

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Monday, March 16, 2020 at 3:30 p.m.**

The meeting was called to order at 3:35 p.m. with the following members present:

**Present:**

- Trustees: Tom Murphy, Nancy Seligson (Supervisor Seligson via conference call)
- David Birdsall, Business Director

**Approval of Minutes**

Trustee Murphy made a motion to approve the minutes of the February 26, 2020 Board Meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Belmont	not present
Trustee Murphy	“aye”

**Financial Reports and Approvals**

The Business Director reviewed bank balances and presented claims to the Board highlighting significant items, among them: Distribution system repairs and materials (including those related to major watermain break at The Crossing (TOH) and the bi-annual, distribution payment to Westchester County.

Approval of Claims: Trustee Murphy made a motion to approve 107 claims totaling \$669,204. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Belmont	not present
Trustee Murphy	“aye”

**General Administration:**

- Approval of the Extension of the Grounds Maintenance Contract: The Business Director reported that Perfection Plus has agreed to offer a one-year extension (including an additional location added) as per the terms of their existing contract with WJWW. Trustee Murphy made a motion to approve the one-year extension of the Grounds Maintenance Contract with Perfection Plus for \$12,400.00. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Belmont	not present
Trustee Murphy	“aye”

- Proposed Rye Lake Filtration Plant / March 11, 2020: The Business Director explained that WJWW met with Town of Harrison officials to discuss partnering with the Town to share Co-Lead Agency status for this project. It was decided that this arrangement would be beneficial to the process to avoid complications as distribution of the property has yet to be determined. A letter

outlining the agreement was sent to the Town of Harrison for consideration at their next Town Board meeting, scheduled for Thursday, March 19<sup>th</sup>.

The Business Director reminded the Board that as previously discussed, Nexus Creative, an architectural and planning design firm who has done work in the Purchase area, has been tasked with providing design and renderings of the filtration plant. A proposal for design services and renderings, which will utilize sustainable features, was submitted. Trustee Murphy made a motion to approve the Nexus Creative proposal for design services and renderings of the Rye Lake Filtration Plant, in the amount of \$19,500. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Belmont	not present
Trustee Murphy	“aye”

### **Old Business**

No Old Business needed at this time.

### **Manager’s Report**

- Coronavirus COVID-19: Trustee Seligson shared that massive changes were being implemented on the County and State level in response to the coronavirus outbreak. The Governor handed down an edict that municipal agencies are required to reduce their staff by 50%, by arranging for work-from-home and/or shift options, unless they are considered essential workers. The Business Director explained that all options are under consideration at WJWW and that staff is being kept updated on protocols and safety measures being put into place. The situation will continue to be evaluated, in regard to possible closures and/or staff reductions. He also shared that two WJWW staff members were instructed to stay home, a precautionary measure after an electrician at the Wegman’s construction project was reported to have gone home sick from the site.

### **New Business**

No New Business needed at this time.

### **Executive Session**

No Executive Session needed at this time.

### **Date of Next Meeting**

The next Board of Trustees meeting is scheduled for March 31, 2020 at 3:30 p.m.

With no further business to discuss, Trustee Murphy made a motion to adjourn the meeting. Trustee Seligson seconded the motion:

Trustee Seligson	“aye”
Trustee Belmont	not present
Trustee Murphy	“aye”

The meeting adjourned at 3:50 p.m.