



1 LaGrange Avenue
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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF THE BOARD MEETING ON
September 25, 2025

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Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Lawrence R. Knapp
Treasurer

Dale Borchert
Secretary

Jennifer Cannella

Ex-Officio Members

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

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

Legislative Liaison

Faye Garito
County Legislature

Staff

Jonathan Churins
Executive Director

Jessica McMahon
Deputy Director
Treasurer

Board Members Attending in Person

Larry Knapp
Rudy Vavra
Dale Borchert
Jennifer Cannella

Staff Attending in Person

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

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Tom LeGrand

Ex-Officio Members in Person or Video/Conference Call

Others Present via Video/Conference Call

Members of the Public in Person

Meeting Open – Introductions

The meeting opened at 4:32 p.m.

Rudy Vavra 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.

Chairman's Report

Finance Reports

Draft Salary Policy & Schedule

Jessica McMahon stated that the Salary Policy & Schedule is unchanged from last year because the County still doesn't have a contract.

2026 Tentative Benefit Assessment Summary

Jonathan Churins stated that the memo details the various assessments that will be placed on the water systems that have debt service, these are for capital improvement projects that we have done through time.

Budget Closeout Summary

Jessica McMahon stated that there was one system that ended slightly behind their budget and another that ended with a negative fund balance.

Dale Borchert made a motion to Approve the Adoption of Budget Closeout for 2024. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.A)**

Financial Statements for 2024

Jessica McMahon stated that the findings from the auditors

Response to Audit Findings

Dale Borchert made a motion to Approve the Financial Statements for 2024. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.B)**

Annual Budget Office Report (ABO) - Draft

Dale Borchert made a motion to Approve the 2024 ABO Report. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.C)**

Approval of Warrant

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

Dale Borchert made a motion to approve the Warrant as presented. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.D)**

Operations Report

Chemical Contracts for 2026

Dale Borchert made a motion to Approve the Award of the Chemical Contract for 2026. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.E)**

Staff Uniform Contract for 2026

Dale Borchert made a motion to Approve the Award of the Staff Uniform Contract for 2026. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.F)**

Monthly System Operations Report

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

Capital Projects Report

GFW – HPR Interconnection Project Status

Jason Teed stated that the project is on a good timeline to meet our deadlines. MJ Engineering is still working towards a 30 % design. The overall project remains on par with current BIL-ED funding requirements.

QHW – HPR Interconnection Project Status

Jason Teed stated that the Authority continues to make progress to get the Quaker Hill Water System connected to HPR to alleviate the maximum contaminant level of the PFAS contaminants.

The Authority has had public meetings with the Dutchess Estates Community as well as the South Cross Community. We are also planning a public meeting with the residential & commercial community members which in the future will be the North Park Water Area.

We have also been continuing to work on the documents to establish the above-mentioned areas as Zones of Assessments.

HPR Project 2029

In 2029 the 1998 Series Unrefunded CAP bonds will be maturing and the Authority feels once the bonds mature it is a good opportunity to seek NYS EFC funding for major upgrades and improvements to the Hyde Park Regional Water Treatment Plant.

Madison Holt-Frantoni Villas Project Status

Jason Teed reviewed that staff are coordinating with the DC Legislature to established a Zone of Assessment for all parcels immediately adjacent to the Pinebrook to Hyde Park Regional Interconnection project, including parcels on Rothkranz Street and Frantoni Villas Apartments. Grant funding is being sought to provide water service connections from main to curb valve termination, and include land disturbance and restoration.

Plum Court Station Improvements

Jason Teed reviewed Dalton Farms Sewer-Plum Court Pump Station Improvement Project. Jason reviewed completed tasks detailed in the memo noting that BAN funding remains on track.

Tivoli Wastewater Treatment Plant Project Status

Gary Banks reviewed the project memo in the package. Gary stated that there are ongoing contractor activities including submittals, mobilization/staging area, survey/utility mark out, and demolition. Work also continues on the new headworks structure, shoring and excavation for the SBR tank construction.

Tivoli WWTP General Construction Change Order No. 03 – Asbestos Abatement / Air Monitoring

Dale Borchert made a motion to Approve the GC Change Order No. 03 – Asbestos Abatement / Air Monitoring. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.G)**

Tivoli Collection System Project Status

Vanessa Kichline stated that the System Operators have completed systemwide manhole assessment to help identify priority areas for repair. The repairs will be incorporated into the design scope.

DFS WWTP Engineering Feasibility Study Status

Jonathan Churins spoke to the project memo in Ed Mills' absence. Jonathan Churins stated that, the draft report was placed into final form and submitted electronically to NYS EFC & NYS DEC on behalf of the Authority. Savin will also continue to assist the Authority with the SEQR and SHPO reviews.

Peach Road Water Line Project Status

Jonathan Churins spoke to the project memo in Ed Mills' absence. Jonathan Churins stated that we received bids on July 9th 2025, the amounts of the bids ranged from \$ 1,128,000 to \$ 2,272,805. The Authority met with the County Executive, County Legislature, the Authorities bond counsel, and financial advisor on securing a Bond Anticipation Note to fund the Project.

Chelsea Cove Sewer Bar Screen Change Order No. 01

Dale Borchert made a motion to Approve the Chelsea Cove Bar Screen Change Order No. 1. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.H)**

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 – No Report

New for Consideration

There were no new items for consideration.

Executive Session:

Larry Knapp made a motion to Open Executive Session to review personnel matters. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.09.I)**

Larry Knapp made a motion to Close Executive Session. This was seconded by Dale Borchert, a roll call vote was taken, and the resolution passed unanimously.
(Res.2025.09.J)

Motion to Adjourn:

At 5:23 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 October 16, 2025, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,
Pamela Compasso,
Program Assistant

Resolutions

1. **(2025.09.A) Approval to Adopt Budget Closeout**
2. **(2025.09.B) Approval of Financial Statements**
3. **(2025.09.C) Approval of the 2024 ABO Report**
4. **(2025.09.D) Approval of Warrant**
5. **(2025.09.E) Approval to Award Chemical Contract for 2026**
6. **(2025.09.F) Approval to Award Staff Uniform Contract**
7. **(2025.09.G) Approval of Tivoli WWTP GC Change Order No. 03 – Asbestos Abatement/Air Monitoring**
8. **(2025.09.H) Approval of Chelsea Cove Sewer Bar Screen Change Order No. 01**
9. **(2025.09.I) Open Executive Session**
10. **(2025.09.J) Close Executive Session**