



DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY
APPROVED MINUTES OF BOARD MEETING
MARCH 25, 2026

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Poughkeepsie, NY 12603
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Authority Board Members

Thomas LeGrand
Chairperson

Rudy Vavra
Vice-Chairperson

Jennifer Cannella
Treasurer

Dale Borchert
Secretary

Aileen Rohr

Ex-Officio Members

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

Brian Scoralick
D.C. Soil & Water
Conservation District

Legislative Liaison

Trevor Redl
County Legislature

Staff

Jonathan Churins
Executive Director

Jessica McMahon
Deputy Director/ Treasurer

Board Members Attending in Person

Tom LeGrand
Dale Borchert
Aileen Rohr

Staff Attending in Person

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

Board Members Present via Video/Conference Call

N/A

Staff Present via Video/Conference Call

Board Members Absent

Rudy Vavra
Jennifer Cannella

Ex-Officio Members in Person or Video/Conference Call

Others Present via Video/Conference Call

Kerri Teed – Sr. Public Health Engineer - DBCH

Members of the Public in Person

N/A

Meeting Open – Introductions

The meeting opened at 4:33 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.

Public Comment

Mr. Mark Della Guardia of 12 Knolls Road, Hyde Park, NY part of the Greenbush Water System came to the meeting to ask a few questions about his water system. Jonathan Churins provided Mr. Della Guardia with contact details so that he could reach out to schedule a meeting with to address any questions or concerns he has.

Consent Items

Approval of Meeting Minutes

Approval of Draft Meeting Minutes from Meeting on January 20, 2026

(Res.2026.03.A) – Tabled - Approving Board Members Not Available

Approval of Draft Meeting Minutes from Meeting on February 18, 2026

(Res.2026.03.B) – Approving Board Members Not Available

The Board acknowledged that due to recent changes to the Board's composition, this portion of the minutes shall remain in perpetual draft status and not be finalized.

Open Public Hearing

Aileen Rohr made a motion to Open the Public Hearing. This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.C).**

2026 South Cross Water (SCW) & Madison Holt Water Budget & Rates (MHW)

The board acknowledged there were no people present at the meeting, nor participating remotely, seeking to provide comments.

Aileen Rohr made a motion to Approve the 2026 Budgets & Rates for South Cross Water (SCW) & Madison Holt Water System (MHW). This was seconded by Dale Borchert; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.D).**

Chairman's Report

Revised Board Meeting Dates

2026 Board Meeting Dates

Dates	Notes
1/20/2026	3rd Tuesday
2/18/2026	3rd Wednesday
3/25/2026	4th Wednesday
4/15/2026	3rd Wednesday
5/20/2026	3rd Wednesday
6/17/2026	3rd Wednesday
7/15/2026	3rd Wednesday
8/19/2026	3rd Wednesday
9/16/2026	3rd Wednesday
10/21/2026	3rd Wednesday
11/4/2026	Budget Workshop
11/18/2026	3rd Wednesday
12/16/2026	3rd Wednesday

Jonathan Churins mentioned that the previous Board Meeting Date for March should have been the 4th Wednesday (3/25/2026), not the 3rd Wednesday (3/18/2026).

Election of Officers

Since Larry Knapp is vacating his position as Treasurer for the Authority Board we need to elect a new Treasurer. Tom LeGrand has recommended Jennifer Cannella as Treasurer, effective as of this meeting March 25th 2026 and for the remainder of 2026.

Dale Borchert made a motion to nominate for the offices of the Authority for 2026. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.R)**.

REVISION TO COMMITTEE APPOINTMENTS FOR 2026: GOVERNANCE, AUDIT, FINANCE, OPERATIONS AND PERSONNEL

Governance Committee:

Rudy Vavra (Chair)
Tom LeGrand
Jennifer Cannella

Audit Committee:

Dale Borchert (Chair)
Aileen Rohr
Rudy Vavra

Finance Committee:

Dale Borchert (Chair)
Aileen Rohr
Jennifer Cannella

Operations/Capital Projects Committee:

Jennifer Cannella (Chair)
Dale Borchert
Rudy Vavra

Personnel Committee:

Rudy Vavra (Chair)
Dale Borchert
Aileen Rohr

Dale Borchert made a motion to Approve the Nomination of the Committee Appointments the remaining 2026 year. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.S)**.

