EAST OF HUDSON WATERSHED CORPORATION

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EXECUTIVE COMMITTEE MEETING

9:30 A.M., Thursday, June 25, 2026

Meeting Minutes

1) Call to Order

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

Others in Attendance: Neal Tomann (Putnam County); Millie Magraw (Westchester County); Christine Chale (Corporate Counsel) via Zoom; Cassondra Britton (Corporate Counsel); Vincent Giorgio (NYCDEP); Steve Cutignola (NYCDEP); Heather Arena (Town of Carmel); Denis Gannon (Town of Carmel); Kevin Fitzpatrick (EOHWC); Keith Giguere (EOHWC); Linda Matera (EOHWC)

2) Approve Meeting Minutes of May 28, 2026

Motion by Director Lucas, seconded by Alternate Franzetti to approve the meeting minutes of May 28, 2026 as written; all in favor.

3) Financial Update

Keith Giguere reported that as of May 31 total cash on hand was $11,054,000 of which $9,025,000 was FAD-related. Outstanding commitments total $754,000 of which $299,000 is FAD-related. An O&M receivable was paid out to Westchester for 2023. O&M for 2024 is in the process of being reconciled. Millie Magraw said she received a response to a question she had and will try to get the 2024 reimbursement out soon.

Keith reminded the Board of an issue previously raised by the auditor regarding the Corporation's 401(k) plan. The Board was unable to locate documentation reflecting when changes to the employer matching contribution were formally approved. While the original Board resolution establishing the plan was located, Human Interest issued updated plan documents in 2022 that were signed by Director Lucas. Those documents included provisions allowing the Corporation to modify its employer contribution rate. Keith explained that when he prepared the October budget, the Board approved increasing the employer matching contribution from 5% to 6%; however, it appears the plan documents were never updated to reflect that change. Staff are working with Human Interest to obtain revised plan documents so they can be presented to the Board for review and approval. Cassondra Britton stated that the updated plan documents will be presented at the July Executive Committee meeting, with a recommendation for Board approval at the August Board of Directors meeting.

Keith additionally noted that the current plan documents identify the Board Treasurer as the Trustee of the plan and still list Director Lucas as the Trustee. Director Williams asked whether the documents should continue to identify a specific individual. Keith responded that the Corporation should notify Human Interest whenever there is a change in the Treasurer, as that position may change from year to year. He also noted that Director Lucas remains listed as the administrator for the Corporation's payroll system. Christine Chale recommended establishing a calendar of recurring administrative tasks to ensure that all necessary updates are completed whenever Board officers change. She emphasized that these items should be reviewed annually, particularly when the Treasurer is appointed at the beginning of each year, to ensure all records and third-party accounts are updated accordingly. She further recommended documenting these responsibilities in the procedures manual to assist future successors and ensure continuity.

4) Project Update

Kevin Fitzpatrick reported that construction on Kent-MB-1000 is nearing completion. Final stabilization of the site is expected to occur over the course of the summer, after which the associated phosphorus reduction credits can be banked. At this stage, the contractor is addressing remaining items, and the project has transitioned to monthly inspection visits to satisfy permit requirements. Kevin indicated that he expects the 70 kilograms of phosphorus reduction credits to be submitted to the State by August or September. The next phase of construction is expected to include three projects: L-CR-804 (Tarry-a-Bit Drive) and L-CR-1001 (Waccabuc Country Club) in the Town of Lewisboro, and PW-MB-1000 (Lake Dutchess) in the Town of Pawling. He noted that a few remaining legal matters with counsel for the Three Lakes Council must be completed before work can begin on L-CR-804. Construction on all three projects is anticipated to begin in late summer or early fall.

