

QUARTERLY MEETING OF DIRECTORS AND MEMBERS  
TIME and DATE: 10:00 a.m., Tuesday, May 5, 2026

**Meeting Minutes**

**1) Opening of Meeting at 10:02 AM**

Voting Members in Attendance: Richard Williams, Sr. (Town of Patterson) for himself and as alternate for Warren Lucas (Town of North Salem), Michael Cazzari (Town of Carmel), Tony Goncalves (Town of Lewisboro); Ellen Calves (Town of Bedford); Catherine Giordano (Town of Pawling); Michael Preziosi (Town of Cortlandt) via Zoom; Joseph Castellano (Town of Southeast); Robert Scorrano (Town of Somers); Ed Brancati as alternate for Michael Cindrich (Town of Mount Kisco); Lauri Taylor (Village of Pawling); Sabrina Hull as alternate for Victoria Tipp (Town of New Castle); Dan Ciarcia as alternate for Ed Lachterman (Town of Yorktown); Neal Tomann as alternate for Kevin Byrne (Putnam County); Alison Jolicoeur (Town of Putnam Valley); Jaime McGlasson (Town of Kent)

Others in Attendance: JoAnne Daley (Town of Pawling); Christine Chale (Corporate Counsel) via Zoom; Cassondra Britton (Corporate Counsel); Vincent Giorgio (NYCDEP); Steven Cutignola (NYCDEP); Millie Magraw (Westchester County Planning); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC)

**2) Pledge of Allegiance**

**3) Approve Meeting Minutes:**

- a. **January 6, 2026 Annual Meeting Minutes**
- b. **January 6, 2026 Quarterly Meeting Minutes**

Motion by Director Scorrano, seconded by Director Calves to approve the Annual and Quarterly Board of Directors Meeting Minutes of January 6, 2026; all in favor.

**4) Financial Update**

Keith Giguere reported that the financials presented reflect balances as of March 31, as April brokerage statements have not yet been received. Total cash as of March 31 is \$11,232,000, including \$9,091,000 in the FAD basins and \$2,140,914 in WQIP. Outstanding commitments total \$861,000 as of March 31.

**a) Draft Form 990**

Keith presented the draft Federal Form 990 for Board authorization, enabling submission by RBT

CPAs to the Internal Revenue Service. Motion by Director Scorrano, seconded by Alternate Daley to authorize the submission of the IRS Form 990 to the U.S. Internal Revenue Service; all in favor.

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

Linda Matera reported that all annual governance requirements were completed at the January meeting, including board elections, policy reviews, and ethics compliance. Year-end filings, tax documents, audit reports, audited financial statements, and ABO reporting requirements were submitted on time, with board compliance remaining in good standing. She noted that follow-up continues on a small number of outstanding financial disclosure forms ahead of the May 15 deadline. Upcoming deadlines include IRS Form 990 and financial disclosures due May 15, the workers' compensation audit due May 22, anticipated 2025 O&M payments to municipalities by May 31, and mid-year O&M documentation due June 1. Overall, compliance remains strong with no missed deadlines or significant issues reported.

## **6) Project Update**

Kevin Fitzpatrick reported that the Corporation is currently approaching approximately 920 kilograms of phosphorus reduction. He explained that the projects highlighted in yellow are expected to move into active construction during the summer and fall seasons, with anticipated completion between Labor Day and the end of the calendar year. He noted that projects involving plantings may experience larger fluctuations in completion schedules depending on weather and site conditions. If conditions are favorable, the projects should be completed this calendar year; otherwise, some planting work may extend into the next planting season before final closeout can occur. Kevin stated that, once those projects are completed, staff can begin preparing the Years 11–16 retrofit projects as soon as funding becomes available.

He further reported that progress appears to be occurring with both Westchester and Putnam Counties regarding release of funding for administrative services associated with the program. Kevin emphasized that this funding is the Corporation's only source of administrative support, and once released, staff will be able to focus on developing a new work plan and identifying the next set of retrofit projects. He added that the County funding agreements and the anticipated funding agreement with NYCDEP appear to be progressing simultaneously, positioning the Corporation to move forward quickly once all agreements are finalized.

