

**Cossayuna Lake Improvement Association, Inc.**  
**Board of Directors Meeting**  
**September 19, 2020**

**Meeting called to order** at 9:33 am by President Evelyn Costello.

**Directors Present:** President Evelyn Costello, Vice President Lynn LeCours, Treasurer Rick Ryan, Secretary Anne Marie Marrone Caliendo, Mary Ferguson, Ed Costello, Lynn Wilbur, Peggy Pahoulis, Nancy Hieber, Charlie Cooke, Gene Henry, Joanne Bonacker, Sheila Rappazzo, and Tom LeCours

**Directors Not Present:** Lynn Pollock and Tim Hopkins

**Minutes:**

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A motion to accept the Election Meeting minutes of August 30, 2020 was made by Sheila, Lynn W seconded the motion. The motion was passed unanimously.

**Treasurer's Report:**

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Report was sent in advance of meeting. Question about financials related to the pavilion. Donation for pavilion came last fiscal year, yet this fiscal year had the expense...so the financials look off but aren't on a net basis. Book balance is \$25,600+ in checking account. There are sub-accounts on paper, but there is truly just one checking and one savings account. The sub accounts cause balance sheets to look odd. Question on harvester; what is "miscellaneous expense" (\$126.09). Rick later followed up to clarify that the expenses were for paint and lumber for the harvesting lot signs.

A motion to accept the Treasurer's report for the period ending September 16, 2020 was made by Lynn W; Peg seconded the motion. The motion was passed unanimously.

**Report of Officers:**

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Recommendation to have no report of officers because we will have new folks on committees.

**Plan and coordination of committees for 2020-2021**

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**Standing Committees**

## **LAKE MANAGEMENT**

Chair: Lynn Wilbur

Oversee development, implementation and review of the yearly Cossayuna Lake Management and Watershed Management Plan. Contract with the towns of Argyle and Greenwich. Work to solicit funds from other county and state sources. Identify and pursue grants when possible.

*Board Conversation*: Had lake management task force in the past with multiple areas below it under the bundle. Change Committee to "Lake Management Task Force" with multiple sub committees who can meet as a group outside of the Board. This Task Force will include harvesting, herbicide and spillway. Received \$5,000 from Greenwich (was supposed to be \$5,500 since that was approved last year). Need to follow-up on whether the amount sent was an error or truly a reduction from what was told to us previously. The money will be used as follows: \$3,000 for harvesting and \$2,000 for chemicals.

## **NOMINATING**

Chair: Open

Solicit candidates for office by the General Membership meeting. Prepare the ballot and process absentee ballots.

*Board Conversation*: This position doesn't always prepare the ballot itself. President typically appoints someone who was just appointed this year and wouldn't be up for election next year. Joanne volunteered to chair this committee.

## **BYLAWS**

Chair: Open

Answer by law questions at any meeting. Recommend changes as needed. Maintain the official Bylaws and provide copies as needed.

*Board Conversation*: This person should be most familiar with bylaws and correct procedures during meetings if in violation. Anne volunteered to chair this committee.

## **FINANCE**

Chair: Rick Ryan

Review accounts yearly. Provide a projected budget yearly. Provide a one-page financial summary for distribution in the newsletter for the election meeting.

## **Ad-Hoc Committees**

## **MEMBERSHIP**

Chair: Peg Pahoulis

Provide membership updates at each board meeting. Coordinate Neighborhood Leaders to disseminate and collect information and encourage membership. Maintain/update information packets for new home or property buyers on the lake. Provide an article for each newsletter. Maintain directory of members.

## **SPILLWAY**

Chair: Gene Henry

Monitor the dam as needed to maintain the water at the top of the six-inch board in the spillway that is the agreed upon lake level. Implement the Water Level Management Plan.

*Board Conversation:* Boards are still in dam; all is good. Neighbors asked if they could fish in there; Gene indicated no. Question of is there any opposition to adding a couple of inches to the spillway board...to raise the lake level? Discussion of pros and cons; can always let it out. Helpful for drought conditions like we had this summer; hurtful if those couple inches could flood someone's lawn. Gene responded that a couple of inches higher on the lake means your septic system is problematic, not the lake level. Not a lot of water is going through spillway. If we hadn't improved the dam last year, our lake level would have been lower than it is now. Additional concern is we've passed the Lake Management Plan (which was also sent to DEC) within which was an identification of the level of the spillway. Right now, lake level is about two inches below spillway board. During the next review of the Lake Management Plan this can be brought up and reviewed/discussed further. We need to do what our plan indicates we are going to do.