Kevin stated that the Corporation's current phosphorus reduction total is projected to reach approximately 930 kilograms. He expressed confidence that the Years 6–10 project list will soon be completed, allowing staff to begin work on the Years 11–15 projects. As part of that effort, staff will revisit previously developed projects that were not completed over the past 15 years to determine whether existing engineering work can still be utilized. He explained that many of those projects were delayed due to funding constraints rather than technical issues. Over the summer, staff will review those files to identify projects that can be advanced once additional funding becomes available. Kevin noted that a significant number of these deferred projects are located in Westchester County, where project activity had been limited during the past decade because of funding challenges. He stated that the Corporation is well positioned to move projects forward as funding becomes available.

Director Calves asked whether the anticipated carryover funding would be provided on a reimbursable basis. Kevin explained that the Corporation must first expend the available WQIP funding, which includes a smaller allocation from Putnam County and a larger allocation from Westchester County. He noted that Westchester County has agreed to provide an additional payment, which is included as part of the current Right of Objection process. Millie Magraw noted that Westchester County must still approve the required legislation.

Kevin further explained that the Corporation intends to use the WQIP funding initially for in-house project management activities, including preparing requests for proposals and positioning projects for implementation. He emphasized that the funding is not intended to be used for design services at this time. By completing the necessary project management work in advance, the Corporation will be prepared to move projects forward immediately upon receipt of the first $1 million in anticipated funding from NYCDEP.

Vincent Giorgio explained that Intermunicipal Agreements (IMAs) between the Corporation and both counties, as well as the Letter Agreement, must still be finalized. He stated that the Letter Agreement is currently moving through his legal department for signature and will then be forwarded to the counties for execution. He also reported that the notice of advice was submitted to the Comptroller's Office on June 11, beginning the statutory 30-day review period, and indicated that the Corporation should receive notification within the next few weeks.

Kevin concluded by stating that with the funding process advancing, staff will prepare the initial project budget and review it with the NYCDEP team to ensure all requirements have been addressed. He noted that he, Keith, and Linda will finalize the budget so the first funding payment can be processed as quickly as possible, allowing project implementation to begin without delay.

5) Insite Change Order #2/Kent-MB-1000

Director Williams recused himself from the discussion and vote on the following matter.

Director Calves presented Change Order No. 2 from Insite. Kevin Fitzpatrick explained that the change order covers additional construction administration services consistent with Insite's original response to the Request for Proposals. He reported that the project has entered the final stabilization phase, during which monthly inspections are required by NYCDEP and NYSDEC until permanent stabilization is achieved, and the permit can be closed. Inspection frequency is expected to remain twice weekly until all disturbed areas are temporarily stabilized by the end of the month, after which inspections will transition to a monthly schedule. Final stabilization and permit closeout are anticipated to take approximately three months.

Motion by Director Lucas, seconded by Alternate Franzetti to approve Change Order #2 from Insite in the amount of $6,500 increasing the cost of construction-related service costs from $40,700 to $47,200.

WHEREAS, for Insite Engineering, Surveying & Landscape Architecture, P.C. has submitted an additional change order request for Kent-MB-1000 for an additional $6,500 attached hereto; and

WHEREAS, this project is intended to treat multiple municipal outfalls, which direct stormwater on to a vacant lot prior to discharge into the Middle Branch River, Stump Brook Creek and Lake Carmel (the “Project”). The Project is located on private property along Longfellow Road and a vacant lot owned by E.B.S.E. LLC, located off of Ludington Court in Kent (the “Property”), which is depicted on plans prepared by Insite Engineering, Surveying & Landscape Architecture, P.C.; and

WHEREAS, this change order, if approved, would increase construction related service costs from $40,700 to $47,200 and this would have no significant impact on the efficiency which will remain at $21,000/kg.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the Board of Directors of the East of Hudson Watershed Corporation that the change order request from Insite Engineering, Surveying & Landscape Architecture, P.C. dated June 16, 2026, for an increase of $6,500 for Kent-MB-1000 is approved.

