



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

**DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY**  
**Approved Minutes of September 21, 2022 of Board Meeting**

Authority Board Members

**Thomas LeGrand**  
Chairperson

**Rudy Vavra**  
Vice-Chairperson

**Lawrence R. Knapp**  
Treasurer

**Dale Borchert**  
Board Member

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

**Michael J. Keating, P.E.**  
Executive Director

**Jonathan Churins**  
Deputy Director / Asset Manager

Board Members Attending in Person

Tom LeGrand  
Larry Knapp  
Rudy Vavra

Staff Attending in Person

Jonathan Churins  
Michael Keating  
Rich Winchester

Board Members Present via Video/Conference Call

Staff Present via Video/Conference Call

Gary Banks  
Bridget Barclay  
Pam Compasso  
Carol Falcone  
Kimberly Gutwein  
Danielle Hardman  
Ed Mills  
Mary Morris

Board Members Absent

Dale Borchert

Ex-Officio Member Present via Video/Conference Call

Eoin Wrafter, Commissioner of Planning & Development

Others Present via Video/Conference Call

Lee Felshin, Senior Public Health Engineer – DBCH  
Dan Keeler, Senior Public Health Engineer – DBCH (Joined Late)

Meeting Open – Introductions

The meeting opened at 4:05 p.m.

Tom Legrand called the meeting to order. Mike Keating began with a roll call to identify those attending the meeting both in person and by video/conference call.

Public Comment

No Comment Given

**Approval of Meeting Minutes**

Approval of Meeting Minutes from July 21, 2022.

**(Res.2022.09.A) - Tabled**

Approving Board Members not available.

Approval of Meeting Minutes from August 18, 2022.

**(Res.2022.09.B) - Tabled**

Approving Board Members not available.

**Chairman's Report**

N/A

**Finance Reports**

**Approval of Warrant**

The Warrant was provided to the Board, in the Board package. Mary mentioned that we were pulling voucher HPR22248 for Troy Industrial Solutions in the amount of \$ 17, 045.98. Mary stated that there is additional paperwork and explanations that need to be gathered before we present it for payment.

Rudy Vavra 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.2022.09.C)**.

**CSEA MOU Summary**

This memo serves to inform the Board on the recent Memorandum of Agreement reached between The County of Dutchess and The Civil Service Employees Association, in particular the ramifications on compensation and holidays. The Authority attempts to mimic salary schedule and benefits of those county employees covered by CSEA agreements as directed by the Board. The agreement provides for the following annual raises:

Salary Schedule Period	Raise %
2021	3.5
2022	3.25
2023	3.5

2024	3.75
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The increments as based on the immediately preceding salary schedule:

The agreement provides for:

- Retroactive payments from January 1, 2021 to the date of the union ratification
- Additional holiday on Juneteenth for a total of 13 holidays
- Changes to longevity and on-call provisions
- Changes to the grades eliminating grades 1-3

### **Fiscal Changes in Salary Schedules from Ratification of CSEA Agreement**

Kimberly stated that the DCWWA management team is proposing a resolution to amend the DCWWA 2022 Salary Schedules to implement the 2021 and 2022 increases as of October 8, 2022. In accordance with policy, the Authority acquired the County's newly adopted 2022 tables for office staff employees and included 7% in recognition of the larger work week of 40 vs 35 hours.

Rudy Vavra made a motion to approve the Amended Salary Schedule for 2022 Consistent with the CSEA Agreement. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.09.D)**.

### **2023 Tentative Benefit Assessment Summary**

In accordance with the Service Agreements between the Authority and Dutchess County on behalf of the Water District and Part-County Sewer Districts, Dutchess County raises monies through the levying of benefit assessments on properties within Water District Zones of Assessment. Part-County Sewer Districts, sufficient to pay the Authority, as the Service Fee, funds needed to pay debt service and related administrative expenses for Authority bonds issued to fund acquisition and capital improvements for the respective Zones and Districts. The Authority is responsible for the preparation of the Estimate of Debt Service Expenditures and Revenue needs and the Tentative Assessment rolls for all Zones of Assessments and Part-County Sewer Districts.

Rudy Vavra made a motion to approve the 2023 Tentative Benefit Assessment Levy. This was seconded by Larry Knapp, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.09.E)**.

## **Operations Report**

The System Operations Report was provided to the Board, in the Board package. Larry Knapp asked how many issues are related to Inframark, our contract operator. Rich Winchester stated that he cannot give an actual number to identify how many issues with the plants are related to the contract operators.

Larry Knapp made a motion to approve the Award of the Brine Hauling Contract. This was seconded by Rudy Vavra, a roll call vote was taken, and the resolution passed unanimously. **(Res.2022.09.F)**.

## **Capital Project Reports**

### **GFS WWTP Project Status**

Jonathan Churins reviewed the project memo that was provided to the Board, in the Board package. All major treatment systems are installed and operating, contractors are working through their punch lists.

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

Jonathan Churins reviewed the project memo that was provided to the Board, in the Board package. The General Contractor has done all the major repairs and we are waiting for dry conditions to address two additional work items (gushers) identified during construction, but not included in the original design. The Board previously approved a no cost time extension to preserve pricing. The work to fix the gushers, is tentatively scheduled for the week of September 19<sup>th</sup>. The work that included the manhole frame replacements, manhole adjustments and a short run of pipe around a sagging pipe made of asbestos has been completed.

