



**Minutes  
Special Meeting  
Thursday, May 9<sup>th</sup>, 2019  
3:00PM  
Call-in Number:**

**866-873-0727 (no pin required)**

\* Indicates Voting Item

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1. Call to order and Roll Call

Commissioners present: Jill Lipoti (New Jersey), Bob Schuster (NJDEP alternate), John Scagnelli (NJ), Bruce Friedman (NJDEP), Loel Muetter (NJDOH), Robert Elburn (NYSDEC), Judith Baron (NY), Rose Trentman (NY), David Wrinn (CT AG), Patricia Sesto (CT), Pamela Scully (CTDPH), John Atkin (CT).

Also present: Evelyn Powers (IEC), Lauren Nathan-LaRusso (NJ GAU), Aimee Boucher (EPA Region 2)

2. Approval of Revised Bylaws (Appendix A)\*

The IEC Bylaws Committee, formed after the December 2018 Commission meeting met via conference calls several times to review and revise the 2014 Bylaws. Final Draft Bylaws were circulated on March 28<sup>th</sup>, 2019 to all Commissioners, with comments and suggestions requested by April 12<sup>th</sup>. Other than a few inquiries requesting clarification, no comments were received. A motion to approve the recently revised bylaws, dated May 09, 2019 was made by Commissioner Baron and seconded by Commissioner Sesto. With no one opposed, the IEC Bylaws dated May 09, 2019 were approved. Bruce Friedman thanked the Bylaws Committee for the work that went into discussing, reviewing and producing the revised bylaws.

3. Elections\*

With the resignation of Chair Jill Lipoti, effective May 21<sup>st</sup>, 2019, elections were held to fill the vacancy. As per the newly-approved bylaws, nominations were first sought for New Jersey members to complete the remaining time in Chair Lipoti's term, until March 2020. Bruce Friedman nominated Commissioner Scagnelli, which was seconded by Commissioner Baron. Chair Lipoti asked if there were any other nominations. With no additional nominations, Chair Lipoti moved to close nominations, which was seconded by Commissioner Baron. Chair Lipoti asked Commissioner Scagnelli if he was willing to serve as Chair. Commissioner Scagnelli thanked Chair Lipoti for her service to the Commission as Chair, which was echoed by several Commissioners. Commissioner Scagnelli indicated he was willing to serve. With no one opposed, Commissioner Scagnelli was elected as Chair to serve the remaining New Jersey term through March 2020.

4. Approval of Revised Employee Handbook (Appendix B)\*

The Executive Committee has revised the IEC employee handbook working with the prior NEIWPC employee handbook and the 2010 IEC employee handbook as templates. Since the March 2019 Annual meeting, the Executive Committee worked to revise, refine, and clarify the handbook, specifically those portions that were the subject of discussions and failed motions at the March 2019 annual meeting. Commissioner Scagnelli recommended that the full Commission approve the revised handbook, and made a motion to do so, which was seconded by Commissioner Baron. With no one opposed, the IEC Employee Handbook, with an effective date of April 2019 was approved.

5. IEC Finances and Current Grant Funds Update

Ms. Powers reviewed the current IEC finances and grant funds, based on reports received from the accounting firm, MBSATA. The reports indicate that IEC's finances, specifically grant funding is strong. \$604,946.49 remains in our FY18 106 grant (72% of original \$830,631 award) and \$132,188 (55%) remains in the LISS award. More detailed reports will be distributed with the June 5<sup>th</sup> meeting materials.

6. Update on Laboratory/Office Space Search

Ms. Powers continues to work with the CBRE to generate options for moving IEC's laboratory and administrative space. At the suggesting of the broker, facilities in Long Island City are being explored. Ms. Powers is awaiting proposals and Operational Cost Analysis (OCA) from the broker and will distribute to the Executive Committee for review. Another development in the search for facility space is the identification of possible additional funding available as a result of re-certification of EPA Region 2 funding. Bruce Friedman and Ms. Powers have had discussions with EPA whether a portion of this funding (\$100,000), which was returned to EPA Region 2 from Puerto Rico, could be used to fund equipment and supplies to facilitate the build-out of new laboratory facilities for the Commission. Ms. Powers has submitted a justification to Rick Balla, EPA Region 2's Watershed Management Branch Chief, and is awaiting further direction from EPA.

7. New Business

Updates to Chase signatories need to be made as well as a Chase business credit application. Ms. Powers will work with Commissioner Scagnelli to update this information. Bruce Friedman mentioned a laboratory workgroup, which both NJDEP and NJDOH participate in and inquired whether IEC would like to participate. Ms. Powers indicated that would be very valuable and something IEC should participate in. Bruce Friedman forwarded the information on the workgroup and requested that IEC be added to the list.

8. Adjourn

With no additional new business, Commissioner Scagnelli made a motion to adjourn, which was seconded by Commissioner Trentman. The meeting was adjourned at approximately 3:40pm

APPENDICES:

A- Interstate Environmental Commission Bylaws (Dated May 9<sup>th</sup>, 2019)

B-Employee Handbook (Dated April 2019)

Next Meeting:

June 5<sup>th</sup>, 2019 10:00am Hudson River Foundation

Respectfully Submitted,

Evelyn Powers  
Executive Director