

EXECUTIVE COMMITTEE MEETING

*9:30 A.M., Thursday, March 26, 2026*

**Meeting Minutes**

**1) Meeting Opening**

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) for himself and as alternate for Ellen Calves (Town of Bedford); Lauri Taylor (Village of Pawling); Tony Goncalves (Town of Lewisboro); Rich Franzetti as alternate for Michael Cazzari (Town of Carmel)

Others in Attendance: Patricia Brennan (RBT CPAs); Sabrina Charney-Hull (Town of New Castle) via Zoom; Neal Tomann (Putnam County); Millie Magraw (Westchester County); Christine Chale (Rodenhausen Chale) via Zoom; Cassondra Britton (Rodenhausen Chale); Vincent Giorgio (NYCDEP); Steve Cutignola (NYCDEP); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC)

**2) Approve Meeting Minutes of February 26, 2026**

Motion by Director Goncalves, second by Director Taylor to approve the meeting minutes of February 26, 2026 as presented; all in favor.

**3) Financial Update**

Keith Giguere reported that as of February 28 there is \$11,300,000 in total cash of which \$9,303,000 is FAD and \$1,998,000 is WQIP. There is \$903,000 in outstanding contracts split evenly between the FAD basins and WQIP.

**4) Audit Presentation**

Patricia Brennan of RBT CPAs presented the 2025 Audit. It is an unmodified opinion that is being issued. There have been no internal control weaknesses identified or significant or material non-compliances identified. There are zero or at-risk uncollateralized bank deposits. There were no findings during the audit. There is no compliance issues noted, no other matters, no material or significant issues. RBT's suggestions will be in your required communications and have not been issued as of today. It will be issued once they get the representation letter back and it's a finalized document. One recommendation they have is a review of journal entries. Segregation of duties is hard to achieve when the business office is small. Keith said that presuming Director Calves has the capability of signing off on the review of a journal entry, he will electronically share a file with her, and she can sign off on it. That document will then be saved to a file on the server. Patricia mentioned that it is important that it is able to be saved and retrieved at a later date. She pointed out that when emails change, or are no longer available, retrieving them becomes a problem, therefore it is important to save the email as a pdf file. She offered to go through the financials if anyone was interested, and invited questions.

Motion by Director Williams seconded by Director Taylor to accept the 2025 Financial Audit Report and execute the management letter; all in favor.

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

Linda Matera informed members that the filing of reporting items is up to date. The 2025 O&M notices and invoices were mailed on March 10<sup>th</sup> and emailed to municipalities on March 11<sup>th</sup>. Two new members from Putnam Valley still need to complete the ABO Board Member Training as well as their Fiduciary Acknowledgement and Conflict of Interest. The supervisor from the Town of Pawling has scheduled her board member training, which will complete her compliance requirements. We continue to wait for the Yorktown's alternate to complete his Board Member Evaluation and Conflict of Interest. The Putnam County Financial Disclosure link was emailed to members on March 11<sup>th</sup> and must be filed with the County by May 15<sup>th</sup>.

### **6) Project Update**

Kevin Fitzpatrick reported that there are no major updates to projects. Construction will be moving ahead to round down Years 1-10 in 2026. The construction on Kent-MB-1000 should be completed by June 1<sup>st</sup>. He will be visiting the site shortly with the engineer and contractor to review any on-site or screening issues that arose during construction. We will then proceed with a change order and arrange for any necessary plantings. Director Scorrano asked for an update on the Woodcrest project (S-AM-1015) in Somers. Kevin stated that we are currently awaiting revisions from the engineer of record, Pitingaro & Doetsch. The resident has provided feedback, and we are waiting for the plan sets to be updated to reflect their specific requirements.

### **7) Insite Change Order/Kent-MB-1000**

Kevin presented Change Order #1 from Insite Engineering, requesting an increase in construction administration costs for Kent-MB-1000. The project was originally expected to conclude around this time; however, due to winter conditions, construction has been delayed and requires an extension. Insite Engineering calculated the request by applying a multiplier to the original proposal to cover the additional time needed for weekly inspections and contract administration. They requested an additional \$12,000 to cover the next 2–3 months of inspections and project closeout. Director Taylor requested clarification, noting that if construction was paused during the winter, the need for ongoing weekly inspections was unclear. Kevin explained that NYCDP requirements mandate continued inspections for active projects with open DEP permits. Director Taylor expressed concern regarding the cost and requested further clarification. After discussion, it was agreed to table the item until the April Executive Committee meeting. If current contract funds are insufficient to cover inspections prior to that meeting, the hourly rate will be used to ensure continuity.