Motion passed; 5: Yay, 0: Nae, 1: Recused R-0625-01

6) O & M RFP and Program Update

Kevin Fitzpatrick reported that his original goal had been to issue the Operations and Maintenance Request for Proposals during the current month; however, additional time was needed to finalize the scope of work. After further consideration, he believes it would be more effective to divide the work into two separate RFPs. One RFP would cover vegetation management, plantings, fence repairs, and related maintenance work, while the second would solicit services for vacuum truck operations.

Kevin stated that once the draft RFPs are completed, they will be presented to the Technical Committee for review. Following the Committee's input and approval, the RFPs will be forwarded to the Executive Committee for consideration. The goal is to have the maintenance work completed between August and October to conclude the year's maintenance activities.

7) Flexible Work Arrangement Policy Amendment

Cassondra presented revisions to the Corporation's Flexible Work Arrangement Policy. She explained that the existing 2024 policy had been amended to address concerns raised in anticipation of hiring two new employees, including clarifying expectations for new hires and incorporating the policy into the Personnel Policy Handbook so that all personnel policies are maintained in a single document.

A discussion followed regarding references in the policy to the "Executive Director." Christine Chale confirmed that this definition is already contained in the Personnel Policy. Cassondra explained that the terminology was retained for consistency with the Personnel Policy Handbook, which defines the President as serving as the Executive Director when no Executive Director has been appointed. Cassondra further noted that the President serves in that capacity and that, under the current organizational structure, approval for flexible work arrangements would therefore be provided by Director Williams. The approval authority could be modified in the future if the Board determines that another individual should administer the program. The current policy did not adequately address newly hired employees, particularly during their introductory employment period. She noted that offer letters have traditionally included a three or six month probationary period. Christine clarified that this probationary period is not a civil service probation, but rather an at-will employment period that may be tied to a salary adjustment if the employee's performance is satisfactory. Director Williams observed that the policy itself does not specifically address probationary employees, which he believed was appropriate. He stated that maintaining a flexible work arrangement policy is an important recruitment tool, as many qualified applicants expect some opportunity to work remotely. Christine emphasized that all flexible work arrangements would continue to require individual approval to ensure they remain compatible with the Corporation's staffing and operational needs.

Director Lucas asked whether the Personnel Policy Handbook had been comprehensively reviewed to ensure it remains current, specifically asking whether the Corporation's 401(k) plan is addressed. Christine responded that the handbook references the existence of the 401(k) plan but intentionally does not include specific contribution amounts because those may be changed by Board action from time to time. Instead, employees are directed to consult with the Comptroller regarding plan details. She explained that the Personnel Policy is intended to establish general employment policies rather than incorporate provisions that are subject to periodic revision. Director Lucas asked when the Personnel Policy had last been reviewed in its entirety. Christine responded that it had been several years and agreed that a comprehensive review would be appropriate.

Alternate Franzetti suggested that the policy should more clearly define the phrase "a portion of the work week," noting that existing employees understand the current practice, but new employees could have different expectations regarding remote work. Cassondra explained that flexible work arrangements are intended to be individualized and may vary depending on an employee's job responsibilities, tenure, and operational needs. She noted that an employee's approved work arrangement may be suspended or revoked at any time by Director Williams if performance concerns arise or if the arrangement no longer supports efficient operations. She further noted that the Personnel Policy itself may be amended by the Board of Directors at its regular quarterly meetings. Christine also emphasized the importance of requiring employees to perform remote work only on Corporation-issued computers because of information security considerations. She added that the Board may also wish to revisit the issue of providing Corporation-issued work phones to employees, as that topic had been discussed previously.

Motion by Alternate Franzetti, seconded by Director Taylor to recommend the Flexible Work Police Amendment as written to the Board of Directors for approval at the August 4, 2026 meeting.

WHEREAS, the East of Hudson Watershed Corporation (the "Corporation") wishes to adopt an updated Flexible Work Policy and incorporate such policy into the employee manual; and

WHEREAS, a form of the updated Flexible Work Policy is on file with the secretary of the Corporation; and

WHEREAS, the Executive Committee of the Corporation has reviewed the Amendment and deems it to be in the best interests of the Corporation;

NOW THEREFORE IT IS HEREBY RESOLVED, by the Executive Committee of the East of Hudson Watershed Corporation recommends that the Board of Directors approve the foregoing amendment to the Policy.