Kevin encouraged member municipalities to continue identifying potential retrofit opportunities within their jurisdictions. He suggested that municipal engineers and highway departments remain attentive to possible retrofit projects and communicate any opportunities to staff for evaluation. He noted that the Corporation's goal is to maximize phosphorus reductions wherever possible, including through projects municipalities may already be planning or undertaking.

Alternate Daley asked whether any progress had been made regarding the Lake Dutchess project in Pawling (PW-MB-1000). Kevin responded that he would follow up further on the matter. He explained that the primary challenge is not with the County, but rather with a private property owner involved in the project area. He stated that drainage from the county road currently flows onto private property and then into a private homeowners' association area. The proposed project would require coordination with both the private property owner and the homeowners' association. Kevin noted that staff first needs to determine the level of cooperation and participation the private property owner is willing to provide before moving forward with the HOA and County coordination efforts.

## **a. Program Summary**

Kevin presented the Program Summary and invited questions.

### **7) Proposed O&M RFP**

Kevin stated that, as EOHWC reviews available funding opportunities, staff have been evaluating a proposal discussed at the last Executive Committee meeting regarding projects eligible for O&M funding from a few funding sources, particularly the FAD funding provided by NYCDEP. Under the FAD funding guidelines, any project eligible for FAD funding also qualifies for maintenance funding using earnings generated from CRO-574 investments. He noted that, through Keith's guidance, the organization has achieved strong investment returns, allowing EOHWC to move forward with an RFP that would temporarily shift responsibility for several maintenance projects from the municipalities to EOHWC for one year. The goal is to reduce the municipalities' maintenance burden while also lowering overall maintenance costs for 2026. He explained that the annual O&M budget is typically around \$200,000, and this initiative would remove approximately \$70,000 worth of projects from the municipalities' responsibilities for EOHWC to manage directly through the proposed RFP. Kevin stated that this approach would help lighten the load for all municipalities while utilizing funding that would otherwise be carried forward into future design and construction efforts. He further explained that the RFP would include approximately six projects located in specific regions of the watershed. The work would focus on similar maintenance and retrofit needs across the watershed, including replacement of deteriorated fencing, replanting vegetation, and improvements to ponding and wetland systems. It is a good opportunity to assist the towns using available funding while ensuring the projects are maintained to the program's desired standards.

Kevin added that EOHWC would oversee the maintenance work directly to ensure all tasks are completed properly and consistently. He plans to notify the municipalities that they will not be responsible for maintaining those specific projects during the current calendar year, as the work will be incorporated into the RFP. Responsibility for maintenance would return to the individual municipalities in 2027 under the normal procedure. Director Williams requested that, when Kevin contacts the municipalities, he clarifies that the work cannot proceed until the RFP is formally approved.

### **8) O & M discussion**

No discussion was had regarding the O&M discussion.

### **9) Other business**

Director Williams provided updates on discussions with NYCDEP, NYSDEC, and the counties regarding rollover and WQIP funding. He reported that a recent meeting with NYCDEP was positive and that Putnam County is considering the Corporation's \$1.5 million WQIP funding request, while Westchester County is prepared to move forward once Putnam approves participation.

Director Williams also discussed the NYSDEC Draft Watershed Implementation Plan, noting that phosphorus reduction allocations would decrease for most municipalities but significantly increase for Patterson and Pawling. He raised concerns regarding proposed MS4 permit amendments, including potential septic system dye testing requirements and increased focus on phosphorus reductions from forested areas. Board members discussed concerns about implementation, SEQRA compliance, funding availability for retrofit projects, and the short timeline for submitting comments by the May 22, 2026 deadline.

Members also discussed the importance of submitting coordinated comments through the Corporation and/or watershed coalition.

Motion by Alternate Hull, seconded by Director Taylor, to authorize Kevin Fitzpatrick to prepare and submit comments on behalf of the Corporation regarding issues raised in the Draft Watershed Implementation Plan related to the Corporation's work; all in favor.

**10) Adjournment – Motion to adjourn by Director Williams, seconded by Director Taylor; all in favor. Adjourned: 10:30 AM.**

DRAFT