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

Kevin reported that invoices and notices for the 2025 O&M program have been distributed. He reminded Westchester municipalities that the contract with Westchester County has been fully expended, meaning no reimbursement should be expected from the County for 2025 O&M activities. However, efforts are ongoing to ensure that reimbursements for 2023 and 2024 are processed. With the winter season concluded, Kevin emphasized that it is time to begin planning and carrying out maintenance and project work for the current calendar year. He asked that highway departments include the East of Hudson Watershed Corporation in their spring cleanup efforts. Kevin also discussed the potential development of a consolidated RFP for maintenance work on projects within FAD and FAD-connected areas. He noted that there are several smaller maintenance items—such as

plantings, fencing, and general cleanup (e.g., vac truck services)—that could be more efficiently addressed through a single, coordinated RFP rather than handled individually by each municipality. By bundling these efforts, the work can be completed more efficiently and in a timely manner. He explained that focusing on FAD and FAD-connected projects is strategic, as the agreement with NYCDEP allows the Corporation's earnings to be used for maintenance of those projects. Managing the work centrally would ensure compliance with contract requirements necessary for FAD funding eligibility, while also reducing the administrative burden on municipalities. This approach would allow the Corporation to complete the work directly, rather than relying on municipalities to undertake the work and seek reimbursement. Based on a preliminary assessment, approximately 10 projects fall within the FAD and FAD-connected categories, with about 6 of those in need of maintenance. These needs may include plantings, fencing, or comprehensive cleaning. Kevin noted that all such work could be funded through earnings under the current FAD agreement, thereby easing the workload on individual municipalities. Director Williams requested a detailed list of the identified projects, including the project name, municipality, description, and proposed scope of work. This information will help provide clarity and support evaluation of the proposed approach.

Vincent Giorgio asked whether some of the work at the Eleanor Drive project might be covered under a guarantee. Kevin responded that, based on the agreed-upon outcome with DEP, all associated work would be funded through maintenance funds. Director Williams asked for clarification on the issue at Eleanor Drive. Vincent explained that the approved planting plan for the site did not survive, and invasive vegetation has since taken over. He noted that this has raised concerns among resource management staff. Director Williams asked whether the plantings were necessary for the functionality of the retrofit. Alternate Franzetti clarified that the plantings do not affect the performance of the retrofit and are primarily aesthetic in nature. Vincent reiterated that there had been an approved planting plan, which ultimately failed. He explained that the plantings were not maintained or watered adequately, leading to their loss and the subsequent spread of invasive species. He emphasized that this outcome was not consistent with what had been approved under the land use permit. Alternate Franzetti confirmed that while there was an approved planting plan, it is not tied to the functional operation of the retrofit itself. Vincent added that concerns regarding responsibilities and expectations should have been addressed at the time the land use permit was executed, when the planting plan was formally agreed upon. Kevin concluded that, regardless of past issues, there is now an opportunity to address the current conditions, restore the site appropriately, and bring the project to completion.

Millie Magraw noted that the 2023 O&M check will be sent in a couple of weeks followed by the 2024 check soon thereafter.

## **9) Checks and vouchers**

Monthly vouchers were signed. No action was taken.

## **10) Other business**

Neal Tomann shared that, based on his last communication with Anna from the law department, the plan was to bring the matter to Physical Services in April. Christine reported that she had a productive meeting with Anna, during which they covered a number of items and exchanged comments. However, she has not yet received a revised draft. Anna indicated that she plans to take the item to Physical Services in the coming weeks for review by one of their committees. Christine

was unsure whether this is the only committee review required and asked Neal to clarify the full approval process going forward. Neal stated his understanding that the item will go to Physical Services in April, followed by submission to the full legislature for approval in May. Christine asked Neal to confirm this timeline to ensure everything is on track and to avoid any further delays. Christine also noted that the DEP would appreciate receiving a draft once Anna has completed her review and is ready to present it to the committee. She asked that Neal share the draft with her at that stage so she can distribute it accordingly.

Vincent reported that he has made progress on the rollover contract. He will be out next week but plans to reach out to schedule a meeting for the end of April to review the details.

**11) Motion by Director Williams, seconded by Director Goncalves to enter into attorney/client session to discuss a legal opinion; all in favor.**

**12) Motion to come out of attorney/client session by Director Scorrano, seconded by Director Goncalves; all in favor.**

**13) Motion by Director Williams, seconded by Director Goncalves to send a letter to the Town of Yorktown detailing their non-compliance on March 31, if no substantial progress has been made with Kevin Fitzpatrick; all in favor.**

**14) Adjournment - Motion to adjourn by Director Taylor, seconded by Alternate Franzetti; all in favor. Adjourned 10:40 AM.**