Dale Borchert made a motion to Close the Public Hearing. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.O)**.

Finance Reports

Budget Closeout Summary for 2025

Jessica McMahon stated that two of the systems ended the year with a negative fund balance, Shore Haven Water & Traditions Water.

Jessica McMahon stated that we had two systems that had a decrease in fund balance: Dalton Farms Sewer & Traditions Water.

Dale Borchert made a motion for the 2025 System Budget Closeout. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.E)**.

Approval of Financial Statements

Dale Borchert made a motion to approve the 2025 Financial Statements. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.F)**.

Approval of the ABO Report

Dale Borchert made a motion to approve the 2025 ABO Report. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.G)**.

Approval of Warrant

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

Dale Borchert made a motion to approve the Warrant as amended. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.H)**

Operations Report

Hydrant Replacement Purchase

Jonathan Churins stated that the hydrant replacement purchase is a yearly event due to the hydrants that get damaged over the winter. We are asking the Board to award the contract to the lowest bidder for the purchase of six hydrants to Carmel Winwater Co.

Dale Borchert made a motion for the Approval of the Award of the Hydrant Purchase to Carmel Winwater Company. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.I)**

AEC Library Agreement

In order to meet and maintain safety compliance and renewed licenses and credentials for staff, we are asking the Board to approve the accompanying resolution and award the contract with Vector Solutions for accredited education classes.

Dale Borchert made a motion to approve the contract with Vector Solutions for accredited education classes. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.J)**

Emergency Purchase of Genus Blocks for HPR

This memo serves as notification to the Board that an emergency purchase of three Fanuc Genus Blocks and one GE Fanuc hand-held communicator were needed to be purchased for the Hyde Park Plant and per our Procurement Policy, because it has exceeded the \$ 10,000 threshold, we are making the Board aware. No further action is required.

Operations Report

The Operations report was provided to the Board in the Board package. Rich Winchester reviewed the Compliance Report for new items.

Capital Projects

GFW – HPR Interconnection Project Status

Jason Teed stated that the overall project remains on par with meeting current BIL-EFC funding requirements. Geotechnical soil testing has been completed, and a 30 % progress meeting was held in February.

GFW-HPR Design Contract Amendment

Jason Teed stated that we need to amend the current Design Engineering Contract with MJ Engineering, for additional scope of services for additional surveying and geotechnical services. The original contract was awarded for \$ 555,700, with the additional services that need to be done, brings the new contract price to \$ 606,800.

Dale Borchert made a motion to approve the contract amendment with MJ Engineering. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.K)**

QHW-HPR Interconnection Project Status

Jason Teed stated that the closing for the South Cross Water (SCW) will be taking place on March 31st 2026, we will be assuming ownership as of April 1st 2026.

We are waiting for final agreement responses from the owners of the Dutchess Estates Water (DEW), that will be tied into the Quaker Hills Water System.

We anticipate public solicitation of RFQ's on May 1st 2026, in anticipation of Short-Term Financing being secured by July 2026 and County Legislature Resolution to pass on May 11th 2026.

DFS Plum Court Pump Station Improvement Project

The project includes the installation of a new sewer manhole, retrofitting of an existing sewer manhole, replacement of gravity sewer main, and replacement of pump station and valve vault infrastructure in order to improve the capacity of the pump station.

Pre-construction meeting was held on January 7th 2026 and anticipated beginning of construction early May 2026 and anticipated completion of construction by July of 2026.

West Dorsey Water Main Extension (WDW)

The West Dorsey Water Main Extension will serve eight parcels along the Old West Dorsey Lane and Route 9. The Authority has reached out to commercial property owners & users to gauge their interest in connecting when the water main is constructed.

The design was approved by the DOH on September 5th 2025.

The Authority reached out to LaBella Associates regarding the minor easements for the Culinary Institute of America and Hess retail Stores properties; we are still waiting to hear from Hess Retail Stores regarding their acceptance of the easement.

Schreiber (DSW) Accept Grant Funds

The Authority is asking the Board to Approve the Acceptance of Grant Funds to fund the new Schreiber well project, in the Schreiber Water System. The grant was awarded to the Authority by the Dutchess County Planning Department through their CDBG grant.

