



**Minutes  
Quarterly Meeting  
Wednesday, September 1st, 2021**

**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: Philip DeGaetano (NY-IEC Chair), John Scagnelli (NJ-Vice Chair), Patricia Sesto (CT-Vice Chair), Jeffrey Myers (NY), Judith Baron (NY), Selvin Southwell (NYSDEC), Rose Trentman (NY), Bruce Friedman (NJDEP), Virginia Wheatley (NJDOH), Loel Muetter (NJDOH), David Wrinn (CT AGO), Nisha Patel (CTDEEP), Pamela Scully (CTDPH), John Atkin (CT) A quorum was present.

Also in attendance: Evelyn Powers (IEC), Michael Flood (EPA Region 2), Jeffry Nielson (NJ GAU) Chair DeGaetano called the meeting to order and welcomed the Commissioners. Commissioner DeGaetano thanked to Commissioners and the Executive Committee for their participation in special meetings and Executive Committee meetings over the summer. Commissioner DeGaetano emphasized that the ongoing negotiations regarding new space for the Commission involve a lot of moving parts with regards to both the lease and contractor selection which will likely continue. Special meetings or full Commission meeting attendance at Executive Committee meeting may be requested if situations arise requiring motions in order to keep moving forward toward the goal of securing larger, permanent office and laboratory space to enable the Commission to build capacity to handle increased projects and tasks. Chair DeGaetano asked Evelyn Powers to run through the agenda.

2. Approval of Minutes from the March 2<sup>nd</sup>, 2021 Annual Meeting (Appendix A)\*

The Minutes from the March 2<sup>nd</sup> Annual Meeting were presented for approval (approval had been tabled at the June 2<sup>nd</sup>, 2021 quarterly meeting due to lack of quorum). A motion was duly made by Commissioner Baron and seconded by Commissioner Trentman to approve the minutes. With no one opposed, the Minutes from the March 2, 2021 annual meeting were unanimously approved.

3. Approval of Minutes from the June 2<sup>nd</sup>, 2021 quarterly Meeting (Appendix B)\*

The minutes from the June 2<sup>nd</sup>, 2021 quarterly meeting were presented for approval. A motion was duly made by Commissioner Trentman and seconded by Pamela Scully to approve the minutes. With no one opposed, the Minutes from the June 2<sup>nd</sup>, 2021 quarterly meeting were unanimously approved.

a. July 7<sup>th</sup> 2021 Executive Committee Meeting summary (Appendix C)

The meeting summary from the July 7<sup>th</sup> Executive Committee Meeting were presented in the Commission materials.

4. Approval of Minutes from the July 29<sup>th</sup>, 2021 Special Commission Meeting (Appendix D)\*

The minutes from the July 27<sup>th</sup>, 2021 Special Commission Meeting were presented for approval. A motion was duly made by Commissioner Trentman and seconded by Commissioner Baron to approve the minutes from the July 27<sup>th</sup>, 2021 Special Commission Meeting. With no one opposed, the Minutes from the July 27<sup>th</sup>, 2021 Special Commission Meeting were unanimously approved.

5. IEC Finances and Current Grant Funds Update

- a. Profit and Loss Statement and Balance Sheet (Appendices E and F)
- b. Funding and Grants Update

- CWA §106 FFY21 Grant status (~~\$727,000~~ \$748,000)
- LISS FFY21 Base Program Budget Awarded (\$315,068)
- LISS FFY21 Enhancement Budget Awarded (\$300,000)
- NJDEP Harbor Monitoring Project (\$228,000)
- CWA §106 FFY18 Remaining Funding (\$0 CLOSED OUT)
- CWA §106 FFY 19 Remaining Funding (\$360,428)
- CWA §106 FFY 20 Remaining Funding (\$709,148)
- LISS Remaining Funding (\$146,325)
- Save the Sound Funding (\$77,936)
- Dues

Treasurer John Atkin and Evelyn reviewed the financial statements presented in the Commission meeting materials. John Atkin reported that he had reviewed the financials with Evelyn prior to the meeting and asked Evelyn to summarize. A review of the Profit and Loss Statement (Appendix E) which includes a Budget vs. Actuals shows expenses are about 64% of where they should be at this point (three quarters through) the fiscal year. The few line items that are over budget are those that have been pointed out in prior quarters: specifically, utilities, telephone and internet due to the temporary location incurring additional expenses in these categories that were not included in the original budget. These are relatively small line items as a percentage of the overall budget. Commissioner Scagnelli inquired what is included in the Supplies line item, which indicates \$76,159 in expenses through June 30. Evelyn explained this includes all supplies, or consumables, primarily laboratory supplies as well as small equipment (< \$5000). Treasurer Atkin and Evelyn discussed the treatment of available grant funds on the financials. These are not reflected in the balance sheet report generated from the accounting firm, but are important to include as they are critical element, perhaps the most important element, in the Commission's financial position. Evelyn will continue to work with the accounting firm, which has been on board for approximately one year, to enlist them to take on more reporting tasks where possible.

