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## DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF OCTOBER 21, 2020

### Authority Board Members

**Thomas LeGrand**  
Chairperson

**Vincent DiMaso**  
Vice-Chairperson

**Rudy Vavra**  
Treasurer

**Lawrence R. Knapp**  
Secretary

**Michael Cotton, P.E.**

### Ex officio Members

**Will Truitt**  
County Legislature  
Legislative Liaison

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

### Staff

**Bridget Barclay**  
Executive Director

**Christine Curtis**  
Deputy Director/Staff Treasurer

### Board Members Attending in Person

Rudy Vavra

### Staff Attending in Person

Jonathan Churins

### Board Members Present via Video/Conference Call

Tom LeGrand

Mike Cotton

### Staff Present via Video/Conference Call

Christine Curtis

Danielle Hardman

Criss Limato

Bridget Barclay

Rich Winchester

Michael Keating

Ed Mills

### Board Members Absent

Larry Knapp

Vince DiMaso

### Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter, Dutchess County Commissioner of Planning

### Others Present via Video/Conference Call

William Truitt, Legislature Liaison

### Meeting Open – Introductions

The meeting opened at 4:11 pm

Tom LeGrand called the meeting to order and began with a roll call to identify those attending the meeting both in person and by video/conference call.

### Public Comment

No members of the public were present.

### **Approval of Meeting Minutes**

Approval of meeting minutes of Aug 19, 2020 was tabled for a subsequent meeting as there was not a quorum of board members present to approve. (Res.2020.10.A).

Rudy made a motion to approve the regular meeting minutes of September 23, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.B)

Rudy made a motion to approve the regular meeting minutes of September 30, 2020. The motion was seconded by Mike; a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.C)

### **Chairman's Report**

Nothing to report.

### **Operations Reports**

#### **Monthly System Operations Reports**

No questions were presented.

#### **Award of 2021 Chemical Purchase Contract**

Rudy made a motion to approve the Award of 2021 Chemical Purchase Contract to as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.D) (Attachment "A").

#### **Award of 2021 Pump Station Cleaning and Sludge Hauling Contract**

Rudy made a motion to approve the Award of 2021 Pump Station Cleaning and Sludge Hauling Contracts to Wind River Environmental LLC / EarthCare as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.E) (Attachment "B").

#### **Award of 2021 HPR Sludge Hauling Contract**

Rudy made a motion to approve the Award of 2021 HPR Sludge Hauling Contract to Duffy Layton Contracting as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.F) (Attachment "C").

#### **Award of 2021 Generator Maintenance and Service Agreement Contract**

Rudy made a motion to approve the Award of 2021 Generator Maintenance and Service Agreement Contract to Peak Power Systems as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.F) (Attachment "D").

## **Finance Reports:**

### **Approval of Warrant**

Rudy made a motion to approve the warrant as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.H).

### **Year-to-Date Budget Review**

Christine reviewed that the 3<sup>rd</sup> quarter year-to-date water and sewer system budgets are included in the board packet for the Board's review in preparation for the completion of the 2021 Budgets and Rates. No questions were presented.

### **Adoption of 2021 Salary Policy and Schedule**

Bridget reviewed the proposed Salary Policy and Schedule was presented to the Board at the September Board Meeting for the Board's review, and is now being presented for the Board's approval. Bridget reviewed the Authority closely follows suit with the County's Policy and that will continue for 2021. The County CSEA contract will expire on December 31, 2020 and with no contract there will be no cost of living increase. Rudy made a motion to approve the Adoption of 2021 Salary Policy and Schedule as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.I).

### **Employee Handbook Proposed Amendments**

Bridget reviewed there are several amendments to the Employee Handbook that staff is recommending be approved by the Board, detailed in the memo provided in the package. These amendments consist of an Employee Health Insurance Buy-Out option, a Personal Protective Equipment Allowance and adding language regarding application of Medicare credits for those eligible to the Medical / Hospital Insurance for Retired Employees and Surviving Spouses section. Rudy made a motion to approve the Amendments to the Employee Handbook as presented. This was seconded by Mike, a roll call vote was taken, and the resolution passed unanimously. (Res.2020.10.J).

