



**Minutes  
Annual Meeting  
Wednesday, March 6<sup>th</sup>, 2024**

**10:00am**

**The meeting was held remotely via Zoom**

**Please note:** All voting items are indicated by an \*

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1. Call to order and Roll Call

Commissioners in attendance: John Atkin (Chair-Connecticut), John Scagnelli (Vice Chair, New Jersey), Philip DeGaetano (Vice Chair – New York), Jeffrey Myers (Treasurer-NY), Selvin Southwell (NYSDEC), Robert Schuster (NJDEP), Nisha Patel (CTDEEP), Loel Muetter (NJDOH), Michael Lynch (CT AGO), Judith Baron (NY).

Others in attendance: Jamera Sirmans (NJ Governor’s Authority Unit), Elizabeth Butler (EPA Region 2), Evelyn Powers (IEC).

2. Approval of minutes from the June 7<sup>th</sup>, 2023 Quarterly Meeting (Appendix A) \*

A motion, duly made by Commissioner Scagnelli and seconded by Commissioner Baron, was made to accept the minutes of the June 7<sup>th</sup>, 2023 quarterly meeting (the last meeting at which there was a quorum). With no one opposed, the minutes were accepted and submitted for the record.

a. December 6<sup>th</sup>, 2023 Quarterly Meeting Notes (Appendix B)

The notes of the December 6<sup>th</sup>, 2023 quarterly meeting were presented and distributed to the full Commission prior to the meeting. There were not comments or questions on the notes.

b. January 3<sup>rd</sup> and February 10<sup>th</sup> 2024 Executive Committee Meeting Notes (Appendix C)

The notes from the January 3<sup>rd</sup> and February 10<sup>th</sup>, 2024 meetings of the Executive Committee were presented and distributed to the full Commission prior to the meeting. There were not comments or questions on the notes.

3. Elections of Officers and Executive Committee

As per the bylaws, elections of officers shall occur during the March annual meeting, with officers serving two year terms.

a. Chair (New Jersey)

As per the bylaws, the Chairperson rotates from Connecticut to New Jersey to New York, with New Jersey up in the rotation to serve as Chair. Commissioner Scagnelli indicated he would be willing to serve as Chair if so nominated. A motion, duly made by Commissioner Baron, and

seconded by Commissioner Myers, was made to nominate Commissioner Scagnelli for the position of Chair. With no other nominations and no one opposed, Commissioner Scagnelli was unanimously elected as Chair. Commissioner Atkin thanked the Commission and stated that he had really enjoyed serving as Chair for the past two years. Chair Scagnelli thanked Commissioner Atkin for his service and indicated that he is looking forward to continuing the positive momentum and direction the Commission is heading.

b. Vice-Chairs (New York and Connecticut, one from each state)

A motion, duly made by Commissioner Baron and seconded by Commissioner Atkin, was made to nominate Commissioner DeGaetano as Vice-Chair for New York. With no other nominations and no one opposed, Commissioner DeGaetano was unanimously elected as New York Vice-Chair.

A motion, duly made by Chair Scagnelli and seconded by Commissioner Baron, was made to nominate Commissioner Atkin as Connecticut Vice-Chair. With no other nominations and no one opposed, Commissioner Atkin was unanimously elected as Connecticut Vice-Chair.

c. Executive Committee (one additional member from each state)

A motion, duly made by Chair Scagnelli and seconded by Loel Muetter, was made to nominate Robert Schuster to serve as the statutory representative to the Executive Committee from New Jersey. With no other nominations and no one opposed, Robert Schuster was unanimously elected to the Executive Committee.

A motion, duly made by Commissioner DeGaetano and seconded by Commissioner Myers, was made to nominate Selvin Southwell to serve as the statutory representative to the Executive Committee for New York. With no other nomination and no one opposed, Selvin Southwell was unanimously elected to the Executive Committee.

A suggestion was made to carry the election of a statutory representative from Connecticut to the Executive Committee to the June meeting to allow the Connecticut delegation more time to discuss nominations.

d. Treasurer

A motion, duly made by Commissioner DeGaetano and seconded by Commissioner Baron, was made to nominate Commissioner Myers to serve as Treasurer. With no other nominations and no one opposed, Commissioner Myers was elected to the position of Treasurer.

