

**DUTCHESS COUNTY**

**WATER AND  
WASTEWATER AUTHORITY**

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Authority Board Members

**Thomas LeGrand**  
Chairperson

**Vincent DiMaso**  
Vice-Chairperson

**Rudy Vavra**  
Treasurer

**Lawrence R. Knapp**  
Secretary

**Micheal Cotton**

Ex officio Members

**Brian Scoralick**  
Executive Director  
Soil and Water Conservation District

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

Staff

**Bridget Barclay**  
Executive Director

**Mary C. Morris**  
Deputy Director

**DUTCHESS COUNTY WATER AND  
WASTEWATER AUTHORITY  
APPROVED MINUTES OF December 18, 2019**

**Board Members Present**

Tom LeGrand  
Rudy Vavra  
Mike Cotton  
Vince Dimaso

**Staff Present**

Bridget Barclay  
Jonathan Churins  
Danielle Hardman  
Rich Winchester  
Christine Curtis  
Michael Keating

**Board Members Absent**

Larry Knapp was not in attendance.

**Ex-Officer Member**

Eoin Wrafter – Commissioner, Dutchess County Planning and Development was in attendance

**Others Present**

No others were present.

**Meeting Open – Introductions**

The meeting opened at 4:00 pm.

**Public Comment**

No members of the public were present.

**Approval of Meeting Minutes**

Mike made a motion to approve the minutes of the November 06, 2019 Budget Workshop Meeting. The motion was seconded by Vince; voted on and was passed unanimously with Rudy abstaining. (Res.2019.12.A).

Mike made a motion to approve the minutes of the November 20, 2019 Regular Meeting Minutes. The motion was seconded by Rudy; voted on and was passed unanimously, with Vince abstaining. (Res.2019.12.B).

**Chairman's Report**

Bridget presented a letter, drafted at the Board's request, to Dutchess County Executive Marcus Molinaro, Legislature Chairman Gregg Pulver and Legislature member Don Sagliano regarding the DCWWA office building designation of a polling site by the Board of Elections. DCWWA's concerns regarding this designation were reviewed, including that the

DCWWA office lacks a place of public assembly or a community room, there is a severe disruption to staff and their ability to work, and the costs incurred because of paid time off for employees as the office must close on election days. The Board approved the letter to be sent.

### **Monthly System Operations Reports**

No questions were presented.

### **Award of 2020 Sludge Hauling and Wet Well Cleaning Contract**

Rudy made a motion to award the 2020 Sludge Hauling and Wet Well Cleaning Contract to ProSeptic, LLC. The motion was seconded by Mike; voted on and passed unanimously. (Res.2019.12.C).

### **Award of 2020 Chemical Purchase Contracts**

Rudy made a motion to award the 2020 Chemical Purchase Contracts. The motion was seconded by Mike; voted on and passed unanimously. (Res.2019.12.D).

### **Award of 2020 Shore Haven Water Treatment Facility Brine Removal and Disposal Contract**

Rudy made a motion to award the 2020 Shore Haven Water Treatment Facility Brine Removal and Disposal Contract to TAM Enterprises. The motion was seconded by Mike; voted on and passed unanimously. (Res.2019.12.E).

### **Award of Staircase Construction Contract at Chelsea Cove Sewer**

Rudy made a motion to award the 2020 Staircase Construction Contract at Chelsea Cove Sewer to N&L Landscaping, LLC. The motion was seconded by Mike; voted on and passed unanimously. (Res.2019.12.F).

### **Finance Reports:**

#### **Approval of Warrant**

Rudy made a motion to approve the warrant as amended. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.G).

#### **Approval of 2020 Salary Policy and Schedules**

DCWWA follows the County CSEA Contract which does not expire until December 2020. Rudy made a motion to approve the 2020 Salary Policy and Schedules. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.H).

#### **Approval of 2020 Water and Sewer System Budgets and Rates**

Rudy made a motion to approve the 2020 Water and Sewer System Budgets and Rates as presented. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.I).

### **Approval of 2020 Public Authorities Law Budget Report**

Rudy made a motion to approve the 2020 Public Authorities Law Budget Report. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.J).

### **Approval of Amendment to Employee Handbook**

Rudy made a motion to approve the Amendment to the Employee Handbook. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.K).

### **Adoption of 2020 Holiday Schedule**

Rudy made a motion to approve the Adoption of the 2020 Holiday Schedule. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.L).

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### **Approval of 2020 Audit and Accounting Services Agreement**

Rudy made a motion to approve the 2020 Audit and Accounting Services Agreement. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.M).

