

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, March 31, 2020 at 3:30 p.m.**

The meeting was called to order at 3:37 p.m. with the following members present:

**Present:**

- Trustees: Tom Murphy, Nancy Seligson, Fred Sciliano (for Ron Belmont)  
(Supervisor Seligson and Deputy Mayor Fred Sciliano - via conference call)
- Lori Lee Dickson, General Counsel (via conference call)
- Paul Kutzy, Manager
- David Birdsall, Business Director
- Terrence O'Neill, General Superintendent (via conference call)
- Frank Arcara, Chief Water Treatment Plant Operator 1-B

**Approval of Minutes**

Trustee Murphy made a motion to approve the minutes of the March 16, 2020 Board Meeting. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Murphy	“aye”
Trustee Sciliano	“aye”

**Financial Reports and Approvals**

The Business Director reviewed bank balances and presented claims to the Board highlighting significant items, among them: New York City water purchases, distribution system repairs, first 2020 distribution installment payment to Town of Harrison, payroll costs, Capital projects related to transite water main replacements, filtration plant engineering fees, Rye Lake distribution system modifications, NYSHIP medical premiums and fire hydrant purchases.

Approval of Claims: Trustee Murphy made a motion to approve 210 claims totaling \$2,122,688. Trustee Seligson seconded the motion, all in favor:

Trustee Seligson	“aye”
Trustee Murphy	“aye”
Trustee Sciliano	“aye”

**General Administration:**

Rye Lake Filtration Plant: General Counsel reported that WJWW is currently in a holding pattern with regard to the SEQRA process. The period for consideration of lead agency status has been extended to all Involved agencies for an additional 30 days. The extension is the result of several factors, but primarily due to ongoing discussions with the Town of Harrison regarding their interest in taking on co-lead agency status with WJWW; an arrangement WJWW is amenable to. The Town of Harrison's planner and WJWW's consulting planner are working together to

establish a game plan as to how this arrangement could be worked out. At this time discussions continue and the details of this proposal need to be worked out for consideration by both WJWW's Board of Trustees and Town of Harrison's Town Board. The new 30-day extension for the circulation of the Notice of Intent will expire, on April 23, 2020.

## **Old Business**

No Old Business needed at this time.

## **Manager's Report**

- Coronavirus COVID-19: The Manager reported that the latest Governor's decree stated that water and sewer agencies are considered essential and are exempt from imposed restrictions. He explained that since the last Board meeting, WJWW has implemented measures to limit staff at all facilities and to increase the number of individuals working from home. Strict safety protocols, such as wearing gloves and maintaining adequate social distancing, are still being practiced by all staff.
  - The Business Director explained that in the business office, he is physically in the office on a daily basis and that the remainder of the staff is on a rotating schedule which allows a couple of office staff at a time to perform tasks which require being physically in the office, while all others work remotely from home.

All field staff are using personal protective equipment (PPE) and stock is said to be sufficient. These staff members have been assigned separate vehicles to reduce contact with one another and perform only tasks that can be completed with adequate social distancing in place.

- The Manager also reported that in the Distribution Department two crews have been established – one crew reports to WJWW and carries on with only necessary, daily tasks and the other crew works from home as backup, checking in with the Distribution Superintendent and on stand-by for emergency response. The crews will switch assignments after two-weeks.
- The Chief Water Treatment Plant Operator 1-B explained that the Operations Department has also reduced staff by keeping those individuals who can work remotely, monitoring SCADA for example, at home. Tasks that are critical, such as sampling and chemical fills, must be performed at multiple facilities. At this time, staff members have been assigned to specific, individual facilities, to reduce the potential for contact. The WCDOH has confirmed with WJWW that sampling is mandatory, but that as a result of coronavirus concerns, it is acceptable for samples to be taken from a source in close proximity to the source site, when this site is not safely accessible.

Lastly, The Business Director explained that service calls are being responded to only if it is deemed safe for WJWW staff (unoccupied new construction, for example). Routine calls are being postponed. If an immediate response is required, an interview is conducted with the customer and repeated when field staff arrive at the location. In some cases, customers will be allowed to send in detailed photographs to reduce the need to enter homes. WCDOH, in consult with NYSDOH, has approved a 3-month extension for interior backflow inspections, where there is an indicated concern of a coronavirus issue. If the device is located outside the home, there is no reason not to test and no extension will be granted.

### **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 April 14, 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  
Trustee Murphy  
Trustee Sciliano

“aye”  
“aye”  
“aye”

The meeting adjourned at 4:07 p.m.