## **NEWSLETTER/AD PROGRAM:**

Chair: John Felicetti

Put together the newsletters and ensure that the newsletters are mailed according to the schedule approved by the Board. Solicit advertisers and manage terms.

## **BUILDING AND GROUNDS**

Chair: Tom LeCours

Coordinate the maintenance of the building and grounds. Provide a list of projects for the truck driver. Recommend capital projects for improvement to the Board.

*Board Conversation:* After today's private event, will shut down the building shortly thereafter. Table by the lake will be dismantled and discarded this weekend or next. Someone painted rocks and left them by the lake down by our dock; Lynn L. will take a picture and post on website. Dock will be removed next weekend.

## **DATA MANAGEMENT**

Chair: Nancy Hieber

Input data as needed. Update property records as needed. Retrieve data as requested. Maintain membership/harvesting/lake management information from applications. Provide Chairpersons with current listings in a timely manner. Prepare and provide mailing labels for all newsletter mailings. Pick up mail from Post Office and distribute accordingly, deposit and record funds received, and mailing of newsletters.

*Board Conversation:* Handles all applications and identifies who is paying for what. Manages email blast info as well.

## **SOCIAL**

Chair: Lynn LeCours

Plan and host social events (i.e. dances, trivia,...) as donation only events. Coordinate food truck usage. Coordinate building rental calendar. Provide info to social media point person to advertise events. Coordinate the annual Ice cream social.

*Board Conversation:* Hopes to have a meeting at beginning of next year to get others involved in volunteering for social events. Next year will be a fantastic year if COVID-19 allows. Move Boat Parade Ad-Hoc Committee into the Social Ad-Hoc Committee.

## **FUNDRAISING**

Chair: OPEN

Plan and coordinate 2 fundraising events (i.e. Chicken BBQ and raffle)

*Board Conversation:* Need additional hands. Want other events as well. Look at holding the kayak event for next year – “kayak poker run”. This will be coordinated by Roxanne Peck. Evelyn will stay on to assist with this committee. Add Fundraising Ad-Hoc Committee into Social Ad-Hoc Committee. Many others around the lake who are not on Board can also assist with any fundraising.

## **EDUCATION**

Chair: Lynn Wilbur

Coordinate events and activities to provide education related to lake ecology and safety. Includes: Boaters Safety Course and other topics of interest. Write or acquire an educational article for each newsletter.

## **HARVESTING**

Chair: Evelyn Costello/Tim Hopkins

Maintain the harvester to ensure optimal use. Solicit donations from individual property owners who wish to have their dock are harvested. Ensure properties are properly

numbered/identified. Implement the harvesting program as outlined in the Lake Management Plan. Oversee and maintain timesheets on harvester driver and truck driver.

*Board Conversation:* For separation of duties, the person who manages the program should not also manage the finances. Recommendation that the truck driver would sign off on Tim's hours and Tim would sign off on truck driver's hours. Need to ensure timesheets remain in the truck. Truck driver hourly rate is \$14 and harvester hourly rate is \$16. Need to clarify rules and who gets paid what when both employees are doing both jobs on and off. Board needs to have a discussion of rates of pay for these two employees. Discussion included the efficiency of how the time is spent harvesting when break-downs occur, when harvester isn't running although should be. If harvesting isn't happening, then other things like herbicide can't do their job. Lake Management Task Force will be discussing this during upcoming year.

## **HERBICIDE**

Chair: Sheila Rappazzo

Use data to determine herbicide needs. With Board approval, hire an aquatic applicator, and solicit donations to support the treatment plan. Ensure that the herbicide is applied according to the permit. Report results to the Board.

*Board Conversation:* Solitude performed a post-treatment without us present. Problem is they only looked at areas treated this year. They didn't look at all the areas outside of where treatment was. Need to have them expand their scope. Difficult to get them to respond. Exploring options to have the attention given to what we want. Did not see much milfoil in those areas which were checked; but need them to review other areas which hadn't been treated. We've always been pleased with the results, but the process is exhaustive. Lynn W. has been in touch with DEC regarding proper permits.