### **Tivoli Water Project Status**

Mike Keating reviewed the project memo that was provided to the Board, in the Board package. The Village of Tivoli received an engineering report in 2017 that evaluated the condition of the village water infrastructure. The report outlined immediate and long-term improvements to restore the system's ability to operate reliably. The Authority is responsible for operations, management, and improvement projects through an intermunicipal agreement. The contractor has submitted shop drawings and a reviewable schedule. The contractor will commence the field work the third week of September.

### **Tivoli Sewer Project Status**

Gary Banks reviewed the project memo that was provided to the Board, in the Board package. The design consultant has begun the 60 % design task and is addressing feedback from Authority staff's review of the 30 % design. Structural Engineer visited the site on September 14<sup>th</sup> to evaluate three existing concrete tanks for potential re-use. Electrical subconsultant is evaluating the feasibility of upgrading power from 240V to 480V. We will be meeting the week of September 19<sup>th</sup> to explore additional funding sources.

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

Jonathan Churins reviewed the project memo that was provided to the Board, in the Board package. The first loop of the water main connection to the Pinebrook Community is online and operating. The contractor has not been able to successfully pressure test 335-foot section of the water main. All fittings and bells were inspected with no obvious leakage, they used typical detection methods. Contractor proposes to use tracer gas to locate leak(s) in the final section following DOH review of the method. Nine leaks have been located on the second loop, with one repaired last year prior to the first activation. The Engineer is evaluating the condition of each leak to determine whether it is workmanship, deviation from approved plans, manufacturer defect or some combination. Material and installation reports are being evaluated.

### **Dalton Farms Meter Replacement Project Status**

Ed Mills reviewed the project memo that was provided to the Board, in the Board package. There are approximately 565 manual read meters that are going to be replaced with radio read meters. East National Water, LLC has been contracted for the installation work. A pre-construction meeting with East National Water is scheduled for September 23<sup>rd</sup>. Meter replacement work are expected to begin mid-October 2022.

### **Community Projects**

#### **Global Foundries – Onsemi**

Mike Keating stated that he met with Global Foundries, Department of Behavioral and Community Health and Ron Hicks regarding the assignment of the water supply from Global Foundries to On-semi on September 6, 2022. He said he informed the representatives from Global Foundries that the priority for the Authority, is to what entity the Water Supply Agreement is assigned, and

what entity provides financial security, that they might not have to be the same entity but have a legally binding relationship. The entities in question are:

- On-semi (parent company- does not own assets)
- Semiconductor Components Industries, LLC – Guarantor
- Hudson Valley Research Park Water Works Corporation (HVPR WWC) – Assigned for WSA

Mike Keating stated that he has verified with our Attorney, regarding this approach and he concurred. The next step is a meeting with Global Foundries on September 21, 2022 and possibly the Poughkeepsie Joint Water Board to review the details of the assignment.

### **New For Consideration**

#### **Open Meetings Law**

Mike Keating reviewed the changes to the videoconferencing procedure as an attendance option pursuant to the Open Meetings Law. Public bodies can conduct meetings using videoconferencing provided the quorum of the public body is present at one or more of the locations where the public can attend in person. Members of the public body must be present at the meeting location(s) at which the public can attend in person unless the member is unable to be physically present due to extraordinary circumstances.

#### **Culinary Institute of America Meter Bypass**

During our annual benefit assessment process, we discovered a substantial decrease in the water the Culinary Institute of America's water consumption beginning approximately October 2021. As part of our standard follow up meter reading problems, we investigated the meter servicing the campus and discovered that the meter bypass was partially open, allowing unmetered water

to be delivered to the campus. We have ordered locking devices for the meter bypass, that way CIA staff cannot open the bypass, if maintenance needs to be done to the meter, only Authority staff will be able to do it. We also identified that the meter requiring annual calibration had not been calibrated since 2019. Once the meter is calibrated, we will review the data to understand what current and historical consumption is and develop expected consumption rates over the course of the last 3 years, considering diminished consumption during Covid shutdowns. The CIA has acknowledged the deficiency and is working with the Authority to provide a remedy. The Authority is reviewing internal processes to make sure billing issues such as this are not repeated.

**Motion to Adjourn:**

At 4:35 pm Rudy Vavra made a motion to adjourn. This was seconded by Larry Knapp, a roll call vote was taken and passed unanimously.

The next board meeting date is on Wednesday, October 19, 2022, at 4:00 pm, at 1 Lagrange Ave., Poughkeepsie, NY 12603.

Respectfully submitted,

Pamela Compasso,  
Program Assistant

**Resolutions**

1. **(2022.09.A)** Approval of July 21, 2022 Meeting Minutes
2. **(2022.09.B)** Approval of August 18, 2022 Meeting Minutes
3. **(2022.09.C)** Approval of Warrant
4. **(2022.09.D)** Approval of Amended Salary Schedule for 2022
5. **(2022.09.E)** Approval of the 2023 Benefit Assessment Levy
6. **(2022.09.F)** Approval of Award of Brine Hauling Contract
7. **(2022.09.G)** Open Executive Session – **Not Used**
8. **(2022.09.H)** Close Executive Session – **Not Used**