



27 High St. 2nd Floor
Poughkeepsie
New York, 12601
(845) 486-3601
Fax (845) 486-3610
dcwwa@dutchessny.gov
www.DCWWA.org

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF JANUARY 24, 2018**

Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Michael Cotton

Ex officio Members

Brian Scoralick
Acting Executive Director
Soil and Water Conservation District

Eoin Wrafter
Commissioner
D.C. Dept. of Planning & Development

Staff

Bridget Barclay
Executive Director

Mary C. Morris
Deputy Director

Board Members Present

Tom LeGrand
Vince DiMaso
Rudy Vavra
Larry Knapp

Board Members Absent

Mike Cotton

Public Comment

There were no members of the public present.

Ex-Officio Member

Eoin Wrafter – Commissioner, Dutchess County Planning and Development.

Others Present

Don Sagliano – Legislative Liaison
Dan Keeler – Dutchess County Department of Health

Meeting Open – Introductions

Vince DiMaso opened the meeting at 4:15 p.m.

Staff Present

Bridget Barclay
Jackie Burger
Jonathan Churins
Ed Mills
Mary Morris
Rich Winchester

Approval of Board Meeting Minutes

Rudy made a motion to approve the minutes of the December 20, 2017 board meeting. The motion was seconded by Vince; voted on and passed unanimously. (Res. 2018.01.A/01)

Annual Reorganization – Designation of Temporary Chair

Rudy made a motion to appoint Bridget Barclay as temporary chair for the purpose of conducting the annual election of officers. This was seconded by Larry and passed unanimously. (Res. 2018.01.B/02)

Election of Officers

Bridget said she would entertain a motion to move and adopt the slate of officers. Made a motion that the following be nominated for the offices of the Authority for 2018:

- Chair: Thomas LeGrand
- Vice Chair: Vincent DiMaso
- Treasurer: Rudy Vavra
- Secretary: Larry Knapp

Larry made a motion and further resolved that; nominations be closed, and that the previous noted persons be elected to the respective offices. This was seconded by Rudy and passed unanimously. (Res. 2018.01.C/03)

Designate Regular Meeting Date

Rudy made a motion that the regular meetings of the Authority shall be at 4:00 pm at 27 High Street on **the third Wednesday of each month**. This was seconded by Larry and passed unanimously. (Res. 2018.01.D/04)

Designate Official Newspaper

Rudy made a motion that the **Poughkeepsie Journal** be designated as the Official Paper for the Authority. This was seconded by Larry and passed unanimously. (Res. 2018.01.E/05)

Designate Official Banks/Depositories

Rudy made a motion that the Official Banks/Depositories for the Authority be as follows:

- The Bank of New York Mellon
- M&T Bank
- JPMorgan Chase
- TD Bank North

And further resolved that; Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. This was seconded by Larry and passed unanimously. (Res. 2018.01.F/06)

Committee Appointments: Governance, Audit, Finance, Operations and Personnel Committees

Rudy made a motion that the following Board Members be appointed to serve on the committees of the Authority as noted below; effective January 1, 2018:

- Governance Committee: Rudy Vavra (Chair), Vincent DiMaso, Thomas LeGrand
- Finance Committee: Vincent DiMaso (Chair), Rudy Vavra, Thomas LeGrand
- Operations Committee: Larry Knapp (Chair), Rudy Vavra, Thomas LeGrand
- Personnel Committee: Larry Knapp (Chair), Vincent DiMaso, Thomas LeGrand

This was seconded by Larry and passed unanimously. (Res. 2018.01.G/07)

Operations Report

Larry inquired about the systems water tables. Rich advised that we were in a serious drought but we should be seeing some recovery now. Many systems had been affected. With the rain and melt off it we should see a good recovery.

Larry asked about Chelsea Cove. Rich said the EQ pump #2 being covered with the warranty for Chelsea Cove. Rich said the General Contractor will cover all costs for replacement.

Approval of the Warrant as Amended

Mary advised the Board that there was a duplicated bill that we are canceling and the amendment is on page 12 of 13, under VDS Emmons Pump & Controls, Voucher VDS17096. Then we have the five page amendment that we added in, and we thank the Board for their indulgence while we prepare for the upcoming Audit.

Larry made a motion to approve the warrant as amended. This was seconded by Rudy and passed unanimously. (Res. 2018.01.H/08)

Review and Re-Adoption of Procurement Policy

Larry made a motion that the Authority Board hereby adopts the attached 2016 Goods and Services Procurement Policy as presented. This was seconded by Vince and passed unanimously. (Res. 2018.01.I/09)

Review and Re-Adoption of Disposal of Property Guidelines

Larry made a motion that the Authority Board hereby adopts the attached Disposal of Property Guidelines. This was seconded by Rudy and passed unanimously. (Res. 2018.01.J/10)

Review and Re-Adoption of Accounting Procedures and Banking Policy

Larry made a motion that the Authority Board hereby adopts the recommended Accounting Procedures and Banking Policy. This was seconded by Rudy and passed unanimously. (Res. 2018.01.K/11)

Review and Re-Adoption of Investment Policy

Rudy made a motion that the Authority Board hereby adopts the recommended Investment Policy. This was seconded by Larry and passed unanimously. (Res. 2018.01.L/12)

Capital Projects

SHW Improvement Project Status

Bridget said we have the fourth quarter sample results. We are below the MCL level for the disinfection products. We are over for Iron and over for both Iron and Manganese combined.