## **CSLAP DATA COLLECTION**

Chair: Lynn Clauer (may need additional hands)

Oversee bi-weekly data collection, processing and submission.

*Board Conversation:* One more testing session upcoming Tuesday; then get report and hopefully good until next year.

## **PROMOTIONS:**

Chair: Tom LeCours

Select promotional merchandise. Oversee orders and delivery

*Board Conversation:* Another good year; mail orders are getting better. Add higher end items next year potentially. Downside sometimes folks don't come to pick up their items; giving one bag at a time out to people. Hoping that next year it will be easier to hand things out since there will be more social activities next year bringing people to the CLIA.

## **INSURANCE**

Chair: OPEN

Review policy. Recommend policy modifications as needed.

*Board Conversation:* Ed to chair this committee. Evelyn spoke with carrier about directors and officers policy; renews on September 21, 2020. Policies are with multiple carriers; will be reviewing to see if consolidation or going out for quotes can secure better rates.

## **WATER CHESTNUT REMOVAL**

Chair: Gene Henry

Coordinate water chestnut picking events

*Board Conversation:* Good year; many people looking forward to next year. Had 10 people out on lake last two times; really making a dent. Discussion about increased boat traffic this summer in particular reminds us to get back on the importance of having a washing station. Recent news in Lake George found an invasive species on a boat from Connecticut. We had an inspection station in the past, but lost the funding. Lake Management Task Force will discuss this again this winter. Equipment to enable people to clean boats themselves costs about \$6,000...but then that's based on the honor system and visitors to our lake doing it themselves. Need to look at a grant for this initiative.

## **EMAIL BLASTS**

Chair: OPEN (John Felicetti has volunteered to take care of it if need be since he is handling our website) Create (flyers) email blasts as needed.

*Board Conversation:* Recommendation to combine this with John's other role. Questions about whether this is ok because he's not on the Board. Right now Nancy sends out the flyers once they are sent to her. Number of questions which come from the website are minimal. General agreement to allow him to serve in this role as a non-Board member since we are encouraging non-Board members to get more involved. John to create flyers. Nancy and John to discuss who will send out the flyers after created; may make more sense for John to send out the flyers than Nancy. Flyers don't need to be approved by Board Members, however anyone creating flyers should send the information to Evelyn for final approval and review. Nancy to provide John with updated copy of email list.

## **WEBSITE**

Chair: John Felicetti

Update website as needed.

## **BOAT PARADE**

Chair: Sue Roach

Coordinate annual event

*Board Conversation*: Now a part of Social Committee.

## **SIGNAGE:**

Chair: OPEN

Maintain 3 road signs around the lake for CLIA events and meetings.

*Board Conversation*: Mary to do the signs and commission her artist husband to assist!

Nancy to order new plastic shields for the signs. She will also seek to have sheets on both sides of the sign for two of the three signs. Signs should be picked up after the private event today by Gene and then stored in the CLIA building.

## **Old or unfinished business**

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Nothing noted.

## **New business**

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*Tom's suggestion*: CLIA is encroaching on neighbor's property which the neighbors have graciously allowed the CLIA to use. CLIA should give them a complimentary membership for their generosity and flexibility. The Board agreed that they have made a significant contribution to the community and took a motion to provide them with a complimentary voting membership. Lynn W. moved; Gene seconded. Unanimously approved.

*Gene comment/question*: Richie Kahn wrote article; revised it this year. He was waiting for Sheila to look at it; Lynn W and Evelyn asked for copies of the article. Last year Gene was going to distribute to Post Star and Chronicle to print. Would like approval to provide to Chronicle to publish article. Evelyn asked for it to be included in Greenwich Journal and Press, which she can orchestrate.

## **Adjournment**

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Motion to adjourn the meeting was made by Lynn W; Sheila seconded the motion. The motion was passed unanimously.

**Meeting was adjourned at 10:43 am.**

Respectfully submitted,

*Anne Marie Marrone Caliendo*

Anne Marie Marrone Caliendo  
CLIA Secretary