

**DUTCHESS COUNTY**

**WATER AND  
WASTEWATER AUTHORITY**



**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY**

**APPROVED MINUTES of March 30, 2022 Board Meeting**

1 LaGrange Avenue  
Poughkeepsie, NY 12603  
(845) 486-3601  
Fax (845) 486-3656  
dcwwa@dutchessny.gov  
www.DCWWA.org

**Board Members Attending in Person**

**Staff Attending in Person**

**Authority Board Members**

**Thomas LeGrand**  
Chairperson

**Rudy Vavra**  
Vice-Chairperson

**Lawrence R. Knapp**  
Treasurer

**Ex officio Members**

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

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

**Legislative Liaison**

**Will Truitt**  
County Legislature

**Staff**

**Bridget Barclay**  
Executive Director

**Michael J. Keating, P.E.**  
Deputy Director / Project Manager

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

Tom LeGrand

Larry Knapp

Rudy Vavra

**Staff Present via Video/Conference Call**

Bridget Barclay

Jonathan Churins

Pam Compasso

Carol Falcone

Kimberly Gutwein

Danielle Hardman

Mike Keating

Ed Mills

Mary Morris

Rich Winchester

**Board Members Absent**

**Ex-Officio Member Present via Video/Conference Call**

Eoin Wrafter

**Others Present via Video/Conference Call**

**Meeting Open – Introductions**

The meeting opened at 4:20 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**

There were no members of the public present.

### **Approval of Meeting Minutes**

Approval of meeting minutes of February 16, 2022

Rudy made a motion to approve the Board Meeting Minutes from February 16, 2022. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.A)**.

### **Chairman's Report**

#### **Commendation for Vincent DiMaso**

Tom stated that Vince DiMaso was an asset to Dutchess County Water and Wastewater Authority and other organizations that he has been involved in over the years. Vince has been on the Water Authority Board for 18 years, and his presence will be missed.

#### **Public Authorities Annual Board Evaluations**

Tom asked Bridget if she has received any Board Evaluations back, Bridget stated we have not.

### **Finance Reports:**

#### **Approval of Warrant**

The Warrant was provided to the Board, in the Board package. There were no questions.

Rudy made a motion to approve the warrant as presented. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.B)**.

## **Revised Employee Handbook**

Bridget stated that staff is asking for a revision to the Handbook to memorialize a policy decision that the Board had previously made that for Management Staff, regardless of start date, the Authority would cover 88% of the cost of the medical insurance. Larry asked if this was something that was discussed previously? Bridget stated that it was discussed quite a few years ago, and she would have to look back to the specific date it began.

Rudy made a motion to approve the revisions to the Employee Handbook. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.C)**.

## **DCWWA Property Disposal Procedures Memo**

Bridget noted that this is a follow up at the Board's request about the sale of the old Hyde Park Water Treatment Plant property. We had previously tried to sell the property through the public bidding process and no bids were received. In the previous meeting the Board had asked if we could work with a commercial real estate broker to try to sell the property. Based on a review of New York State Public Authorities Law, the Authority's enabling legislation, and our established Property Disposal Guidelines we can sell the property through a negotiated sale but only if the fair market value is less than \$ 15,000, which is not the case here, or if we have gone through a public bidding process and have not received reasonable bids. So, the advice of legal counsel is if we want to move forward with a second effort to sell the property, we will need to update the appraisal, have a board resolution declaring the property as surplus, solicit public bids and if no bids are received, we can proceed with other means of trying to sell the property. Tom asked Rudy & Larry what their thought on what to do with the property? They agreed to table the discussion for now.

## **Operation's Report**

### **Monthly System Operations Reports**

The Monthly Operations Report was provided to the Board, in the Board package. There were no questions.

### **Award of Annual Lawn Maintenance Agreement**

Rudy asked if we have used the company who we are awarding the bid to? Bridget responded that we have not, Carol stated that Cody, one of our employees recommended them.

Rudy made a motion to approve the Award of the Lawn Maintenance Agreement. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.D)**.

#### **Addendum No. 9 to the Poughkeepsie Water Sale Agreement**

Bridget stated that the next two documents are regarding the purchase of water from the Central Dutchess Water Transmission Line by the proposed Hopewell Senior Living Development in the Town of East Fishkill. We would be entering into Addendum No. 9 to the Poughkeepsie Water Sale Agreement that would provide the sale of water from Poughkeepsie to the Authority for resale to Hopewell Senior Living, and we would enter into a water sale agreement with the Hopewell Senior Living project. The Poughkeepsie joint water board is in agreement and the Town of East Fishkill asked requested that the Authority be the water provider to the proposed project.

Rudy made a motion to approve the Hopewell Village Green Water Sale Agreement. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.E)**.

