

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Tuesday, June 28, 2022 at 4:45 p.m.

Present:

- Trustees: Thomas Murphy, Rich Dionisio and Jaine Elkind Eney (all in-person)
- Lori Lee Dickson, General Counsel (in-person)
- Paul Kutzy, Manager (via videoconferencing)
- David Birdsall, Business Director (via videoconferencing)
- Frank Arcara, General Superintendent (via videoconferencing)
- Jacqueline Briggs, Assistant Civil Engineer (via videoconferencing)
- Zach Wasp, Assistant Civil Engineer (via videoconferencing)

Public Hearing on Open Meetings Law Section 103-a

Lori Lee Dickson, WJWW General Counsel, explained that there has been a recent revision to the Open Meetings Law statute that provides additional opportunities for remote participation by Board members utilizing remote technology and that non-municipal boards and governments are required to hold a public hearing prior to passing a resolution to exercise this option, as well as to accept comments from the public. There are a series of technical and procedural requirements for exercising the right under Section 103-a, under extraordinary circumstances. General Counsel explained further that written draft procedures are also required and will be discussed later in this meeting. Adoption of Section 103-a will require approval of a resolution by the Board.

Trustee Dionisio made a motion to open the public hearing on the Open Meetings Law Section 103-a item. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

The Trustees had no questions and General Counsel shared that no one from the public stepped forward to make a comment (by way of “raising their hand” using virtual meeting technology).

Trustee Dionisio made a motion to close the public hearing on the Open Meetings Law Section 103-a item. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Trustee Dionisio made a motion to adopt the resolution on Open Meetings Law Section 103-a which allows for the use of remote technology under extraordinary circumstances by a Board member, with required proper public notification. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Approval of Minutes

Trustee Elkind Eney made a motion to approve the minutes of the June 14, 2022 Board meeting. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Financial Reports and Approvals

David Birdsall, Business Director, reviewed bank balances and presented claims to the Board highlighting significant items, among them: Payroll Costs (Two Weekly Pay Periods), Engineering Services for Filter Plant Project (Hazen & Sawyer), Purchase Booster Station & PRV Upgrades/Modifications Project Electrical Work and Equipment (Vitolite and Lanza Electric), Rye Lake Turbidity Curtain (Maine Infrastructure) and Equipment Calibration (Pendragon)

Approval of Claims: Trustee Elkind Eney made a motion to approve 86 claims totaling \$499,996. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

General Administration:

- PKF O’Connor Davies Audit/Financial Review: Alan Kassay and Lawrence Feldman, representatives from PKF O’Connor Davies, reviewed the 2021 audited financial statements with the Board.
- WJWW Fee Schedule Update: The Fee Schedule update initially scheduled for today’s Board meeting has been postponed until the next Board meeting.
- Turbidity Curtain Replacement Project: The turbidity curtain update initially scheduled for today’s Board meeting has been postponed until the next Board meeting.
- Open Meetings Law Written Procedures Resolution: Lori Lee Dickson, WJWW General Counsel, explained that the statutory change to the Open Meetings Law Section 103-a that allows for remote participation by Board members under certain circumstances, also requires the adoption of a resolution of written procedures. The written procedures govern the use of videoconferencing by members of the Board for remote participation at public meetings in accordance Section 103-a. General Counsel prepared and presented the draft

written procedures. Following review of this document and discussion by the Board, Trustee Elkind Eney made a motion to accept the written procedures as presented, with a revision to item 2, to include exigent work conflicts that the Trustees may encounter in their formal day jobs as an additional circumstance for remote participation. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Old Business

- Rye Lake Filtration Plant:
 - SEQR Update: Lori Lee Dickson, General Counsel, shared that WJWW consultants are busy compiling all the comments received on the DEIS and are busy preparing the draft FEIS, which is expected to be presented to the Board in the fall.
- Project, System Maintenance and Operational Updates: Frank Arcara, General Superintendent, provided the following updates:
 - West Street: Construction work for the replacement of a new water main is complete. A pressure test has been performed, with water samples expected to be taken within the next few days.
 - Brevoort Street: The new 8” water main replacement is complete and now in service. ELQ is paving the affected area.
 - Rehabilitation of Purchase Tanks: The rehabilitation work has started with Nuco Painting assembling scaffolding on the back tank.
 - WJWW Garage: ELQ has installed a perforated drain in the basement of the garage and started demolition of the garage floor slab.
 - ELQ crews performed 2 water main repairs, 2 service line renewals and one curb stop replacements. The WJWW crews performed 3 curb/valve repairs, one hydrant replacement and one service line renewal. The Operations Department took a total of 60 samples - all came back within normal ranges.

Manager’s Report

No Manager’s Report was needed at this time.

New Business

- Approval of VOM Local Capital Project for Replacement of Transite Water Main on Claflin Avenue: The replacement of approximately 400 linear feet of transite water main on Claflin Avenue, with an estimated cost of \$450,000 (inclusive of all engineering and construction related costs), was requested. This project is necessary because of a water main break that occurred in this area. Work associated with this repair has not yet begun, but plans have been submitted to Westchester County Department of Health. Trustee Dionisio made a motion to approve the replacement of approximately 400 linear feet of transite water main on Claflin Avenue, VOM, with an estimated cost of \$450,000 (inclusive of all engineering and construction related costs). Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

- Approval of Wasp Engineering Engineering Services Proposal for Replacement of Transite Water Main on Claflin Avenue, VOM: Approval of Wasp Engineering Engineering Services proposal related to the replacement of approximately 400 linear feet of transite water main on Claflin Avenue, VOM, with a cost of \$19,640, was requested. This work is necessary due to a transite water main break in this area and is included in the total estimated project cost of \$450,000. Trustee Murphy made a motion to approve the Wasp Engineering Engineering Services proposal for the replacement of approximately 400 linear feet of transite water main on Claflin Avenue, VOM, with a cost of \$19,640. Trustee Elkind Eney seconded the motion, all in favor:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

Executive Session

No Executive Session was needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for Tuesday, July 12, 2022, at 4:45 p.m.

With no further business to discuss, Trustee Dionisio made a motion to adjourn the meeting. Trustee Elkind Eney seconded the motion:

Trustee Murphy	“aye”
Trustee Dionisio	“aye”
Trustee Elkind Eney	“aye”

The meeting adjourned at 5:43 p.m.