Dale Borchert made a motion to Approve, Accept & Utilize the Grant Funds through the CDBG program through the Dutchess County Planning Department. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.L)**

DSW Well Drilling Contract Award

Vanessa Kichline stated that the Schreiber Water System is currently being served by a single source well, it contains levels of radium that exceed State & Federal drinking water standards. The Authority will be asking the Board to award a contract to drill two new wells, we are hoping the new wells will help to get acceptable water quality for the owners and not have to treat the contaminants.

Dale Borchert made a motion for the Approval of Awarding the Well Drilling Contract to the Claverack Well & Pump Service. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.M)**

Peach Road Water Main Extension Project Update

Ed Mills stated that the third progress meeting was held on March 5, 2026, with the Authority, MJ Engineering & Amity Construction. Amity Construction is

tentatively planning to mobilize in mid-April 2026. Amity Construction is hoping to have the work completed by the end of Summer, because of delays with manufactures the project may not be completed until early Fall.

Tivoli WWTP Project Status

Gary Banks stated that construction on Phase 1 continues with on the SBR tank, focusing on backfilling, compacting, sheeting removal, installation of process piping and the SBR process equipment.

The work at the pump station on Broadway was scheduled to resume in April, but on March 10th, 2026, there was a failure to both of its existing lift pumps and the Authority had to request an emergency deployment of a bypass system to prevent a sewer overflow. The Authority communicated this information to the Village and a nearby homeowner that was affected. The Authority had to place temporary bypass piping on the homeowner's property, to avert a public health issue.

Tivoli WWTP Change Order No. 01 Electrical Construction Contract

The Authority is asking the Board to approve Change Order No. 01 for the Tivoli WWTP Electrical Construction Contract. The change order is necessary for increased costs associated with underground utility relocation work, as well as larger fuel tank sizes for the two standby generators.

Dale Borchert made a motion to Approve Change Order No. 01 of the Electrical Contract for the Tivoli WWTP, due to increase in costs associated with the project. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously. **(Res.2026.03.N)**

Task Order Summary

Jonathan Churins stated that we use this document to track smaller engineering projects that the Authority is doing throughout the systems.

Ed Mills stated that the parts for the UV design came in sooner than expected and have been installed. Closeout documents and the punch list is underway.

Jonathan Churins stated that we are working with the DEC regarding improvements of the Valley Dale Collection and trying to avoid certain costs for the WWTP.

Executive Session:

Not Needed

Motion to Adjourn:

At 5:44 pm Dale Borchert made a motion to adjourn. This was seconded by Aileen Rohr; a roll call vote was taken, and the resolution passed unanimously.

The next Board Meeting will be on Wednesday April 15, 2026, at 4:30 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso
Program Assistant

Resolutions

1. (2026.03.A) Approval of Draft Meeting Minutes from January 17th 2026 –
Tabled
2. (2026.03.B) Approval of Draft Meeting Minutes from February 18th 2026 –
Tabled – Due to the Board’s composition changes these will stay as draft
status perpetually.
3. (2026.03.C) Open Public Hearing
4. (2026.03.D) Approval of 2026 Budgets & Rates for SCW & MHW
5. (2026.03.E) Adoption of Budget Closeout for 2025
6. (2026.03.F) Approval of Financial Statements for 2025
7. (2026.03.G) Approval of 2025 ABO Report
8. (2026.03.H) Approval of Warrant
9. (2026.03.I) Approval of Hydrant Purchase
10. (2026.03.J) Approval of AEC Agreement with Vector Solutions
11. (2026.03.K) Approval to Amend the GFW-HPR Design Engineering
Services Agreement
12. (2026.03.L) Approval to Accept Grant Funds for the Schreiber Water
System
13. (2026.03.M) Approval to Award Well Drilling Contract for the Schreiber
Water System
14. (2026.03.N) Approval of Tivoli WWTP EC Change Order No. 01
15. (2026.03.O) Close Public Hearing
16. (2026.03.P) Open Executive Session – Not Used
17. (2026.03.Q) Close Executive Session – Not Used
18. (2026.03.R) Election of Officers
19. (2026.03.S) Approval of Committee Appointments for 2026