Motion passed; all in favor. R-0625-02

8) 2027 FAD

Director Williams reported that he and Kevin Fitzpatrick met on June 11 with representatives from the New York State Department of Health and the U.S. Environmental Protection Agency Region 2 to discuss development of the 2027 Filtration Avoidance Determination. He explained that the FAD is revised approximately every five to ten years and that work has begun on the next update. Stakeholder meetings are expected to be held throughout the summer, with announcements anticipated in the near future. Based on the discussion, NYSDOH expects to release a draft FAD in April 2027, followed by the final FAD in September 2027.

Director Williams advised the Committee that NYSDEC is reviewing water quality standards for lakes and reservoirs and is considering lowering the allowable in-lake phosphorus concentrations. He noted that reducing the target concentration—for example, from 20 to 17—would require greater phosphorus reductions to achieve Total Maximum Daily Load (TMDL) requirements, potentially increasing the Corporation's responsibilities under future agreements. He further reported that discussions included the Watershed Implementation Plan, long-term funding for the Corporation, and the need for a dedicated funding source. Director Williams also emphasized to EPA Region 2 that the Connecticut portion of the watershed is not currently subject to the same requirements or responsibilities as New York municipalities.

Director Williams stated that EPA representatives also inquired whether the East of Hudson Watershed Corporation would be interested in expanding its work beyond stormwater retrofit projects. He responded that, if funding were available, the Corporation would be interested in pursuing additional watershed protection initiatives, including public education programs and septic system improvements, suggesting that future funding opportunities could potentially support an expanded mission.

Director Williams reported that Riverkeeper had contacted the Corporation expressing interest in meeting with the Executive Committee. Director Lucas noted that while the Corporation and Riverkeeper have different areas of focus, there may be opportunities to collaborate where their interests align. Director Williams observed that the Corporation's comments on the Watershed Implementation Plan focused on concerns regarding implementation costs and regulatory requirements, whereas Riverkeeper has advocated for more stringent water quality standards. Director Calves commented that it would be beneficial for Riverkeeper to better understand the challenges facing the Corporation and its member municipalities. Director Lucas added that both organizations share the common goal of reducing phosphorus pollution and may identify areas where they can work together. By consensus, the Committee agreed to invite Riverkeeper to the July Executive Committee meeting and to hold the meeting in the lower-level meeting room to accommodate the anticipated attendance.

9) Checks and vouchers
Monthly vouchers were signed. No action was taken.

10) Other business
Director Lucas commented that members of his Town Board do not have a clear understanding of the work performed by the East of Hudson Watershed Corporation (EOHWC). Director Taylor responded that it is the responsibility of each municipal supervisor to keep their respective boards informed about the Corporation's activities. Director Calves noted that, despite providing explanations to her Town Board, there continues to be difficulty understanding the Corporation's work. She suggested developing press releases that include photographs of completed projects along with explanations of their purpose and benefits, stating that visual examples would help illustrate the Corporation's work and make the projects more tangible.

Committee members agreed that additional public outreach would be beneficial. Kevin Fitzpatrick suggested coordinating photo opportunities with the signing of installation agreements for future projects. Director Williams also recommended arranging site visits to completed projects so Board members could see the results firsthand and gain a better understanding of the Corporation's work.

11) Adjournment - Motion to adjourn by Director Williams, seconded by Alternate Franzetti; all in favor. Adjourned 10:28 AM.

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PRESIDENT'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the June 25, 2026 meeting minutes approved by the Executive Committee.

Richard Williams
Richard Williams, Sr., President

7/23/26
Date

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SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the June 25, 2026 meeting minutes approved by the Executive Committee.

JoAnne Daley

JoAnne Daley, Secretary

July 23, 2026

Date