4. IEC Finances and Current Grant Funds Update

a. FY24 Q1 Profit and Loss Statement and Balance Sheet (Appendices D and E)

Evelyn presented the FY24 Q1 Profit and Loss Statement and Balance Sheet (Appendices D and E). Overall, expenditures were below the anticipated YTD expenditures based on budget. One area where expenditures are high was insurance – (non-employee related). This line item was over 400% of YTD budget. Evelyn explained that much of this overage will balance out over the

year, as our insurance premiums are due at the beginning of the fiscal year. The Executive Committee will review the insurance premiums and coverages. On Appendix E, Statement of Financial Position, Evelyn noted that since the December 31<sup>st</sup>, 2023 financial statement, BioBAT did return, in full, the \$145,969 construction security deposit in February 2024, increasing the bank balance from \$52,443 to just under \$200,000. Accounts receivables in the amount of \$245,719 on the December 31<sup>st</sup>, 2023 financials include approximately \$181,000 in invoices to NJDEP (paid on 3/21/24). and \$65,000 in invoices from RF CUNY (paid on 3/15/24 and 5/1/24).

b. Funding and Grants Update

- CWA FY21 §106 Assistance agreements closeout

Evelyn reported that all requirements to close out IEC's CWA FY21 §106 Assistance agreement were submitted to EPA, with confirmation of closeout received on February 19<sup>th</sup>, 2024.

- CWA §106 FY22 update (\$527,000 remaining)

IEC's CWA §106 FY22 assistance agreement is primarily supporting current 106 activities, with \$527,000 remaining available (a re-budget was approved 5/12/24).

- CWA §106 FY23 update (\$764,000 remaining)

IEC's CWA §106 FY23 assistance agreement award in the amount of \$764,000 has been awarded, but has not been drawn upon. We are awaiting approval of a re-budget (related to allocation of indirect costs and professional services) to satisfy an administrative condition stated in the agreement (re-budget subsequently approved and administrative condition removed on 4/9/24).

- CWA §106 FY24 Workplan and Budget development (\$764, 000 estimated)

Evelyn will be developing the CWA §106 FY 24 assistance agreement workplan, budget and supporting documents. Final FY24 allocation for IEC's CWA §106 assistance agreement is pending approval of the FY24 federal budget. Workplan will be developed as draft and circulated to the Commission, Technical Advisory Committee and EPA for review, with package submitted through grants.gov.

- LISS FFY23 Base Program and Supplemental funding update (\$2,022,557 remaining)

LISS funding remaining includes \$1.7 million in FY23 funding awarded in December 2023, as well as prior year carryover funding, for a total of \$2,022,557.

- LISS FFY24 budget request (\$714,135)

IEC's FY 24 LISS budget proposal to the LISS Management Committee totals \$714,135 to support IEC's western Long Island Sound monitoring project, and a subaward to Coalition to Save Hempstead Harbor. The request is anticipated to be approved by the LISS Management Committee in April and will be submitted through grants.gov in June.

- NJDEP Harbor Monitoring Project

Year 3 of the NJDEP-IEC Harbor Monitoring Network project is wrapping up. 2023 data has been QC'd and will be uploaded to the Water Quality Portal shortly. Evelyn and IEC staff will be working the NJDEP staff to develop Year 4 scope.

- NYSDEC 604b update

IEC is still working with NYSDEC to finalize workplan and contract for IEC's 604b award in the amount of \$131,170. There were delays associated with NYSDEC's transition from the Grants Gateway system to manage grants to the SFS Vendor Portal.

- Brooklyn College/NYCDEP Alley Creek/Bergen Basin

Preliminary schedule has been set for the RFCUNY funded Alley Creek/Bergen Basin project to resume sampling and analyses in April. Budget for the next year of the project (July 1, 2024-June 30, 2025) is approximately \$104,000.

- State Appropriations and Outreach

Commissioner DeGaetano and Evelyn are working on outreach to legislators to impact the NYS FY24-25 budget. The NYS Executive Budget released in February has IEC level-funded at \$41,600. Nisha Patel is also working on getting approval to increase CT's appropriation to IEC to \$21,400.

