

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY  
DRAFT MINUTES OF BOARD MEETING  
DECEMBER 17, 2025**

**Board Members Attending in Person**

Larry Knapp  
Dale Borchert  
Jennifer Cannella  
Rudy Vavra  
Tom LeGrand

**Staff Attending in Person**

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

**Board Members Present via Video/Conference Call**

N/A

**Staff Present via Video/Conference Call**

**Board Members Absent**

**Ex-Officio Members in Person or Video/Conference Call**

Eoin Wrafter

**Others Present via Video/Conference Call**

**Members of the Public in Person**

N/A

**Meeting Open – Introductions**

The meeting opened at 4:33 p.m.

Jonathan Churins 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**

No Report

## **Consent Items**

### **Approval of Meeting Minutes**

#### **Approval of Draft Meeting Minutes from Meeting on July 15, 2025**

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from July 15, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.A)**

#### **Approval of Draft Meeting Minutes from Meeting on August 20 , 2025**

Larry Knapp made a motion of Approval of Draft Meeting Minutes from August 20, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.B)**

#### **Approval of Draft Meeting Minutes from Meeting on October 15, 2025**

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from October 15, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.D)**

#### **Approval of Draft Meeting Minutes from Meeting on October 20, 2025**

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from October 20, 2025. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.E)**

#### **Approval of Draft Meeting Minutes from Meeting on November 4, 2025**

Rudy Vavra made a motion of Approval of Draft Meeting Minutes from November 4, 2025. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.F)**

#### **Approval of Draft Meeting Minutes from Meeting on November 19, 2025**

Larry Knapp made a motion of Approval of Draft Meeting Minutes from November 19, 2025. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.G)**

## **Approval of 2026 Holiday Schedule**

Larry Knapp made a motion to Approve the Adoption of the 2026 Holiday Schedule. This was seconded by Rudy Vavra; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.H)**

## **Public Hearing – Proposed 2026 System Rates**

### **Finance Reports**

#### **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 Rudy Vavra; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.I)**

## **Review of Proposed 2026 System Budget & Rates**

#### **Four Year Rate Comparison**

Jessica McMahon stated that the four-year rate comparison was provided to the Board in the board package.

#### **Review of Proposed 2026 System Budgets & Rates**

Jessica McMahon stated that there were only rate changes for the monthly flat rate for water/sewer, the per 1,000-gallon rate did not change.

#### **Close Public Hearing**

Rudy Vavra moved to close the public hearing opened at the previous meeting. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.J)**

Rudy Vavra made a motion to Approve the Adoption of the 2026 Budgets & rates. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.K)**

## **Salary Policy & Schedules for 2026**

Jessica McMahon stated that the 2026 Salary Policy & Schedule was provided to the Board in the board package. She also stated that the CSEA contract is still being negotiated.

Rudy Vavra made a motion for the Adoption of the 2026 Salary Policy & Schedule for 2026. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.L)**

## **2026 Public Authority Law Budget Report**

Rudy Vavra made a motion for the Approval of the 2026 Public Authorities Law Budget Report. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.M)**

## **Operations Report**

### **Emergency Procurement - VFD for HPR**

On December 3<sup>rd</sup> 2025 there was an emergency procurement was needed to purchase and install a new Variable Frequency Drive for Pump 103 at the Hyde Park Regional Water Facility that exceeded the \$ 10,000 threshold, requiring board approval. No Board action is required at this time.

### **Emergency Overhaul of Pump and Motor for HPR**

This memo serves as notification that an emergency procurement was needed to overhaul backwash pump # 205 at the Hyde Park Regional Water Facility that exceeded \$ 10,000.

## **Operations Report**

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

## **Capital Projects**

### **DFS WWTP Engineering Feasibility Study – Status**

Ed Mills stated that Savin Engineering revised the report and re-submitted it to the DEC based on comments received from the DEC regarding the UV disinfection system. DEC is still reviewing the amended report. An acceptable engineering report from the DEC is required to obtain SPEDES permit compliance

for the Dalton Farms WWTP.