## **Capital Project Reports:**

### **Hyde Park Phase 2 Meter Project Status Report**

Ed Mills referenced the memo that was provided in the Board packet. SAKS has completed field operations and final contract price negotiations are ongoing between the Authority and the Contractor. Ed reviewed that the resolution included in the Board packet for the contract change order is tabled until a final agreement is reached with the Contractor.

### **GFS WWTP Project Status**

Jonathan reported that the GFS WWTP construction project continues to move forward. Electrical building is nearly ready to be erected. Yard piping, electrical conduit and manhole work is ongoing. Project Management is focusing on work needing to be done for secondary treatment at sewage facility. Excavation and rock removal is complete for secondary clarifier and install of equipment is projected to be completed by Dec, 2020 – Jan 2021. Fire damage has disrupted secondary treatment at the facility and operations continues to meet permit as best it can. Regulatory sampling continues and project management is working with the DEC and

contract operators to monitor and address issues with RBC levels. The Fire Inspection Report has been received by Engineer and sent to contractor for review.

### **GFS Collection System Project**

Jonathan reviewed there is no change on the project from September's report and the Authority is still awaiting approval of the BID documents from EFC.

### **Tivoli Water Distribution System Improvements**

#### **Water Main and Distribution System Improvements**

Mike K. reviewed that water main construction has begun. Contractors began on Woods Rd in Tivoli and heading South. Contractor hit some rock during excavation and a change was made to the placement of the water main from the East side of the Rd to the West side due to there being better material for laying water mains.

#### **Water Tank Improvements**

Mike K. added that Tivoli Water Tank has been erected and is now being painted. Bridget commented that the County Executive will be on-site Friday October 30, 2020 at 11:45 making a site visit. She opened the invitation to any Board Members that would like to participate in the site visit.

#### **Well and Wellfield Improvements**

Project Management expects to have BIDS received within the next few weeks and anticipates awarding the contract at the November Board meeting.

#### **Tivoli Sewer Project Status**

Flow study work has been completed and will be provided to the contracted Engineer so that the data can be incorporated into an updated Engineering report and the final design.

#### **Pinebrook Water Interconnection Project Status**

Jonathan reviewed that the DCBCH has provided comments to EFC who will incorporate into their final documents. Staff is working with the Town of Hyde Park on permitting and easements with customers. Mike inquired if we anticipate any problems obtaining easements. Jonathan stated he is working with the HOA and communications have been going well overall.

### **Community Projects**

Bridget reviewed that she recently attended a kick-off meeting for the Joint Storage Tank Feasibility Study Project along with representatives from the Town of Poughkeepsie, Town of Pleasant Valley and CPL Associates. CPL is moving forward working on assessing the needs of the communities, potential locations and hydraulic grade lines.

Bridget commented that the Authority has received draft reports for the Village of Rhinebeck Water and Sewer Evaluations from the Engineer which staff is reviewing and providing comments.

### **New for Consideration**

Tom reminded the Board members a Budget Workshop Meeting to review proposed 2021 Budgets and Rates will be held Wednesday November 4, 2020 @ 4:00pm. Bridget commented that all Board members attending should be prepared to attend remotely as November 3<sup>rd</sup> the election will be taking place and 1 Lagrange Ave is a polling site. We are having the office cleaned on November 4<sup>th</sup>.

November's regular Board Meeting and Public Hearing to receive public comment on proposed 2021 Budgets and Rates will be held Wednesday November 18, 2020 @ 4:00pm.

### **Executive Session:**

No executive session was presented.

### **Motion to Adjourn:**

At 4:42 pm Tom made a motion to adjourn. This was seconded by Mike, a roll call vote was taken, voted on and passed unanimously.

The next board meeting date is on Wednesday, November 4, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603 to review 2021 proposed system budgets and rates.

