DUTCHESS COUNTY
WATER AND
WASTEWATER AUTHORITY

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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
May 21, 2025

Board Members Attending in Person

Tom LeGrand
Larry Knapp
Jennifer Cannella

Staff Attending in Person

Jonathan Churins
Jessica McMahon
Rich Winchester
Gary Banks
Ed Mills
Cody Nelson
Vanessa Kichline
Danielle Hardman
Pam Compasso
Jason Teed
Carol Falcone

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Rudy Vavra
Dale Borchert

Ex-Officio Members in Person or Video/Conference Call

Others Present via Video/Conference Call

Jim Fouts, Sr. Public Health Engineer – DBCH – Joined at 4:37 pm

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:32 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 the meeting on April 30, 2025

Larry Knapp made a motion to approve the Board Meeting Minutes from the meeting on April 30, 2025. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.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 Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.B)**

Operations Report

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

Award Purchase of Three Pumps for Chelsea Cove Sewer

Jonathan Churins stated that two out of the three pumps are nearing their end of usefulness for the Equalization Tank and need to be replaced. The system needs at least two fully operational pumps to meet the daily demands, this replacement has been budgeted for in 2025.

Larry Knapp made a motion for the approval to award the Purchase of Three Pumps, to be replaced at Chelsea Cove Sewer. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.C)**

DFS Award PRV Replacement Contract

Jonathan Churins stated that the current pressure reduced valve (PRV) is failing to regulate high inlet pressure, this can cause equipment damage and inconsistent system performance.

Larry Knapp made a motion for the approval to award the DFS PRV Replacement Contract. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.D)**

Capital Projects Report

DFS WWTP Engineering Feasibility Study Status

Ed Mills stated that Savin Engineers has provided 100 % of the draft report and Provided additional comments. Savin is currently fine tuning their report, prior to the Authority applying for funding through EFC.

GFW – HPR Interconnection Project Status

Jason Teed stated that the project is on a good timeline to meet our deadlines.

Award of Professional Design Engineering Services for the HPR facility upgrade

Jason Teed stated that on January 24th, 2025 the RFQ went out for the Design Engineering Services Agreement for the HPR Facility Upgrade.

Larry Knapp made a motion for the approval to award the Design Engineering Services Agreement for the HPR Facility Upgrade. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.E)**

Pinebrook Water Expansion Project Status

Jason Teed stated that a Zone of Assessment is being created to serve all the properties to the water main installed as part of the Pinebrook Water to the HPR interconnection project.

Pinebrook Water Expansion Zone of Assessment Adoption of SEQR

Jason Teed stated that the Authority declared themselves as Lead Agency through the SEQR process, regarding the Pinebrook Water Expansion Zone of Assessment Creation. The Authority is asking the Board to adopt the SEQR findings, of a negative declaration (NEG DEC) for the Zone of Assessment Creation.

Larry Knapp made a motion for the approval to adopt the SEQR findings for the Zone of Assessment for the Pinebrook Water Expansion. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.F)**

Quaker Hills Water & HPR Interconnection Adoption of SEQR

Jason Teed stated that the Authority declared themselves as Lead Agency through the SEQR process, regarding the Quaker Hills Water Expansion Zone of Assessment Creation. The Authority is asking the Board to adopt the SEQR findings of a negative declaration (NEG DEC) for the Zone of Assessment Creation.

Larry Knapp made a motion for the approval to adopt the SEQR findings for the Zone of Assessment for the Quaker Hills Water Expansion. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.05.G)**

Tivoli Sewer Project Status

Gary Banks reviewed the project memo in the package. Work is continuing on, construction of the new headworks structure, and removal of sludge from the existing reed beds, and preparation for upcoming Sequencing Batch Reactor (SBR) tank construction.

Task Order Summary

Jonathan Churins 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. Jonathan Churins went through the task order summary for the Board.

Community Projects

Peach Road/BOCES – Construction bid docs released 5/9/25, with bids due on 7/9/25. RFP for CA services released 5/9/25, with proposals due 6/18/25.

Crofton Mews – Negotiations on MOU resumed.

Alaina Estates – Reviewing submittals from Day/Stokosa as they are submitted.

New for Consideration

There were no new items for consideration.

Executive Session:
N/A

Motion to Adjourn:

At 5:12 pm Larry Knapp made a motion to adjourn. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously.

The next Board Meeting will be on Wednesday, June 4, 2025, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2025.05.A) Approval of Minutes for Meeting on April 30, 2025**
2. **(2025.05.B) Approval of Warrant**
3. **(2025.05.C) Approval to Award the Purchase of Three Pumps for CCS**
4. **(2025.05.D) Approval to Award the DFS PRV Replacement Contract**
5. **(2025.05.E) Approval to Award the Professional Design Engineering Services for HPR Facility Upgrade**
6. **(2025.05.F) Approval of the Pinebrook Water Expansion Zone of Assessment Adoption of SEQR**
7. **(2025.05.G) Approval of the Quaker Hills Water & HPR Interconnection Adoption of SEQR**
8. **(2025.05.H) Open Executive Session – Not Used**
9. **(2025.05.I) Close Executive Session – Not Used**