



DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF MEETING ON August 16, 2023

1 LaGrange Avenue  
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Authority Board Members

**Thomas LeGrand**  
Chairperson

**Rudy Vavra**  
Vice-Chairperson

**Lawrence R. Knapp**  
Treasurer

**Dale Borchert**  
Board Member

Ex officio Members

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

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

Legislative Liaison

**Will Truitt**  
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  
Larry Knapp

Staff Attending in Person

Jonathan Churins  
Danielle Hardman  
Mike Keating  
Jess McMahon  
Mary Morris  
Rich Winchester

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Carol Falcone

Board Members Absent

Rudy Vavra

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter – Commissioner of Planning & Development

Others Present via Video/Conference Call

None

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:33 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.

### Approval of Meeting Minutes

Approval of meeting minutes for July 19, 2023.

Larry Knapp made a motion to approve the Board Meeting Minutes from July 19, 2023. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.A)**.

### Chairman's Report

#### Finance Reports

##### **Approval of Warrant**

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

Larry Knapp made a motion to approve the warrant as presented. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.B)**

##### **Renewal of Insurance Consulting & Broker Services Contract**

A memo was provided to the Board for the renewal of the Insurance Consulting & Broker Services Contract.

Dale Borchert made a motion to approve the Renewal of Insurance Consulting & Broker Services Contract. This was seconded by Larry Knapp a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.C)**

##### **Additional Services to Tyler Accounting Software Contract**

A memo was provided to the Board to Approve Additional hourly services with the Tyler Accounting Software for the Utility Billing Conversion not to exceed \$ 17,700.

Larry Knapp made a motion to approve the Additional Hourly Services for Tyler Accounting Software. This was seconded by Dale Borchert a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.D)**

##### **2024 Budget Calendar Review**

A memo was provided to the board about the current plan for the 2024 Authority Budget. Jess McMahon asked the Board to reach out to her if they would like to be involved in any budget meetings and any processes happening internally.

## Operation's Report

### **Monthly System Operations Reports**

Rich reviewed the Monthly Operations Report that was provided to the Board, in the Board package.

### **Rejection of Bid for Overocker Meter Replacement – Lack of Bidders**

Bids were requested in April of 2023 for General & Electrical Construction Work to replace two water meters in the Overocker Road Meter Vault. The Authority only received one bidder for the Electrical Construction Contract and none for the General Construction Contract. So, we are asking the Board for approval to reject the one bid we did receive, that way we can rebid the project.

Dale Borchert made a motion for the Approval of the Rejection of the Bid, Due to Lack of Bidders. This was seconded by Larry Knapp a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.E)**

### **Procurement of Two Vehicles**

The Authority established a vehicle replacement program funding the replacement of the work vehicles on a rotational basis. The Authority staff has reviewed the specifications and pricing, and we are asking the Board to Approve the resolution to purchase the two vehicles.

Dale Borchert made a motion for the Approval of Procurement of Two Vehicles. This was seconded by Larry Knapp a roll call vote was taken, and the resolution passed unanimously. **(Res.2023.08.F)**

### **Renewal of Task Order Engineering Services Agreement - Withdrawn**

Mike Keating explained that the Task Order Engineering Memo and Resolution needs to be updated based on information we received after the Board Package had been sent out and will re-present both at the September Board Meeting.

## Capital Project Reports:

### **Tivoli Water Project Status**

Mike Keating reviewed the project memo that was provided to the Board. Mike Keating stated that the contractors are working through their punch lists.

### **Tivoli Sewer Project Status**

Jonathan Churins reviewed the project memo in the package on behalf of Gary Banks. He stated that the design effort is nearing completion, and we will have 100 % design documents by August 31, 2023.

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

Jonathan Churins reviewed the project status memo that was provided to the Board. Contractors have completed all contract requirements, and we will coordinate with the Engineer and EFC to close out the Design and Observation contracts.

### **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**

Mike Keating stated that he provided a Community Projects Summary for the Board

Mike Keating provided an update on the Southern Dutchess Water Transmission Line. Engineer provided outline to engineering report for approval. Site visits were conducted to review Shaft 6 connection options.

The Peach Road/BOCES project is progressing. The Design Engineer has completed the electrical design. Design Engineer will provide finalized estimate for DCWWA financing.

Jeffrey Groves (North Cross Subdivision) There has been no progress with water and wastewater construction.

Crofton Mews – Developer is working with Gerry Comatos, Water Authority Attorney on MOU.

### **New for Consideration**

#### **Executive Session:**

N/A

**Motion to Adjourn:**

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

The next Board Meeting will be on Wednesday, September 20, 2023, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,  
Danielle Hardman  
Senior Typist

**Resolutions**

1. (2023.08.A) Approval of Minutes for Meeting on July 19, 2023
2. (2023.08.B) Approval of Warrant
3. (2023.08.C) Renewal of Insurance Consulting & Broker Services Contract
4. (2023.08.D) Approval of Additional Services to Tyler Accounting Software
5. (2023.08.E) Approval to Reject Bids Due to Lack of Bidders
6. (2023.08.F) Approval of Procurement of Two Vehicles
7. (2023.08.G) Approval of Renewal of Task Order Engineering Services Agreement – **Withdrawn by Michael Keating, Executive Director**
8. (2023.08.H) Open Executive Session – **Not Used**
9. (2023.08.I) Close Executive Session – **Not Used**