### **Approval of 2020 Insurance Agreement**

Rudy made a motion to approve the 2020 Insurance Services Agreement. This was seconded by Mike; voted on and passed unanimously. (Res.2019.12.N).

### **Approval of 2020 County Staff Salary Agreement**

Rudy made a motion to approve the 2020 County Staff Salary Support Agreement. This was seconded by Mike; voted on a passed unanimously. (Res.2019.12.O)

### **Capital Project Reports:**

#### **Pinebrook Wastewater Treatment Plant Project Status**

Jonathan Churins commented that the Project is nearing conclusion and that DCWWA is finalizing contract close out items. The facility is online, operational and meeting permit requirements.

#### **GFS I&I Rehabilitation Project**

Johnathan reported that staff has reviewed and approved a project design change, commenting that it preserves design intent while significantly reducing projected cost. This change will require easement modification at one location to go into construction. We will be submitting to regulators (EFC) for approval and will release a project schedule.

### **GFS WWTP Rehabilitation Project**

Jonathan commented that the project engineer has met with contractors that submitted bids, to review and understand high bids received for the project. Jonathan will have more to report next month.

A memo was distributed regarding current project cost as compared to those projected in 2016. An updated estimate of project costs (based on bids received) and customer cost impacts were presented. Bridget noted the cost increase will have a direct impact on customer cost. DCWWA is committed to doing what it can to bring that cost to customers down.

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

Bridget reviewed that the contractor Saks Metering has started a pilot project reaching out to about 60 homeowners to start scheduling appointments to replace their meters. Soon DCWWA and Saks will send notices to the rest of the Hyde Park System, including Zone D and Zone L so these customers can start getting their meters changed out.

### **Tivoli Water System Improvements Update**

Michael Keating explained we have commenced design on the Tivoli Water System Improvements. Atlantic Testing has completed some subsurface testing and we should have the results soon. DCWWA is coordinating with Engineer Tighe & Bond on Well Field improvement design which is about 75% complete. DCWWA is awaiting comments from the State Health Department regarding the Storage Tank Reconstruction.

### **Village of Rhinebeck**

Bridget provided the board with a verbal update. A mandatory site visit occurred on 12.11.19 which both Rich and Mike attended. Tom Legrand said he would like to see us take the system over for the Village. Tom mentioned it would be interesting to do a feasibility study and connect to the Hyde Park Regional System to the Rhinebeck system.

### **Joint Municipal Storage Feasibility Study**

The Town of Poughkeepsie is working on an RFP for engineering services for the feasibility study.

### **New for Consideration**

Bridget presented a proposal of a new board meeting schedule. She commented that on months the meeting falls on the 15<sup>th</sup> or 16<sup>th</sup> it is difficult to produce the monthly warrant within the time provided. Adjusting the schedule will allow for more time for review of accounts payable and preparation of the warrant in those months. This will be presented to the Board for approval at the January meeting.

### **Executive Session:**

There was no Executive Session held.

**Motion to Adjourn:**

At 4:39 pm Tom made a motion to adjourn. This was seconded by Vince, voted on and passed unanimously.

The next regular board meeting date is on Wednesday, January 22, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

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Danielle Hardman,  
Senior Typist

**Resolutions**

1. (2019.12.A) Approval of Minutes of November 06, 2019 Budget Workshop Board Meeting
2. (2019.12.B) Approval of Minutes of November 20, 2019 Regular Board Meeting
3. (2019.12.C) Award of 2020 Sludge Hauling and Wet Well Cleaning Contract
4. (2019.12.D) Award of 2020 Chemical Purchase Contract
5. (2019.12.E) Award of 2020 Brine Hauling Contract
6. (2019.12.F) Award of Contract – CCS Staircase Renovation
7. (2019.12.G) Approval of Warrant
8. (2019.12.H) Adoption of 2020 Salary Policy and Schedules
9. (2019.12.I) Adoption of 2020 System Budgets and Rates
10. (2019.12.J) Approval of 2020 Public Authorities Law Budget Report
11. (2019.12.K) Approval of Amendment to Employee Handbook
12. (2019.12.L) Adoption of 2020 Holiday Schedule
13. (2019.12.M) Authorize Audit and Accounting Services Agreement
14. (2019.12.N) Authorize Insurance Services Agreement
15. (2019.12.O) Authorize Annual County Staff Salary Assistance Agreement
16. (2019.12.P) Open Executive Session – not used
17. (2019.12.Q) Close Executive Session – not used