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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY

APPROVED MINUTES OF NOVEMBER 04, 2020

BUDGET WORKSHOP MEETING

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

Vincent Dimaso

Staff Attending in Person

Jonathan Churins

Board Members Present via Video/Conference Call

Tom LeGrand

Mike Cotton

Larry Knapp

Rudy Vavra

Staff Present via Video/Conference Call

Christine Curtis

Danielle Hardman

Criss Limato

Bridget Barclay

Rich Winchester

Michael Keating

Mary Morris

Board Members Absent

None

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 4:03 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.

Chairman's Report

Nothing to report.

2021 Budget Workshop Memos and Draft Budgets

Christine reviewed memos included in the Budget Workshop packet which provided specific cost changes affecting the system budgets and rates for 2021.

2021 Budget Changes – Staff and General Authority changes

Christine reviewed that proposed staffing changes included the transition of the current senior typist position from half front desk clerical support and half operations support to full time operations support. Additionally, two full time administrative employees would be added to the Authority staff, a full-time front desk and clerical support position to pick up previously filled Senior Typist duties, and an Administrative Secretary, who would provide additional support for management and accounting functions. Additional staffing is needed due to an increase in capital projects and an increase in critical ongoing functions which has resulted in current staff being over extended.

Proposed Salary & Benefit Adjustments for 2021

Bridget pointed to the memo provided in the Board Packet that detailed the changes in staff salary and benefit costs which shows an overall increase of 6.6%. Mike Cotton requested more detail on part-time staffing changes and Christine will provide that to him.

2021 Budget Changes – System Changes

Christine reviewed key cost changes on each system Budget and provided an overview for the Board on these changes. Highlighted in all systems was an increase in billing, bookkeeping and administrative costs along with increased lab sampling costs. A few systems had increased equipment expenses, water purchase expenses and redevelopment costs in 2020. The overall Customer Price Increase for 2021 is 1.87%. Mike noted that the Authority General Budget was not provided for review and requested that be done for the next meeting. Staff agreed and will present it at the next Board meeting. No further questions or concerns were presented.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:39 pm Tom made a motion to adjourn. This was seconded by Mike, a roll call vote was taken, voted on and passed unanimously.

A public hearing on the 2021 proposed system budgets and rates and the next regular board meeting will be held Wednesday, November 18, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

None presented