### **Lead Agency & EAF DFS WWTP**

Savin Engineers prepared the Full Environmental Assessment Form (EAF) and Negative Declaration for the proposed action, the Authority staff has reviewed their findings and we concur.

Rudy Vavra made a motion for the Approval of Lead Agency Determination. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.N)**

### **Peach Road Project Status**

Ed Mills stated that we are currently in the submittal process and Savin is providing documents to MJ Engineering. MJ Engineering (CA) will have a monthly virtual progress meeting with the Authority and Amity Construction from January until the Contractor mobilizes at the site in the Spring.

### **Tivoli WWTP Project Status**

Gary Banks stated that construction on Phase 1 continues, primary focus is on the Sequencing Batch Reactor (SBR) tank structure, the inside floor placement is scheduled for December 11<sup>th</sup> or 12<sup>th</sup>.

### **TVS WWTP GC Change Order No. 04 – Additional Diagonal Rebar**

Gary Banks stated that the Authority is requesting approval for Change Order No. 04 for the Tivoli WWTP General Contractor's contract. The change order is necessary to address increase costs associated with horizontal diagonal reinforcement required at the SBR tank interior wall intersections.

Rudy Vavra made a motion for the Approval of GC Change Order No. 4 – Additional Diagonal Rebar. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2025.12.O)**

### **DFS – Plum Court Pump Station Improvements**

Jason Teed stated that the contract with Corewood Ventures has been signed and we have a notice to proceed. MJ engineering remains under contract for DSDC services and Barton & Loguidice remains under contract for the Construction Administration services.

**Executive Session:**

At 5:15 pm Dale Borchert made a motion to enter into Executive Session, for Personnel Matters & Litigation. This was seconded by Larry Knapp; a roll call vote was taken, and the resolution passed unanimously.

At 5:35 pm Larry Knapp made a motion to exit Executive Session. This was seconded by Jennifer Cannella; a roll call vote was taken, and the resolution passed unanimously.

**Motion to Adjourn:**

At 5:36 pm Larry Knapp made a motion to adjourn. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously.

The next Board Meeting will be on Wednesday January 21, 2026, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso  
Program Assistant

## **Resolutions**

- 1. (2025.12.A) Approval of Draft Meeting Minutes from July 15<sup>th</sup> 2025**
- 2. (2025.12.B) Approval of Draft Meeting Minutes from August 20<sup>th</sup> 2025**
- 3. (2025.12.C) Approval of Draft Meeting Minutes from September 4<sup>th</sup> 2025**
- 4. (2025.12.D) Approval of Draft Meeting Minutes from October 15<sup>th</sup> 2025**
- 5. (2025.12.E) Approval of Draft Meeting Minutes from October 20<sup>th</sup> 2025**
- 6. (2025.12.F) Approval of Draft Meeting Minutes from November 4<sup>th</sup> 2025**
- 7. (2025.12.G) Approval of Draft Meeting Minutes from November 19<sup>th</sup> 2025**
- 8. (2025.12.H) Approval of Holiday Schedule**
- 9. (2025.12.I) Approval of Warrant**
- 10. (2025.12.J) Approval to Close Public Hearing**
- 11. (2025.12.K) Approval to Adopt 2026 Budgets & Rates**
- 12. (2025.12.L) Approval to Adopt Salary Policy & Schedules for 2026**
- 13. (2025.12.M) Approval of 2026 Public Authority Law Budget Report**
- 14. (2025.12.N) Approval of Lead Agency Determination – DFS WWTP**
- 15. (2025.12.O) Approval of TVS WWTP GC Change Order No. 04 – Additional Diagonal Rebar**
- 16. (2025.12.P) Open Executive Session**
- 17. (2025.12.Q) Close Executive Session**