6. Laboratory/Office Space Search Update

- a. Update on Staffing and Current Laboratory Operations
- b. BioBat Space Overview (Appendix G)
- c. Update on Architectural services and Construction Timeline

d. Update on lease

Evelyn provided an update on current staffing and laboratory operations. Staffing is status quo with 6 full time employees and two seasonal interns (one seasonal intern, Mia Pereira, completed her internship on August 24<sup>th</sup> due to her academic schedule resuming August 27<sup>th</sup>). Evelyn also gave an overview of the BioBat space. Evelyn reflected that although Chair DeGaetano, herself and others have been involved in the details of the space search for some time, she thought it would be helpful, based on the discussion at the July 27<sup>th</sup> Special Commission meeting, to “back up” and give an overview of the facilities available at the BioBAT premises located at the Brooklyn Army Terminal. Appendix G presents this overview, with pictures and layout of the space. Commissioner Scagnelli emphasized the need to finalize the lease so that the scope and responsibilities of the landlord and tenant work are clear before any agreement is signed with a contractor. Chair DeGaetano affirmed that the both IEC and BioBAT have agreed to the scope of work as presented by Linearscape, the architect and approved Linearscape Architecture moving forward with final construction documents for DOB approval. Evelyn asked the full Commission to hold the first Wednesday of October and November, as these are typically the dates of the monthly Executive Committee meeting, in case it becomes necessary to expand one or both of these meetings into a full Special Commission Meeting. Chair DeGaetano reiterated that he and Evelyn would keep the Commission informed about the schedule.

7. Director’s Report

a. Project Highlights and Updates:

- NJDEP Harbor Monitoring Project
- Coordinated Volunteer Pathogen Monitoring
- Long Island Sound Monitoring
- Unified Water Study
- Harlem River Urban Waters Federal Partnership
- National Park Service Beach sample analyses
- Compliance Monitoring Inspections
- Laboratory Proficiency studies

b. Other meetings and project/grant updates

Evelyn reviewed the current project schedules and status. The NJDEP/IEC Harbor monitoring project is going well and gathering a large amount of data. Evelyn will be reviewing these data, with the assistance of staff to meet the review requirements of the Quality Assurance Project Plan (QAPP). Monitoring for this project, as well as the Long Island Sound monitoring, will be transitioning from weekly to monthly at the end of September, but will continue year-round. The Coordinated Volunteer Pathogen Monitoring Project wraps up sampling on September 23<sup>rd</sup>. In 2021, five groups participated, collecting weekly pathogen indicator samples at approximately 20 sites around the Harbor. The monitoring program along the Harlem River in conjunction with USGS and the Federal Urban Waters Partnership, will wrap up at the end of

September. Also wrapping up are the analyses IEC is performing to assist the National Park Service assess bathing beaches at Gateway National Recreation Area for recreational water quality criteria. This sampling will end shortly after Labor Day. Compliance monitoring, including industrial and municipal facility inspections, are ongoing, and will be the focus of field and laboratory efforts during the fall, winter and early spring, in addition to the monthly ambient water surveys in the Harbor and Long Island Sound. Unified Water Study monitoring in Little Neck Bay will continue through October, with analyses continuing through November. IEC also received funding to perform an LISS enhancement project performing pathogen monitoring and source trackdown in Suffolk County, in the vicinity of Wading River and Baiting Hollow Creek.

8. Old Business

a. Commissioner vacancies

Evelyn reviewed the Commission vacancies, which consist of two vacancies in New Jersey. Evelyn will work with Jeffry Nielson of the New Jersey Governor's Authorities Unit to review the candidates and move this forward. Bruce Friedman also suggested reaching out to Alena Baldwin-Brown and Paul Morton, who have both recently retired from NJDEP.

9. New Business

No new business was brought forward.

10. Upcoming Meetings

Special Meeting October 6<sup>th</sup> 2021?  
Wednesday, December 1<sup>st</sup>, 2021  
Wednesday, March 2<sup>nd</sup>, 2022  
June 1<sup>st</sup>, 2022  
September 7<sup>th</sup>, 2022

11. Adjourn

The meeting was adjourned at approximately 11:27am.

APPENDICES:

- A- March 2<sup>nd</sup>, 2021 Annual Meeting Minutes
- B- June 2<sup>nd</sup>, 2021 Quarterly Meeting Minutes
- C- July 7<sup>th</sup>, 2021 Executive Committee Meeting Summary
- D- July 29<sup>th</sup> Special Commission Meeting Minutes
- E- Profit and Loss Statement
- F- Balance Sheet
- G- BioBat Space Overview