#### **Customer Notification System – Status Update**

Bridget stated that this is the results of the effort to reach out to our water system customers, to encourage them to sign up online for the Dutchess Delivery notification system and to provide a phone number that we could use for a robocalling system - an automated calling system to alert customers in the event of emergency circumstances like the need to shut off water or a boil water notice. We sent out four thousand two hundred seventy sign-up forms and to date we have received one thousand two hundred seventy-five forms, and about three-quarters of the responders also provided an e-mail address that we used to register them for the Dutchess Delivery System. Since the Phone Call Notification System was in effect, it was used on one occasion to communicate a Boil Water Notice for the Quaker Hills Water System.

#### **Capital Project Reports:**

##### **GFS WWTP Project Status Report**

Jonathan reviewed the project status memo that was provided to the Board. Jonathan stated that the project is in the closeout phase, the electrical contractor is finishing out the punch list and has to remove the old generator. With the warmer weather, he is hoping to close out the project shortly.

## **GFS Collection System Project Status Report**

Jonathan reviewed the project memo that was provided to the Board. We are at completion for most components of the system. Phase 1 was the lining of the pipes. We are hoping to address two additional items identified during the project that were not part of the original design; we are working with the contractor to extend the pricing and contract to take care of these issues. Phase 2 was with Arold Contracting, they replaced some pipe and did some manhole work and are waiting for Spring to complete the final restoration and closeout the project.

## **Tivoli Water Project Status**

Mike K. reviewed the project memo that was provided to the Board. The general contractor is working to replace tank mixer, which is warranty work. There is a resolution for approving the close-out/balancing change order for the electrical contract. The wells and wellfields improvements general contract was awarded to C3ND Environmental Consultants and the electrical contract was awarded to ForemostNY.

## **Tivoli Water Storage Tank Project, Authorize Electrical Contract Change Order No. 02**

Mike mentioned that there was a reduction in the contract price of \$7,800 and a small increase in time.

Rudy made a motion to approve the change order No. 2, for the Tivoli Water Storage Tank Project. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.F)**.

## **Tivoli Sewer Project Status**

Mike K. reviewed the project memo that was provided to the Board. We reviewed the proposals for the design consultants, we have a recommendation memo provided to the Board to review and a resolution to approve the Design Services Agreement.

Rudy made a motion to approve the award of the Design Services Agreement for the Tivoli Wastewater Treatment Plant Reconstruction. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.G)**.

### **Pinebrook Water Interconnection Project Status**

Jonathan reviewed the project memo that was provided to the Board. Jonathan mentioned that we are asking the Board to approve Change Order No. 2; it is a no cost extension for three months. Larry asked if there was mention of an increase in the contract price, Jonathan said that we haven't received anything officially, but has heard that the price of asphalt has increased.

Rudy made a motion to approve the PBW Contract Change Order No. 2. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.H)**.

### **General Surveying Agreement for 2022**

Rudy made a motion to approve the Award of the General Services Agreement. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.I)**.

### **Community Projects**

#### **Rock Ledge Residential Development Project MOU**

Rudy made a motion to approve the Rock Ledge Project Water/Sewer MOU. This was seconded by Larry, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.03.J)**.

#### **Rhinebeck Water/Sewer Evaluation**

Bridget stated that she is working on the final phase of the project which is the transfer of ownership feasibility evaluation that identifies projected total annual costs to the customers under Authority Ownership and operation. It also identifies any specific issues that need to be resolved before a transfer can take place and those generally include outstanding debt and any property issues such as a need for additional easements.

#### **Joint Storage Project**

Bridget stated that we have accepted the engineering report for the joint storage feasibility evaluation as complete. Staff had requested that the other project partners support the evaluation of a third option of a two-million gallon tank in addition to the evaluation of a one million gallon tank and five million gallon tank. The Town of Poughkeepsie was not in agreement with that; they have two existing five-million-gallon tanks, and they were only interested in construction of a third five-million-gallon tank because their tanks are aging and need to be

taken offline for maintenance and repairs and wanted a tank with an equivalent capacity so that they would not have any impact in operation while their tank was offline.

**New for Consideration**

N/A

**Motion to Adjourn:**

At 4:59 pm made a motion to adjourn. This was seconded by a roll call vote was taken and passed unanimously.

Respectfully submitted,

Pamela Compasso,  
Program Assistant

**Resolutions**

1. (2022.03.A) Approval of Minutes for February 16, 2022 Meeting
2. (2022.03.B) Approval of Warrant
3. (2022.03.C) Approval of Revised Employee Handbook
4. (2022.03.D) Approval of Annual Lawn Maintenance Agreement
5. (2022.03.E) Approval of Hopewell Senior Living Sale Agreement
6. (2022.03.F) Approval TVW Storage Project EC Closeout Change Order
7. (2022.03.G) Approval of TVS WWTP Project Engineering Design Agreement
8. (2022.03.H) Approval of PBW Interconnection GC Contract Change Order #2
9. (2022.03.I) Approval of General Surveying Services Agreement for 2022
10. (2022.03.J) Approval of Rockledge Water/Sewer MOU
11. (2022.03.K) Open Executive Session – **Not Used**
12. (2022.03.L) Close Executive Session – **Not Used**