Bridget said the status of the improvement project Grant Street, on the distribution side is done except for a small amount that was held back for final restoration in the Spring. On the treatment system side we are generally at the point where we can start up testing with various components, start up testing, control systems, some Staff training etc. We have had issues with two of the wells.

Larry asked if our staff would be trained as well. Bridget said yes and the contract operators as well.

VDS CA Services Agreement Amendment 2

Rudy made a motion that the Executive Director or Deputy Director is authorized to execute Amendment 2 to the Agreement with KC Engineering and Land Surveying Consultants, PC to set the final Agreement cost at \$6,062.75 for the VDS – Waste Water Treatment Plant Rehabilitation Project Construction Administration Services. This was seconded by Larry and passed unanimously. (Res. 2018.01.M/13)

DC Airport Water Line Project Status

Bridget said the memo was included in the package. The testing for disinfection was done. The service lines are in and we need to get metal stairs and a sampling Station to be installed.

ACSD Waterline Project Status

Bridget said the Arlington Central School District waterline is moving along and we have resolved the right-away issue with Beekman.

HPWTF I&C Project Status

HPWTF I&C Mechanical Contract Change Order 1

Rudy made a motion that the Executive Director is authorized to execute Change Order No. 1 for contract No. HPR-PWC-2017-02 with J Squared Construction, of Voorheesville, NY to extend the Contract time for Substantial Completion to April 10, 2018 for the Hyde Park Water Treatment Plant Instrumentation Phase 1 (HPWTF I &C Phase 1) Project – Mechanical Construction – Contract for Substantial Completion to April 10, 2018 for the Hyde Park Water Treatment Plant Instrumentation Phase 1. This was seconded by Larry and passed unanimously. (Res. 2018.N/14)

HPWTF I&C General Contract Change Order

Rudy made a motion to approve the HPWTF I&C General Contract Change Order 1. This was seconded by Larry and passed unanimously. (Res. 2018.O/15)

PBS WWTP Project Status

Bridget said we did get the final review from the Department of Environmental Conservation and we are moving forward again on the project. The final bid documents will be reviewed one more time. Rennia is updating the project schedule and the construction estimates.

GFS WWTP Project Status

Bridget said we are still waiting on comments from DEC.

Award of Generator Maintenance

Larry made a motion that the Authority authorizes the Executive Director or Deputy Director to execute all necessary documents to obtain generator maintenance services from the lowest responsible bidders as recommended. This was seconded by Rudy and passed unanimously. (Res. 2018.P/16)

Community Projects –

Authorize New Hackensack Fire District Addendum to MOU

Bridget said we have an Addendum to the New Hackensack Fire District. Rudy made the motion that he Authority Board hereby authorizes the Executive Director or Deputy Director to execute the Addendum to the MOU between the Authority and the New Hackensack Fire District. This was seconded by Larry and passed unanimously. (Res. 2018.Q/17)

Confirm Next Meeting Date

Tom confirmed the next meeting date of February 21, 2018 at 4:00pm.

Open Executive Session

At this time Tom arrived. At 4:55. Rudy made a motion to enter into Executive Session. This was seconded by Larry and approved unanimously. (2018.01/R)

Close Executive Session

Larry made a motion to close Executive Session. This was seconded by Larry and passed unanimously. (2018.01/S)

Rudy then moved and Larry seconded and resolved that the Authority Board hereby authorizes LeGrand as Chair to execute a Purchase Agreement for the for the purchase of the property at 1 LaGrange Avenue in the Town of Poughkeepsie for the agreed upon price of \$875,000 and Approved unanimously. (2018.01/T)

Motion to Adjourn

At 4:30pm Tom asked for a motion to adjourn. Rudy made the motion, seconded by Vince and passed unanimously. (Res. 2018.01/16)

Respectfully submitted,

Jackie Burger
Senior Typist

Resolutions

1. Approval of Minutes – December 20, 2017 (R2018.01.A)
2. Designation of Temporary Chair (R2018.01.B)
3. Election of Officers (R2018.01.C)
4. Designate Regular Meeting Date (R2018.01.D)
5. Designate Official Newspaper (R2018.01.E)
6. Designate Official Banks/Depositories (R2018.01.F)
7. Committee Appointments (R2018.01.G)
8. Approval of Warrant (R2018.01.H)
9. Review and Re-Adoption of Procurement Policy (R2018.01.I)
10. Review and Re-Adoption of Disposal of Property Guidelines (R2018.01.J)
11. Review and Re-Adoption of Accounting Procedures and Banking Policy (R2018.01.K)
12. Review and Re-Adoption of Investment Policy (R2018.01.L)
13. VDS CA Services Agreement Amendment 2 (R2018.01.M)
14. HPWTF I&C Mechanical Contract Change Order 1 (R2018.01.N)
15. HPWTF I&C General Contract Change Order 1 (R2018.01.O)

16. Award of Generator Maintenance (R2018.01.P)
17. Authorize New Hackensak Fire District Addendum to MOU (R2018.01.Q)
18. Executive Session to Discuss Property Acquisition (R2018.01.R)
19. Close Executive Session (R2018.01.S)