included. Kevin said that the retrofit maintenance in the case of a roadside swale begins at the beginning of the swale. It does not begin at a catch basin up the road. Director Lucas requested that page numbers be added to the manual. Cory said that if any town employees have any questions, they are welcome to contact him. Director Williams asked when a final copy would be ready. Cory said if approved today, this would be the finalized copy.

Motion by Director Lucas, seconded by Alternate Charney-Hull to approve the updated O&M manual; all in favor.

## **8) Project Update**

Kevin reported that two projects were recently completed totaling 40 kilograms. This brings the program total to 755 of the required 920 kilograms. Should all the projects on the list be completed,

we will reach 935 kilograms. As we get closer to that number, we will continue to discuss it with the DEP and the DEC as the target gets a little bit closer to 920, rather than 935. The DEC has had no objection to any carry-over kilograms being brought over into the next permit cycle. We continue to look to the future where the workplan for the next permit will be needed by the end of this year. We are not permitted to be working on it at this time but once we get the opportunity, we will expedite the process as best we can to make sure we achieve the deadline or are in communication with the DEC to get any extension that the municipalities might need.

**a) Program Update**

The program update was presented and questions were invited.

**9) O & M discussion**

Kevin informed board members that the highway departments should be making sure that stormwater practices are in good working order. A member of the EOHWC staff will be following up directly behind you over the next couple of months and checking on it to make sure that they are being maintained correctly.

**10) Summer Intern**

Kevin informed members that Sofia Harrison worked with us last summer. We are interested in bringing her back on for the upcoming summer as a part-time intern for 24 hours a week at \$21 an hour. Responsibilities and duties will remain the same as last year, which was assisting with inspections, checking on the O&M being done and what might still need to be done. We felt that she did a great job for us last year, so we are looking forward to having her come on staff for this summer pending approval. Motion by Director Taylor, seconded by Alternate Daley to approve the hiring of the summer inter, Sofia Harrison; all in favor.

**11) Other business**

Christine Chale said that comments were sent to the NYCDEP for the new contract. Director Williams inquired about the timeline of when the DEP will have the review completed. Vincent Giorgio said it is being reviewed by another department, but it should completed soon.

**11) Adjournment – Motion to adjourn by Alternate Tamagna, seconded by Director Goncalves; all in favor. Adjourned: 10:34 AM.**