The next regular board meeting date is on Wednesday, November 18, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,  
Senior Typist

### **Resolutions**

1. (2020.10.A) Approval of Minutes of August 19, 2020 Regular Meeting – TABLED
2. (2020.10.B) Approval of Minutes of September 23, 2020 Regular Meeting
3. (2020.10.C) Approval of Minutes of September 30, 2020 Special Meeting
4. (2020.10.D) Award of 2021 Chemical Purchase Contracts
5. (2020.10.E) Award of 2021 Pump Station Cleaning and Sludge Hauling Contract
6. (2020.10.F) Award of 2021 HPR Sludge Hauling Contract
7. (2020.10.G) Award of 2021 Generator Contract
8. (2020.10.H) Approval of Warrant
9. (2020.10.I) Adoption of 2021 Salary Policy
10. (2020.10.J) Amendments to Employee Handbook
11. (2020.10.K) HP Phase 2 Meter Project – Approve CO No. 2 to Installation Contract
12. (2020.10.L) Open Executive Session
13. (2020.10.M) Close Executive Session

ATTACHMENT "A"

RESOLUTION NO. 2020.10.D

Authority Board - DCWWA  
October 21, 2020 Meeting

Award of 2021 Chemical Purchase Bids

Rudy offers the following resolution and moves its adoption:

WHEREAS; the Authority has requested and received bids on October 7, 2020 for chemicals for the water and sewer systems operated by the Authority and;

WHEREAS; those bids have been reviewed by Staff and a schedule of recommendations for award to the lowest responsible bidders is as follows;

Thatcher Company:

Aluminum Sulfate (liquid in 4,000gal truckloads) @ \$0.2009/pound, no deposit

JCI Jones Chemical:

Liquid Chlorine @ \$0.70/pound, no deposit

Amrex Chemical:

Sodium Hypochlorite (5 gal.) @ \$1.25/gal, \$8.00 deposit

Sodium Hypochlorite (15 gal.) @ \$1.20/gal, \$25.00 deposit

Copper Sulfate @ \$1.88/pound, no deposit

Caustic Soda (15 gal.) @ \$1.35/gal, \$25.00 deposit

Caustic Soda (5 gal.) @ \$1.49/gal, \$8.00 deposit

Aluminum Sulfate (liquid in 5gal pails) @ \$0.85/pound, \$8.00 deposit

Potassium Permanganate @ \$1.78/pound, no deposit

Ammonia @ \$6.00/gal, no deposit

Water Softener Salt @ \$0.12/pound, no deposit

Sodium Bisulfite @ \$1.55/gal, \$25.00 deposit

Slack Chemical:

Sodium Thiosulfate @\$0.394/pound, no deposit

Aluminum Sulfate (ground in 50lb bags) @0.339/pound

Carus 8100 @ \$7.25/gal, no deposit

Norweco Inc.:

Sodium Sulfite Tablets @ \$110.00/container of 150 tablets

Shannon Chemicals:

Sodium Tri-Polyphosphate @ \$0.854/pound, no deposit

WHEREAS; the Board has reviewed the staff recommendations;

THEREFORE, BE IT RESOLVED THAT; the Authority authorizes the Executive Director or Deputy Director to execute the necessary instruments to obtain chemicals from the lowest responsible bidders as recommended.

Seconded by Mike .

<u>Record of Vote:</u>	<u>Aye</u>	<u>Nay</u>
Thomas LeGrand	<u>_X_</u>	<u>___</u>
Vincent DiMaso	Absent	<u>___</u>
Larry Knapp	Absent	<u>___</u>
Rudy Vavra	<u>_X_</u>	<u>___</u>
Michael Cotton	<u>_X_</u>	<u>___</u>

ATTACHMENT "B"

RESOLUTION NO. 2020.10.E

Authority Board - DCWWA  
October 21, 2020 Meeting

**Award of 2021 Pump Station/Wet Well Cleaning and Sludge Hauling Bids**

Rudy offers the following resolution and moves its adoption:

WHEREAS; the Authority has requested and received bids for hauling/cleaning services for the sewer systems operated by the Authority on September 23, 2020; and

WHEREAS; those bids were rejected by the Board of Directors on September 30, 2020 and re-bid a second time with a bid opening date of October 14, 2020.

WHEREAS; those bids have been reviewed by Staff and the lowest responsible bidders are recommended as follows:

- Sludge and/or Wastewater hauling and disposal for Valley Dale, Chelsea Cove, Dalton Farms, Pinebrook, Greenfield Sewer, Fairways and Vanderburgh Cove Sewer Systems:
  - Wind River Environmental LLC/EarthCare at \$119.00/thousand (1,000) gallons
- Wastewater System Pump Station and Wet Well Cleaning with Disposal (all Systems)
  - Wind River Environmental LLC/EarthCare at \$2,700.00 per eight (8) hours and \$1,350.00 per four (4) hour workday

WHEREAS; the Board has reviewed the staff recommendations;

THEREFORE, BE IT RESOLVED THAT; the Authority authorizes the Executive Director or Deputy Director to execute the necessary instruments to obtain the sludge hauling and pump station/wet well cleaning services from the lowest responsible bidders as recommended.

