
EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, April 25, 2024

Meeting Minutes

1) Open Meeting

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson); Robert Scorrano (Town of Somers); Ellen Calves (Town of Bedford); JoAnne Daley for James Schmitt (Town of Pawling); Vincent Tamagna (Putnam County); Tony Goncalves (Town of Lewisboro); Michael Cazzari (Town of Carmel)

Others in Attendance: Christine Chale (Corporate Counsel) via Zoom; Warren Lucas (Town of North Salem); Sabrina Charney-Hull (Town of New Castle) via Zoom; Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC); Cory Lapidus (EOHWC)

2) Approve Meeting Minutes of March 28, 2024

Motion by Director Scorrano, second by Director Goncalves to approve the meeting minutes of March 28, 2024; all in favor.

3) Financial Update

Keith Giguere reported that the financials are as of March 31. There is a total of approximately \$13,275,000 in cash on hand of which \$10,155,000 is FAD and \$3,126,000 is WQIP. Almost 13% of the WQIP money is already committed.

There are a couple of changes to Form 990 being presented today. In Part I, lines 3 and 4 should be 19 instead of 16. The section with the Board members needs to be corrected to make it balanced. Lastly, the conflict-of-interest information needed to be added to reflect Rich Williams's son at Insite. This corrected information has been passed back to the auditor for amendment. Motion by Director Scorrano, seconded by Director Cazzari to recommend Form 990 with above mentioned changes to the full Board for approval. Motion passed; all in favor.

4) List of Reporting and Compliance

Linda Matera explained that most reporting dates have been met, with the exception of the 2023 Annual Project Accounting Report, Annual Report and Measurement report. Vincent Giorgio asked about the delay. Keith indicated they are pending because they are in the process of being worked on. With regard to compliance, there are three members remaining that need to complete ABO Board member training before the end of the year.

5) Update-2023 O&M Payments

Linda reported that all but three O&M invoices have been paid. We are expecting the Town of

Carmel's by the April 26 deadline. It is on the Town of Lewisboro's agenda for approval on April 29. We haven't heard anything about when we would receive payment from the Town of Yorktown. Director Lucas said that may be because they just had a supervisor election. Kevin indicated that the highway department staff is the same and they've been dragging their feet about getting the O&M done. Assistance from supervisors would be appreciated to help move this along.

6) Project Update

Kevin Fitzpatrick reported that the total phosphorus reduction as of today has increased to 715 kilograms. By mid-summer or shortly before that, we expect to increase to 800 with the big group of projects that are open right now that will be closed out. After that we are going out to construction with the goal being that in the spring of 2025 we should reach the 920 kilogram goal. The project update sheet shows that our current target sits at 935 kilograms as things shift. The two projects that fell under the postponed category are projects that we will get credit for but in terms of the timing for the new permit and our ability to go over 920 kilogram total we have to shift projects around. Director Scorrano inquired about the Woodcrest Terrace (S-AM-1015) project in Somers. Kevin said the property owners have been in North Carolina for the winter months. He left them a message last week and will give them another call today. Director Scorrano suggested that Director Lucas might be able to lend a hand. Kevin said that if is not able to reach him today, he will reach out to Director Lucas for assistance. Director Lucas asked about the details of the project. Kevin said that work needs to be done on a small channel that borders their property, so we just need them to sign off on it.

7) O&M Program Update

Kevin informed board members that it is his and Cory's goal to have some O&M Manual updates in time for the May Board of Directors' meeting. The updates they have been looking at have been more house-cleaning related. The idea is to get some consistency across the board from all the municipalities. When 19 different towns submit, we get 19 different submittals. Many of the changes we want to make will help us with our paperwork on our end. Cory will take us through the specific updates being considered.

