

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 January 22, 2020**

Board Members Present

Tom LeGrand
Larry Knapp
Vincent Dimaso

Staff Present

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

Board Members Absent

Rudy Vavra and Mike Cotton were 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 4:03 pm.

Public Comment

No members of the public were present.

Approval of Meeting Minutes

Item was tabled for a subsequent meeting as there was not a quorum of board members present to approve. (Res.2020.01.A).

Annual Reorganization:

Designation of Temporary Chair

Tom made a motion to appoint Bridget Barclay as Temporary Chair for the purpose of conducting the annual election of officers. This was seconded by Larry; voted on and passed unanimously. (Res.2020.01.B)

Election of Officers

Larry made the motion to nominate the following for the offices of the Authority for 2020:

Chair: Thomas LeGrand
Vice Chair: Vincent DiMaso
Treasurer: Rudy Vavra
Secretary: Larry Knapp

And further resolved that; nominations be closed, and that the previous noted persons be elected to the respective offices. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.C)

Designate Regular Meeting Date

Vince made a motion that the regular meetings of the Authority shall be at 4:00 pm at 1 Lagrange Avenue on the following dates:

<u>2020 Board Meeting Dates</u>	<u>Notes</u>
1/22/2020	4TH WEDNESDAY
2/19/2020	3rd Wednesday
3/18/2020	3rd Wednesday
4/22/2020	4TH WEDNESDAY
5/20/2020	3rd Wednesday
6/17/2020	3rd Wednesday
7/22/2020	4TH WEDNESDAY
8/19/2020	3rd Wednesday
9/23/2020	4TH WEDNESDAY
10/21/2020	3rd Wednesday
11/4/2020	Budget Workshop
11/18/2020	3rd Wednesday
12/17 OR 12/18	Thurs or Friday of 3rd Week

This was seconded by Larry; voted on and passed unanimously.
(Res.2020.01.D)

Designate Official Newspaper

Vince made a motion that the **Poughkeepsie Journal** be designated as the Official Newspaper for the Authority. This was seconded by Larry; voted on and passed unanimously. (Res.2020.01.E)

Designate Official Banks/Depositories

Vince 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

And further resolved that Executive Director or Deputy Director be authorized to execute all necessary agreements to maintain accounts. This was seconded by Larry: voted on and passed unanimously. (Res.2020.01.F)

Committee Appointments

Vince made a motion that the following Board Members be appointed to serve on the committees of the Authority as noted below; effective January 1, 2020:

Governance Committee:

Rudy Vavra (Chair), Michael Cotton, Thomas LeGrand (Ex-officio)

Audit Committee:

Michael Cotton (Chair), Vincent DiMaso, Thomas LeGrand (Ex-officio)

Finance Committee:

Vincent DiMaso, Rudy Vavra, Thomas LeGrand (Ex-officio)

Operations/Capital Projects Committee:

Larry Knapp (Chair), Michael Cotton, Thomas LeGrand (Ex-officio)

Personnel Committee:

Larry Knapp (Chair), Vincent DiMaso, Thomas LeGrand (Ex-officio)

This was seconded by Larry; voted on and passed unanimously.
(Res.2020.01.G)

Chairman's Report

Public Authority Budget Office Board Evaluations

Each Board Member was given a copy of the Authority Budget Office Board Performance Evaluation to fill in and return to the Authority office.

Operations Reports

Monthly System Operations Reports

No questions were presented.

Cooper Road MHP Water & Sewer Status

Bridget reviewed that DCWWA continues to operate Cooper Rd Water and Sewer System at the request of the County Health Department under its emergency powers. The County is not prepared to be involved long term and is seeking an exit strategy. Residents of the mobile home park have filed suit against the owner and court proceedings are underway. DCWWA will continue to operate the system per the directive of the County Health Department and will be reimbursed for cost to do so.

Award of Storage Tank Decommissioning Contract

DCWWA will be decommissioning the Storage tanks at Central Dutchess that are never used. Larry made a motion to approve the Award of Storage Tank Decommissioning as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.H).

Award of Well Line Repair Contract

Larry made a motion to award the contract for the Tivoli well line repair. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.I).

Finance Reports:

Approval of Warrant

Bridget made note of the change in format of the warrant. Larry made a motion to approve the warrant as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.J).

Review and Re-adoption of Procurement Policy

Larry made a motion to approve the Re-adoption of the Procurement Policy as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.K).

Review and Re-adoption of Disposal of Property Guidelines

Larry made a motion to approve the Re-adoption of the Disposal of Property Guidelines as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.L).

Review and Re-adoption of Accounting and Banking Policy

Christine and Bridget requested an edit to the "Boards Approval" policy for vouchers for construction projects. Larry and Vince agreed they would like to keep that policy in place to maintain Board oversight. Larry made a motion to approve the re-adoption of the Accounting and Banking Policy as amended. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.M).

Review and Re-adoption of Investment Policy

Larry made a motion to approve the re-adoption of the Investment Policy as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.N).

Review and Re-adoption of the DCWWA Employee Handbook

Bridget reviewed the proposed changes to the Employee Handbook. is consistent with the Fair Labor Standards Act. Some changes to compensatory time have been made for both non-exempt and exempt employees, consistent with the Fair Labor Standards Act. The previously approved new Holiday Policy and Schedule will be incorporated as was approved by the Board. Larry made a motion to approve the re-adoption of the DCWWA Employee Handbook as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.O).

Approval of Revised Arbors Water System 2020 Rate Sheet

Larry made a motion to approve the revised Arbors Water System 2020 rate sheet as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.P).