Seconded by Mike .

<u>Record of Vote:</u>	<u>Aye</u>	<u>Nay</u>
Thomas LeGrand	<u>_X_</u>	<u>___</u>
Vincent DiMaso	Absent	<u>___</u>
Larry Knapp	Absent	<u>___</u>
Rudy Vavra	<u>_X_</u>	<u>___</u>
Michael Cotton	<u>_X_</u>	<u>___</u>

ATTACHMENT "C"

RESOLUTION NO. 2020.10.F

Authority Board – DCWWA  
October 21, 2020

**Award of Hyde Park Regional Alum Sludge Removal Contract**

Rudy offers the following resolution and moves its adoption:

WHEREAS; the Hyde Park Water Filtration Plant utilizes alum as a coagulant for the filtration process, and

WHEREAS; the by-product of this process is an alum sludge waste, and

WHEREAS; this waste must be removed and disposed of in a New York State DEC approved site, and

WHEREAS; the Authority received written quotes on September 24, 2020 and October 1, 2020 for the hauling of alum sludge in the Hyde Park Regional Water System in accordance with the Authority's procurement policy for public works with a contract value less than \$35,000.00 as follows:

	<u>Proposers</u>	<u>Amount</u>
1.	Duffy Layton Contracting, Stanfordville, NY	\$38.00/ton
2.	Amity Construction, Poughkeepsie, NY	\$64.50/ton
3.	Thomas Gleason, Poughkeepsie, NY	Vendor unable to provide a quote

and

WHEREAS; Authority staff has reviewed the quotes provided and recommends that the Contract be awarded to Duffy Layton Contracting as the lowest price quote from all responsible vendors for the removal of the alum sludge waste; and

WHEREAS; the Authority Board has reviewed the recommendations of the Authority Staff and considered the benefits to the Authority; and

THEREFORE, be it further resolved that the Executive Director or Deputy Director is authorized to execute a contract with Duffy Layton Contracting, for the removal and disposal of a maximum of 700 tons of alum sludge waste, at \$38.00/ton, for a not to exceed value of \$26,600.00 for the *Hyde Park Regional Alum Sludge Removal Contract*.

Seconded by: Mike.

<b>Record of Vote</b>	<b>Aye</b>	<b>Nay</b>
Thomas LeGrand	<u>_X_</u>	_____
Vincent DiMaso	Absent	_____
Larry Knapp	Absent	_____
Rudy Vavra	<u>_X_</u>	_____
Michael Cotton, PE	<u>_X_</u>	_____

ATTACHMENT "D"

RESOLUTION NO. 2020.10.G

Authority Board - DCWWA  
October 21, 2020

**Award of 2021 Generator Maintenance and Service Agreement**

Rudy offers the following resolution and moves its adoption:

WHEREAS; the Authority has requested and received three (3) bids on October 14, 2020 for the 2021 Generator Maintenance and Service Contract for the water and sewer systems operated by the Authority in accordance with the Authority's procurement policy for public works with a contract value less than or equal to \$35,000.00 as follows:

<u>Bidder</u>	<u>Total Bid</u>
Peak Power Systems	\$11,114.45
Cummins Sales & Service	\$22,774.07
Power Secure	\$19,955.00

; and

WHEREAS, Staff has reviewed the bids received and recommends award to Peak Power Systems; and

WHEREAS; the Board has reviewed the staff recommendations; and

THEREFORE, BE IT RESOLVED THAT; the Authority authorizes the Executive Director or Deputy Director to execute the necessary instruments to obtain Generator Maintenance and Services for 2021 from Peak Power Systems for \$11,114.45 as recommended.

Seconded by Mike.

<u>Record of Vote:</u>	<u>Aye</u>	<u>Nay</u>
Thomas LeGrand	<u>_X_</u>	___
Vincent DiMaso	Absent	___
Larry Knapp	Absent	___
Rudy Vavra	<u>_X_</u>	___
Michael Cotton	<u>_X_</u>	___