- Other sources of funding

IEC is working with Friends of +Pool on a monitoring plan to inform siting and pilot of a water-filtering floating pool in New York Harbor. +Pool has been a participant in IEC's Coordinated Volunteer Water Quality Monitoring Program since 2021 and has received funding from New York State through Governor Hochul's NYSWIMS initiative to pilot one floating pool in the Harbor in 2024.

## 5. Laboratory/Office Operations Update

- a. Update on facility operations
- b. Strategic Plan Discussion

Evelyn reported on the facility operations, which are going well. Staff are working on prepping equipment and arranging for required preventive maintenance to make sure all equipment are in working order for the upcoming monitoring season. Evelyn also hopes to begin planning for the strategic planning RFP, which is in the FY23 106 assistance amendment. A draft RFP will be developed in conjunction with Commissioners DeGaetano and Atkin and distributed for review.

## 6. Director's Report

- a. Project Highlights and Updates (also see 4b. Funding and Grants update):
  - NJDEP Harbor Monitoring Project

Year three of the IEC-NJDEP Harbor Monitoring program will wrap up in April. Scope and budget for Year 4 (May 12024-April 30, 2025) TBD. Will likely include modifications to sites, and completion of installation of continuous monitoring equipment procured in Year 3 budget.

- Compliance Inspections

Compliance inspections are ongoing in Connecticut. IEC is working with CTDEEP to expand compliance inspections to include stormwater permit inspections at wastewater treatment plants and other public works facilities.

- LIS Monitoring
- LIS Pathogen Monitoring Network Expansion

In addition to IEC's long-term monitoring program in western LIS, IEC's FY23 LIS assistance agreement (funded in December 2023) included forward funding for two years of the LIS Pathogen Monitoring Network, with the network set to expand from 5 groups/5 waterbodies with up to 15 waterbodies in 2024. IEC coordinates the program, in which watershed groups collect samples in tributaries to Long Island Sound for analyses of pathogen indicators by certified labs under an EPA-approved QAPP.

- Laboratory Proficiency Studies and Certification

IEC's NYSDOH ELAP renewal package was submitted March 1<sup>st</sup>, 2024. IEC's NJDEP Office of Quality Assurance (OQA) renewal package is due April 1<sup>st</sup>. A chemistry proficiency study was submitted to NYSDOH on March 2<sup>nd</sup>, 2024.

b. Other meetings and project/grant updates

604b update was provided in funding section. Evelyn and Commissioner DeGaetano periodically ask for updates from Sue Van Patton on the NYSDEC Septic system replacement contract, which is making its way through NYSDEC.

c. Staffing

IEC posted job descriptions for summer 2024 internship postings. Response has been good, with approximately 40 applicants for five internship positions. Interviews are scheduled for mid-March.

d. IEC/BioBAT Art Space Spring 2024 Exhibit Update (11:00am)  
(Elena Soterakis, BioBAT Art Space Curator and Yoko Shimizu, Artist)

Elena Soterakis, BioBAT Art Space Curator, gave an overview and update on the progress toward the IEC/BioBAT Art Space Spring 2024 exhibit, which will open in June. A PDF of Elena's presentation was subsequently distributed to Commissioners and attendees.

7. Old Business

a. Commissioner vacancies

8. New Business

a. Executive Director Performance Appraisal process and schedule

Meeting was adjourned at approximately 12:01pm

9. Upcoming Meetings

Wednesday June 5<sup>th</sup> , 2024 (IN-PERSON, Exhibit preview)

Wednesday September 4<sup>th</sup> , 2024

Wednesday, December 4<sup>th</sup> , 2024 (IN-PERSON, open house)

APPENDICES:

A- June 7<sup>th</sup>, 2023 Quarterly Meeting Minutes

B- December 6<sup>th</sup> 2023, Quarterly Meeting Notes

C- January 3rd, 2024 and February 10<sup>th</sup> , 2024 Executive Committee Meeting Summaries

D- FY24 Q1 Profit and Loss Statement

E- FY24 Q1 Balance Sheet