Approval of Revised Greenfields Water System 2020 Rate Sheet

Bridget stated that in an effort to standardize the water and sewer system billing and rate structures the new rates for the Greenfields Water System will be implemented as of December 01, 2019. This eliminates the need for a complicated pro-rate billing for the period December 01, 2019 thru March 01, 2020 due to a change to the rate structure mid-billing cycle. Larry made a motion to approve the revised Greenfields Water System 2020 Rate Sheet as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.Q).

Capital Project Reports:

Adoption of Five-Year Capital Plan

Larry made a motion to approve the Adoption of the Five-Year Capital plan as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.S).

GFS WWTP Project Status

Jonathan requested that the general construction bids be rejected, so that we may proceed with a modification of scope and a rebid to achieve a reduction in project costs. Larry made a motion to approve the rejection of the Greenfields PWC-GFS-2019-02 general construction bids. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.T).

Larry made a motion to award the Greenfields PWC-GFS-2019-02 electrical construction bids. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.U).

GFS Collection System Project Status & Amendment #1

Jonathan reviewed the collection system project and the benefit to the Authority to amend the design contract to include tree work and a limited amount of additional design work that is projected to provide significant project savings.

Larry made a motion to approve the GFS collection System Project – Amendment No 1 as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.V).

Hyde Park Phase 2 Meter Projects Status Report

Ed informed the Board that the project is underway and a report is included in the Board packet for review.

Tivoli Water & Sewer System

Michael reviewed that we are in contract and working on the storage tank replacement project design. Comments from the Department of Health have been received and addressed. Bid for the Tank Reconstruction has been put out on Bidnet and bid opening is scheduled for Feb 10, 2020. DCWWA is looking to award the project in February. Larry made a motion to approve the Amendment #1 to the 2020Tivoli Sewer System Engineering Services Contract to incorporate the NYS EFC Bid Packet. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.W).

Community Projects

Approval of Intermunicipal Agreement with the Town of Poughkeepsie and DCWWA for Transmission of Wastewater into the Fourth Ward Sewer Improvement Area

Bridget explained that this agreement is to provide sewer services for the Taconic Realty Subdivision project. Larry made a motion to approve the Intermunicipal Agreement with the Town of Poughkeepsie and DCWWA as presented. This was seconded by Vince; voted on and passed unanimously. (Res.2020.01.R).

Village of Rhinebeck Water and Sewer

Bridget provided the board with a verbal update. RFP's for the engineering evaluation of the village water and sewer systems were due Jan 14th, 2020 to the Village of Rhinebeck. Mention was made that there has been a sense of some resistance as to our involvement in the process. Tom recommended reaching out the Mayor to discuss further and request copies of the proposals received.

Joint Municipal Storage Feasibility Study

The feasibility study is moving forward; a draft of the RFP has been received from the Town of Poughkeepsie, and DCWWA comments provided back to the Town.

Dutchess BOCES Campus – Interconnection of Poughkeepsie Water System

The Dutchess BOCES Campus located on Salt Point Turnpike is interested in interconnecting to the Town of Poughkeepsie Water System. The request was presented due to water quality issues of their existing system. BOCES has funding for the project. The connection would run down Peach Road. DCWWA will continue further discussions with parties involved.

New for Consideration

Tom would like the Operations staff to revisit an assessment of current security measures taken at each of our water systems. Specifically, he is interested in well head security, fencing and alarms. He also requested an update on the status of system generators. He is requesting a presentation be prepared for further discussion.

Tom inquired regarding the status of DCWWA's E Market St, Hyde Park property and is consideration should be made of having an appraisal and to sell the property. There was discussion that DCWWA owns a parcel on E. Market that is the site of the old water treatment parcel, that had been previously put up for sale with no takers. A second property on Crum Elbow Rd. is a back-up well system for the Hyde Park System.

Executive Session:

No executive session was presented.

Motion to Adjourn:

At 4:46 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, February 19, 2020 at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Danielle Hardman,
Senior Typist

Resolutions

1. (2020.01.A) Minutes of December 18, 2019 Regular Meeting - TABLED
2. (2020.01.B) Designation of Temporary Chair
3. (2020.01.C) Election of Officers
4. (2020.01.D) Designate Regular Meeting Dates
5. (2020.01.E) Designate Official Newspaper
6. (2020.01.F) Designate Official Banks / Depositories
7. (2020.01.G) Board Committee Appointments
8. (2020.01.H) CDWTL – Award of Storage Tank Decommissioning
9. (2020.01.I) TVW – Award of Well Line Repair
10. (2020.01.J) Approval of Warrant
11. (2020.01.K) Review and Re-adoption of Procurement Policy
12. (2020.01.L) Review and Re-adoption of Disposal of Property Guidelines
13. (2020.01.M) Review and Re-adoption of Accounting and Banking Policies
14. (2020.01.N) Review and Re-adoption of Investment Policy
15. (2020.01.O) Review and Re-adoption of Employee Handbook
16. (2020.01.P) Approval of Revised Arbors Water System 2020 Rate Sheet
17. (2020.01.Q) Approval of Greenfields Water System 2020 Rate Sheet
18. (2020.01.R) Amendment of Greenfields Sewer Bond Authorization
19. (2020.01.S) Adoption of Five-Year Capital Plan
20. (2020.01.T) Reject Bids for PWC-GFS-2019-01 General Construction
21. (2020.01.U) Award Contract for PWC-GFS-2019-02 Electrical Construction
22. (2020.01.V) GFS Collection System Project – Amendment #1 to Engineering Design Agreement
23. (2020.01.W) TVS Annual Engineering Agreement – Amendment No 1 to add EFC Bid Packet
24. (2020.01.X) Approval of T/of Poughkeepsie Intermunicipal Agreement – Sewer Service for Taconic Realty
25. (2020.01.Y) Open Executive Session – not used
26. (2020.01.Z) Close Executive Session – not used