Cory indicated that there are not that many changes. Instead of looking for quarterly O&M voucher submissions, we are looking for them twice a year; one on June 1 and the other by January 3, which is the same as the MS4 annual reporting calendar. If you submit by January 3, you have until January 31st to make edits to your request. Submissions after January 3 will not be reimbursed for that calendar year. Going forward all submissions will be put through the updated form that was designed to make it as simple as possible for everyone to input the work that was done. It will save us a lot of time and will make it much easier to audit the changes throughout the year. Also, we will only be using FEMA rates going forward. Items not on FEMA we will use the average cost we've seen over the years and what seems reasonable. All the rates will be posted in the updated manual. We are no longer accepting inspection forms. We find that they don't provide much benefit to us because the towns hold the MS4 permits. We will continue doing inspections for the success of our projects but it's relevant for us to see each town's MS4 requirements. Because drainage areas are a big problem for many of our projects, they are outside of the retrofit work, so we are making a determination now that the retrofit begins at the water quality unit or the diversion structure only. Even if we install catch basins, it only helps with the conveyance to the projects. We will continue to send out our autumn recommendations in early fall after our summer inspections. We will be getting updated and very specific directions from our design engineers on all new and upcoming projects. Please let us know if you have and questions or concerns because we want to make sure this is a collaborative

everyone experience and everyone is on board with the changes. Sabrina said the new MS4 permit requires each municipality to bring EOHWC along with them in the new stormwater management plans. This means we will need to furnish agreements with the Corporation. She questioned Cory's statement that EOHWC is not in accordance with each town's MS4 inspections. EOHWC should be utilizing the same field of inspection that the MS4 permit requires. You can do more, but you can't do less. In her experience with NYSDEC, particularly under the new permit and inspections, if you don't have the exact same boxes of requirements of detail that the NYSDEC is requiring, they will tell you are not in compliance. Because all of the municipalities are signing on under umbrella compliance, and the East of Hudson Watershed Corporation is implementing those retrofit aspects of the MS4 permit, we are required to be in conformance with what NYSDEC is saying as it relates to the heightened permit conditions of being in a TMDL watershed. Kevin said that EOHWC is supplementary to the towns having to fill out those forms, they have to be fulfilling the inspections and going through the process. Although we are extremely flexible on this, we don't need to be stockpiling paperwork for the 150 projects out there. If it does exist, we would be happy to have it electronically, but for all the towns to submit those forms, even though they have to do it for their own compliance, seems redundant. Sabrina is seeking to make sure that there is consistency and if EOHWC is not going to require that level of detail for reimbursement or documentation of expenditure, that's different than saying to a municipality that you don't have to comply with their MS4 permit. We want to be careful about that because the state is using EOHWC as a model in relation to satisfaction of the retrofit requirement under the heightened TMDL watershed provisions in that permit. She just wants to make sure that we are all on the same page and working for the same thing. A lot of the municipalities don't have the personnel or the manpower to completely understand this. For New Castle, she is that person and she is making sure her DPW, who is maintaining the projects, is doing so in accordance with the permit. She doesn't want it to seem as though they can get away with less because they are working with EOHWC. Kevin said they will work on that language and make it a little bit clearer. Director Williams said that there are a number of modified swales that he wants to make sure are included. Kevin said he will make it very clear so it's understood.

8) May Board of Directors Meeting Draft Agenda

Director Williams presented the draft Board of Directors agenda and asked if anyone had questions or additions. Christine requested that Kevin send a copy of the draft O&M manual to her and Cassondra. Motion by Director Scorrano, seconded by Director Cazzari to move the draft Board of Directors agenda forward as is. Motion passed; all in favor.

9) Checks and vouchers

Monthly checks and vouchers were signed. No action taken.

10) Other business

No other business was brought forward.

11) Personnel discussion

Kevin discussed the plan to bring a summer intern in for late May through early August. Sofia Harrison worked with us last year and is familiar with the retrofits. She would be a great asset to bring back in to assist in the O&M program. We plan to expose her to more design experience, project, review experience and continuing her advancement. We would like to bring her on at the

same rate and updated mileage reimbursement. Director Lucas proposed a higher rate per hour. It was agreed that the increased rate would be \$21 per hour. Motion by Director Goncalves, seconded by Director Calves to recommend the approval of Sofia Harrison for the intern position to the full board at a rate of \$21 per hour plus mileage at the current rate. Motion passed; all in favor.

12) Motion by Director Williams, seconded by Director Goncalves to enter into attorney/client session; all in favor.

13) Motion to come out of attorney/client session by Director Williams, seconded by Director Goncalves; all in favor. No action taken.

14) Adjournment - Motion to adjourn by Alternate Tamagna, seconded by Director Scorrano; all in favor. Adjourned 10:01 AM.

PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the April 25, 2024 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 April 25, 2024 meeting minutes approved by the Executive Committee.


JoAnne Daley, Secretary

May 23, 2024
Date