

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
APPROVED MINUTES OF APRIL 17, 2019**

**Board Members Present**

Tom LeGrand  
Vincent DiMaso  
Mike Cotton

**Staff Present**

Bridget Barclay  
Christine Curtis  
Crystal Limato  
Ed Mills  
Mary Morris  
Rich Winchester

**Board Member Absent**

Rudy Vavra and Larry Knapp were not in attendance.

**Ex-Officer Member**

Eoin Wrafter – Commissioner, Dutchess County Planning and Development was not in attendance.

**Others Present**

No others were in attendance.

**Meeting Open – Introductions**

Meeting opened at 4:05 pm.

**Public Comment**

No members of the public were in attendance.

**New for Consideration**

Christine made a presentation for the use of Microsoft OneDrive and Microsoft Surface Go Tablets, as an electronic alternative to a paper packet for monthly board meeting. The items presented will help reduce printing resources and staff hours, designated to the packet process. There was concurrence among Board members that we should proceed with this initiative.

**Approval of Meeting Minutes**

Minutes of the December, January and March meetings (Res.2019.04.A), (Res.2019.04.B) and (Res.2019.4.C) were tabled for a subsequent

meeting as there was not a quorum of board members present at those meetings.

### **Chairman's Report:**

#### **County Board of Elections Polling place Designation**

Bridget distributed a letter received by the Board of Elections denying our request to cancel the designation of 1 Lagrange Ave. as a polling place. The BOE has determined that using this space would not unreasonably interfere with the usual activities conducted.

#### **Approve Amendment to Employee handbook – Election Day Holiday**

Allotting office space to the Board of Elections for use as a polling place and the anticipated level of activity that will occur for the General Elections, it is expected that the polling activities will unreasonably interfere with the Authority's ability to conduct its normal activities on Election Day. The Holiday Schedule is to be revised, adding Election Day as a Holiday, in place of the day after Thanksgiving.

Mike made a motion to approve the revised Employee Handbook – Election Day Holiday. This was seconded by Vince; voted on and passed unanimously.  
(Res.2019.04.D)

### **Operations Reports:**

#### **Monthly System Operations Report**

There were no comments or questions regarding the details of the Monthly System Operations Report.

#### **Standardization DFS Secondary Setting Tank Rehab**

Bridget noted that we are now repairing the second of two secondary clarifiers at the Dalton Farms WWTP, and that staff recommends, for purposes of efficiency in operations and maintenance, that we utilize the same sludge collection equipment that was used in the first clarifier. Mike made a motion to standardize on the Polychem Chain and Flight Collection System, and to authorize its purchase from Brentwood Industries for an amount not to exceed \$45,000.00. This was seconded by Vince and passed unanimously.

#### **DCWAL Storage**

Bridget stated staff has been working with Assistant County Executive Ron Hicks to develop a request to the Town of Poughkeepsie to provide temporary access to storage capacity for the benefit of the DCWAL service area, inclusive of the Hudson Valley Regional Airport, several properties along route 376, the Avalon Assisted Living Facility and the Sky View Apartment complex. Should the county wish to make water storage available for these properties, 65,000 gallons of storage will be required.

## **Finance Reports:**

### **Approval of Warrant**

Mary advised the board that an amendment to the warrant was being presented, and the total amount to be paid slightly increased.

Mike made a motion to approve the warrant as amended. This was seconded by Vince; voted on and passed unanimously. (Res.2019.04.F)

### **PBW Bond Resolution**

The Authority desires to issue its Service Agreement Revenue Bonds, Series 2019 (Pinebrook Water System) (the "Bonds") in the aggregate principal amount not to exceed \$3,389,510 (i) to finance the interconnection project between the existing Pinebrook Water System and the Hyde Park Regional Water System, and (ii) pay costs of issuance.

Vince made a motion to approve the Pinebrook Water Bond Resolution. This was seconded by Mike; voted on and passed unanimously. (Res.2019.04.G)

## **Capital Reports:**

### **HPWTF I&C Project Status**

Bridget stated they are working to close the project.

