

EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, January 22, 2026

**Meeting Minutes**

**1) Open Meeting**

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson) for himself and as alternate for Warren Lucas (Town of North Salem); Robert Scorrano (Town of Somers); Ellen Calves (Town of Bedford); Tony Goncalves (Town of Lewisboro); Lauri Taylor (Village of Pawling); Rich Franzetti as alternate for Michael Cazzari (Town of Carmel)

Others in Attendance: Millie Magraw (Westchester County Planning); Sabrina Hull (Town of New Castle); Neal Tomann (Putnam County); Christine Chale (Corporate Counsel) via Zoom; Cassondra Britton (Corporate Counsel); Vincent Giorgio (NYCDEP); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC)

**2) Approve Meeting Minutes of December 18, 2025**

Motion by Director Goncalves, second by Director Taylor to approve the meeting minutes of December 18, 2026; all in favor.

**3) Financial Update**

Keith Giguere reported that the financials are preliminary at this point because they don't include any potential audit adjustments at this point, however some of the numbers are pretty solid. There is \$11,956,000 in total cash of which \$9,679,000 is FAD and \$2,277,000 is WQIP. We have a total of \$1,570,000 in outstanding commitments of which most of that is in the FAD basins. There is only \$462,000 that is not. In the statement of revenues and expenditures for the last 2 periods we received a courtesy discount from Rodenhausen & Chale for legal expenses totaling \$11,000.

**4) Audit Engagement and Planning Communications**

Keith presented the audit engagement letter which is relatively similar to last year's. The audit and tax engagement will be \$22,000, but we should expect close to an additional \$10,000 in expenses that they bill us for during the course of the audit. Usually, they find something that they need to restate or there is a change in the accounting rules and that is usually somewhere around \$10,000 in additional expenditures. The quote is for \$22,500, but as we get nearer to the end it will be closer to \$28,000-\$30,000.

Motion by Director Calves, seconded by Alternate Franzetti to approve the 2025 audit engagement with RBT CPAs. Motion passed; all in favor.

## 5) Reporting and Compliance

Linda Matera reported that all reporting dates have been met so far. We are making good progress on Board member annual compliance items and will continue to reach out to those who still need to complete them. We have 2 new members from Putnam Valley. A welcome email along with all of the compliance items and a link to our website have been sent to Alison Jolicoeur and CJ Banks.

## 6) Project Update

Kevin Fitzpatrick reported that he is currently working on the Annual Retrofit Report to be sent to New York State for review. After that, we will work on the more complete report that will include financial information from the audit that we will have to distribute to the NYCDEP as well as the individual counties. Once it is complete he will distribute it to all member municipalities. It will also be posted on the EOHWC website.

We are in great shape to wrap up the remaining projects on the Running Project Status sheet. We will be finishing up the Kent-MB-1000 project this spring. He expects to have to evaluate for plantings with trees and shrubs because we are pretty much in resident's backyards with the project. We will evaluate that in March/April so he expects that there may be a change order or change directive to review. It will be brought to the table for consideration and will include photos and mapping to make it clear why we may or may not choose to do plantings in certain areas. In particular, for the residents to go from completely forested backyards to a riprap channel has been a little bit of a shock for them. He already spoke with the property owner for the project, and he is completely open to having us walk through in the spring to figure out how to best solve the issue. Director Calves asked how the maintenance on the plantings work. Kevin said that the contractor is responsible for the care and maintenance of the plantings for one calendar year after the installation. After that, we hope that the tree survives and we move forward and hope that the natural vegetation takes over. Within five years we should see everything creep in and the invasive plantings will take over and give residents the screening that they are used to, but it will take time. Christine Chale asked if there was any screening in the planning approval that the town required or is this something that is just being done as a good neighbor. Kevin said it falls more within the good neighbor category. Christine asked if it was something that the town was required to maintain as part of the retrofit like the riprap is. Kevin said that to answer that question specifically, he would have to go back to the O&M agreement that we have with the property owner. All of us negotiated a lot of little changes to the whole process. In order to answer that question, he would feel more comfortable looking back to see exactly what we told the property owner they are obligated to do versus the town. Christine pointed out that in some retrofit projects, the plantings are part of the project in the sense that they are necessary for it to work properly. It is not the case with this project because it is considered screening.

We are getting more projects coming in from individual towns for the 11-15 workplan. Once we have clearance to get that going, we will begin looking at all of the individual projects that we can press ahead on. While some of the projects coming in are on private property, we will tackle the best projects we can. If there are potential projects on public, town or park land, they are definitely a priority for sure. We are not going to turn away any ideas because in some cases we can reshape a private property project to be something that we execute within the public space. He encouraged members to continue to send him potential projects, and he will address them as best he can.

Director Calves asked if we've heard from Putnam County about the letter agreement. Director Williams said that he had some conversations with Putnam County and received very positive

feedback. We are hoping they will move it along very quickly. He also received some positive indications from NYCDEP that they are going to do something with the rollover funding, but we are not sure what that will be yet. Neal Tomann said that he has a 2:00 meeting today with County Executive Byrne to discuss the letter agreement.

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

Kevin reported that there are only two submissions that are substantial that didn't arrive by the January 15 deadline. Overall, the email and notice from the Board of Directors meeting was successful and he did get everything in as needed. He doesn't currently have a final dollar value, but it appears that it will be in the same ballpark as in previous years. He will do an inspection to evaluate what was actually done as opposed to what was reported and then reconcile them. The Village of Mt. Kisco did not send in a submission. Generally speaking, they normally have a very high bill so they will be carrying \$30,000 over the year. Yorktown continues to not do their maintenance, and he wanted to make sure it is on the public record. Director Calves suggested that someone let them know that we discussed this and that we are going to send them a letter, as well as the Town Board that they have been out of compliance. Sabrina recommended that the letter have a dollar amount and deadline. Director Scorrano recommended Board member signatures are added as well. Director Williams asked if we still have easements to go back onto the property. Kevin said yes, but some of the projects go back to the previous term. We certainly have easements for at least 4 of the 6 projects. Director Williams said the letter should be ready for the next Executive Committee meeting so it can be reviewed, edited and signed by Board members. Christine and the Board will work with Kevin to come up with an appropriate response.

#### **8) Checks and Vouchers**

Monthly vouchers were signed. No action taken.

#### **9) Other business**

Director Calves asked Kevin if we can share the webinar from last year with the two new members from Putnam Valley. Kevin said that he will go back and look at the video to cut it down to the relevant 20 minutes of the discussion. He will also arrange a follow-up meeting with them so they can ask any questions that weren't answered by the webinar.

**10) Adjournment - Motion to adjourn by Alternate Franzetti, seconded by Director Goncalves; all in favor. Adjourned 10:05 AM.**

**PRESIDENT'S CERTIFICATE**

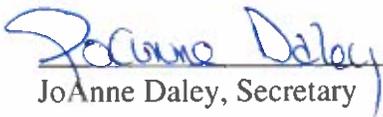
I certify that the foregoing is a true and correct copy of the January 22, 2026 meeting minutes approved by the Executive Committee.

  
\_\_\_\_\_  
Richard Williams, Sr., President

  
\_\_\_\_\_  
Date

**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the January 22, 2026 meeting minutes approved by the Executive Committee.

  
JoAnne Daley, Secretary

  
Date