



**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF THE BOARD MEETING ON  
January 18, 2024**

1 LaGrange Avenue  
Poughkeepsie, NY 12603  
(845) 486-3601  
Fax (845) 486-3656  
dcwwa@dutchessny.gov  
www.DCWWA.org

Authority Board Members

**Thomas LeGrand**  
Chairperson

**Rudy Vavra**  
Vice-Chairperson

**Lawrence R. Knapp**  
Treasurer

**Dale Borchert**  
Secretary

Ex officio Members

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

**Brian Scoralick**  
Executive Director  
D.C. Soil & Water Conservation District

Legislative Liaison

**Faye Garito**  
County Legislature

Staff

**Michael J. Keating, P.E.**  
Executive Director

**Jonathan Churins**  
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand  
Dale Borchert (Came in at 4:34 pm)  
Larry Knapp  
Rudy Vavra

Staff Attending in Person

Jonathan Churins  
Danielle Hardman  
Jessica McMahon  
Mike Keating  
Gary Banks  
Rich Winchester  
Pam Compasso

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Carol Falcone  
Ed Mills

Board Members Absent

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

Tanya Clark, Sr. Public Health Engineer - DBCH

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:30 p.m.

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.

## Annual Reorganization

### **Designate Temporary Chair**

Rudy Vavra made a motion to appoint Michael J. Keating, PE as temporary chair for the purpose of annual election of officers. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.A)**

### **Election of Officers**

Rudy Vavra made a motion to nominate for the offices of the Authority for 2024. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. (Res.2024.01.B).

**Chair: Thomas LeGrand**  
**Vice Chair: Rudy Vavra**  
**Treasurer: Larry Knapp**  
**Secretary: Dale Borchert**

## **COMMITTEE APPOINTMENTS FOR 2024:**

### **GOVERNANCE, AUDIT, FINANCE, OPERATIONS AND PERSONNEL**

Rudy Vavra made a motion to nominate for the offices of the Authority for 2024. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. (Res.2024.01.C).

#### **Governance Committee:**

**Rudy Vavra (Chair)**

**Dale Borchert**

**Thomas LeGrand**

#### **Audit Committee:**

**Dale Borchert (Chair)**

**Larry Knapp**

**Rudy Vavra**

#### **Finance Committee:**

**Dale Borchert (Chair)**

**Rudy Vavra**

**Larry Knapp**

**Operations/Capital Projects Committee:**

**Larry Knapp (Chair)**

**Dale Borchert**

**Rudy Vavra**

**Personnel Committee:**

**Larry Knapp (Chair)**

**Rudy Vavra**

**Dale Borchert**

**Designate Regular Meeting Dates**

Rudy Vavra made a motion that the regular meetings of the Authority shall be at 4:30 pm at 1 Lagrange Avenue on the following dates:

<b>2024 Board Meeting Dates</b>	<b>Notes</b>
<b>01/17/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>02/21/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>03/27/2024</b>	<b>4<sup>th</sup> Wednesday</b>
<b>04/17/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>05/15/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>06/26/2024</b>	<b>4<sup>th</sup> Wednesday</b>
<b>07/17/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>08/21/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>09/18/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>10/16/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>10/30/2024</b>	<b>Budget Workshop</b>
<b>11/20/2024</b>	<b>3<sup>rd</sup> Wednesday</b>
<b>12/18/2024</b>	<b>3<sup>rd</sup> Wednesday</b>

The motion was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.D)**

**Designate Official Newspaper**

Rudy Vavra made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. The motion was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.E)**

## **Designate Official Banks/Depositories**

Larry Knapp 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  
Wilmington Trust**

And further resolved that Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. Rudy Vavra made a motion to Designate Official Banks/Depositories. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.F).**

## **Chairman's Report**

Tom LeGrand didn't have anything to report.

## **Finance Reports**

### **Approval of Warrant**

The Warrant was provided to the Board, in the Board package.

Rudy Vavra made a motion to approve the Warrant as presented. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.G)**

### **Re-adoption of Disposal of Property Guidelines**

There were no changes to this policy for 2024.