### **SHW Project Status**

Ed reported all close out documents and payments are being addressed. Drafts from McNamee are waiting to be received.

### **PBS WWTP Project Status**

Jonathan explained things were progressing well. Restoration will occur as weather permits by the end of March, with Substantial Completion by April 30<sup>th</sup> and Final payment by May 31<sup>st</sup>.

### **GFS WWTP Project Status**

Jonathan stated the NYS DEC has indicated the regulatory compliance date may be reset in consideration for its extended review process and delayed start due to DEC, DFBCB and EFC review. A written request will be made following a schedule update when all regulatory reviews are complete. The project design schedule is now indeterminate, pending on EFC review and approval of submission.

### **GFS Collection System Repairs Project Status**

Bridget stated DCWWA staff is working with Tighe & Bond on bid documents for the sewer collection system rehabilitation of the Greenfields Sewage Collection System (GFS) to address inflow and infiltration in that system as per the July 2017 GFS – Collection System I&I Analysis document. The contract documents are drafted and currently being revised. We have experienced delays in getting the necessary

easements from property owners and are scheduling field meetings to discuss their concerns. One easement has been successfully obtained to date.

### **DOS Grant Funded Hyde Park Meter Replacement Project Status**

Ed explained the Project includes replacement of approximately 651 old meters with Neptune radio meters in the Violet Avenue, Arbors, Greenbush, Greenfields and Pinebrook water systems. Sometime in April, the meter replacement process should commence. Per the Notice to Proceed, the date for overall Substantial Completion for the project is 8/17/2019. The date of readiness for the final payment is 10/16/2019.

### **Lagrange Parking Lot Renovation Project Status**

The project was released for bid on March 28<sup>th</sup>, 2019. A pre-construction meeting was held on April 3<sup>rd</sup> and 5<sup>th</sup> on site, for a total of 13 interested contractors. Bid opening is scheduled for May 3<sup>rd</sup>, 2019 at our offices.

### **Community Projects:**

#### **Tivoli Water and Sewer Acquisition**

Bridget reported that the acquisition process is moving forward. The Legislature has approved the creation of the Water District Zone of Assessment and Park County Sewer District. The storage tank replacement project has started, with Tighe and Bond doing the design work. Les shadowed the current operator in his daily routine to help us assess the staffing that will be needed to operate the systems.

#### **Arlington Business Improvement District Shared Parking Lot Proposal**

Bridget distributed copies of a proposal received from Poughkeepsie Town Councilperson Ann Shershin on behalf of the Arlington Business Improvement District (BID), requesting that the BID be able to lease what appears to be approximately 20-21 parking spots in the DCWWA parking lot, for \$1000/leasing year. There was consensus among Board members to not grant this request.

#### **Town of Red Hook Sewer Project Request**

Bridget provided copies of a letter received by Robert McKeon (Supervisor) for the Town of Red Hook, requesting DCWWA to evaluate the potential of a wastewater collection system and the ownership or operation of this system.

### **Executive Session:**

Vince moved to go into Executive Session; the motion was seconded by Mike and passed unanimously (Res. 2019.04.H). Vince moved to close the Executive Session, seconded by Mike and passed unanimously (Res. 2019.04.I). The Board came out of Executive Session at 5:05 PM.

### **Motion to Adjourn:**

At 5:06 pm Tom made a motion to adjourn. This was seconded by Mike; voted on and passed unanimously.

Next Meeting date is Wednesday, May 15, 2019 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Crystal Limato,  
Senior Typist

### **Resolutions**

1. (2019.04.A) Minutes of December 16, 2018 Regular Meeting - TABLED
2. (2019.04.B) Minutes of January 16, 2019 Regular Meeting - TABLED
3. (2019.04.C) Minutes of March 20, 2019 Regular Meeting - TABLED
4. (2019.04.D) Approve Amendment to Employee Handbook – Election Day Holiday
5. (2019.04.E) Standardization DFS Secondary Setting Tank Rehab
6. (2019.04.F) Approval of Warrant
7. (2019.04.G) PBW Bond Resolution
8. (2019.04.H) Open Executive Session
9. (2019.04.I) Close Executive Session