Rudy Vavra made a motion to Re-Adopt the Disposal of Property Guidelines. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.H).**

## **Tyler System Conversion Status**

Jonathan Churins stated that the implementation is organized into two phases with financial side preceding utility billing.

Both phases include extensive staff training, data conversion, guided setup support, consultant led startup and perpetual support.

The financial implementation was successfully completed during 2023 from May to October, the system is online and operating.

The utility billing implementation is entering the final Go Live phase with all water and sewer information transferred to the new utility billing system. Staff working with the transition are stepping through a QA/QC Program that includes dual verification between the legacy system and the new system. This phase will include activation of new modules adding functionality and improving data access. The first Tyler produced bills are anticipated to be printed January 2024. The new software will include an online customer account portal that includes integrated payment services.

## **Operations Report**

The Operations report was provided to the Board in the Board package. The Board did not have any questions.

## **Purchase of Blower for Chelsea Cove Sewer System**

Jonathan Churins stated that the Chelsea Cove Sewer System experienced an equipment fire resulting in total loss of a blower unit. Adjacent equipment and building structure appear functionally undamaged. Staff are working with the Fire Department and insurance representatives to understand the nature of the fire and restoration pathway forward. Staff will return at a future meeting with updates and a replacement plan.

## **Capital Projects Report**

### **Five Year Capital Improvement Plan**

Mike Keating stated that a copy of the five-year capital improvement plan was included in the Board Package. He said that it is something that is evolving and it is a good tool outlining the capital project plans the Authority needs to undertake. Mike stated that himself, Jonathan, Bridget, and Rich will be meeting over the next week to two weeks to review the report and to start lining up engineering reports that we can submit to EFC over the summer, for their consideration for funding.

Tom LeGrand asked if it was funded by EFC would it be a loan or a grant? Mike Keating stated that it would be both.

Rudy Vavra made a motion to approve the **2024 – 2028**, Five-year Capital Improvement Plan. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2024.01.1)**.

### **Tivoli Water Project Status**

Mike Keating reviewed the project memo that was provided to the Board. He stated that the General and Electrical Contractors are still working on completing their punch lists.

### **Tivoli Sewer Project Status**

Gary Banks reviewed the project memo in the package. The design effort is nearing its completion. Wright-Pierce is waiting for confirmation that their responses to EFC regulatory review comments are acceptable. The Authority expects an updated project schedule from Wright-Pierce by our next progress meeting, and will plan to advertise for contractor bids accordingly (January/February 2024)

### **Task Order Summary**

Mike Keating stated that the task order summary is to notify the Board of all of the task orders that have been issued to the consultants that we are working with.

### **Community Projects**

**Southern Dutchess Water Transmission Line** - Mike Keating stated that we received the 50% draft for the Southern Dutchess Water Transmission line.

**Peach Road/BOCES** – No progress.

**Jeffrey Groves** – Mike stated that we are working with the developer to activate water mains/hydrants.

**Crofton Mews** – No progress.

**Village of Wappingers Falls** - Mike Keating, Jonathan Churins, & Mary Morris met with the Village Mayor, Deputy Mayor, Treasurer, & Water Commission; they were asking about what type of assistance the Authority could provide to the Village.

**New for Consideration**

There were no new items for consideration.

**Executive Session:**

N/A

**Motion to Adjourn:**

At 5:15 pm Rudy Vavra made a motion to adjourn. This was seconded by Larry Knapp, a roll call vote was taken, voted on and passed unanimously.

The next Board Meeting will be on Wednesday, January 17, 2024, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,  
Pamela Compasso,  
Program Assistant

**Resolutions**

1. (2024.01.A) Designation of Temporary Chair
2. (2024.01.B) Election of Officers
3. (2024.01.C) Approve Board Committee Appointments
4. (2024.01.D) Designate Regular Meeting Dates
5. (2024.01.E) Designate Official Newspaper
6. (2024.01.F) Designate Official Banks/Depositories
7. (2024.01.G) Approval of Warrant
8. (2024.01.H) Re-Adoption of Disposal of Property Guidelines
9. (2024.01.I) Adoption of Five Year Capital Improvement Plan
10. (2024.01.J) Open Executive Session – Not Used
11. (2024.01.K) Close Executive Session – Not Used