

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the West Carthage Municipal Building  
February 18, 2015

**Attendance:**

Carthage Members – President G. Wayne McIlroy and Trustee Linda Smith-Spencer. Chairman Michael F. Astafan and Trustee Kathleen Latremore were excused.

West Carthage Members – Mayor Scott Burto and Trustees Scott Sullivan and Rob Peluso.

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Fred Goutremout, Carthage Specialty Paperboard Technical Manager; Charles Prior, GHD Engineer; Kathy Amyot, Tug Hill Commissions; and Elaine Avallone, Johnson Newspapers.

**Call to Order:**

President McIlroy called the meeting to order at 6:12 p.m.

**Approval of Minutes:**

Motion by Mayor Burto and seconded by Trustee Peluso to approve the minutes of the January 21, 2015 regular meeting as presented. Motion carried unanimously.

After considerable discussion Mayor Burto asked to clarify the following statement made by Mr. Goutremout from the January 21, 2015 meeting as recommended by Ms. Tuttle: Mr. Goutremout stated NYSDEC has approved their design plans for the Equalization Tank and they are looking for ways to fund the project.

Ms. Tuttle explained that NYSDEC does not approve design plans and recommended the following language to clarify Mr. Goutremout's statement: CSP has consulted with NYSDEC's technical support group to assist with the design of their equalization tank.

**Public Forum:**

None.

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary provided the highlights of his report and stated the draft budget is complete and will be forwarded to the Clerk/Treasurer by February 27, 2015 as requested. Mr. Crary stated the SPEDES permit was violated today due in part to manpower issues and breakdowns at the plant and they are currently behind with sludge pressing and hauling.

Mr. Crary distributed a memo to the board regarding replacement of the sludge building heater which included three price quotes to replace the heating system from Aire Serv/Combs Heating \$6,626.31; Hyde Stone Mechanicals \$6,850.00; and Derouin's Plumbing and Heating \$9,574.00. Ms. Tuttle expressed the replacement of the heating system in the sludge building is outlined in the engineering plan for upgrading the Treatment Plan and she will consult with EFC if the replacement will qualify for reimbursement.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to accept the lowest bid from Aire Serv/Combs Heating in the amount of \$6,626.31 to replace the heating system in the sludge building. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Peluso to declare the 2001 Dodge pickup as surplus equipment due to its deteriorating condition and permit Mr. Crary to place it on Auctions International. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Peluso to replace the front tires on the 2008 F250 pickup truck. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to declare outdated miscellaneous computer equipment as surplus equipment of which Mr. Crary will provide the Clerk/Treasurer with a detailed listing and further to contact a local metal company to bring a dumpster to the Treatment Plant to dispose of miscellaneous scrap metals. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and Mayor Burto questioned the over ninety day balances of Metro Paper \$1,000.00 and Slack Chemical \$1,500.00. The Clerk/Treasurer expressed she has contacted both facilities and has yet to receive payment.

Motion by Mayor Burto and seconded by Trustee Peluso to have Attorney Gebo send collection letters to Metro Paper and Slack Chemical. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to approve the following budget transfers:

JA.8110.0422	Travel and Training	\$500.00	
JA.8110.0434	Legal Notices	\$250.00	
JA.9040.0800	Workers Compensation	\$1,200.00	
JA.1990.0400	Contingencies		\$1,950.00

Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:  
None.

### **Monthly Expenditures:**

Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the monthly expenditures in the amount of \$74,792.38. Motion carried unanimously.

### **Old Business:**

At the August 20, 2014 meeting, the Board authorized GHD to send a letter the NYSEFC requesting additional points for the Villages so they may qualify for low interest financing.

Update 09/24/14: NYSEFC has not responded yet.

Update 10/15/14: NYSEFC sent an email earlier in the day stating the project score will remain the same listing the reasons. Chairman Astafan requested the Clerk to forward the email to the Board and include Ms. Tuttle and Mr. Crary. Ms. Tuttle stated the Board should respond as she does not agree with the reasons the project score was not increased. Mayor Burto requested the Clerk to have Mr. Prior contact NYSEFC and set up a conference call to discuss the project score.

Update 11/24/14: Chairman Astafan stated the application deadline is February 2, 2015 and the Board needs to make a decision tonight if we want our application considered. Mayor Burto stated our application needs to be amended to include the extra five points and Mr. Prior stated he will call NYSEFC. Mr. Prior stated the current interest rate is 1.84%. Attorney Gebo stated we will need to act quickly with a bond resolution, publication of permissive referendum, and publication of estoppels notice to meet the February 2, 2015 deadline. Mayor Burto stated the grant funding will be announced on December 10, 2014. Attorney Gebo advised the Board to bond for 9.4 million which is an extra six percent above the 8.8 million estimated in the planning study. The Board chose to follow past practice and have each Village bond separately for the capital improvement project at the WPCF in the total amount of \$9.4 million; \$6.58 million for West Carthage and \$2.82 million Carthage.

Update 12/17/14: Mr. Tamlin stated the NYSEFC deadline has been extended until March 2015 but advised the Board to stay on track with the remaining required elements to obtain the funding. Mr. Tamlin also stated NYSEFC changed their guidelines and the WPCF now qualifies for hardship funding with a 0% interest rate.

Update 01/21/15: Mr. Prior stated the required information for the application has been submitted and GHD forwarded their response to NYSEFC administrative questions and are awaiting their technical questions.

Update 02/18/15: The Board reviewed the technical comments received and Mr. Prior assured the Board GHD will submit their response to NYSEFC by the deadline of March 4, 2015.

Chairman Astafan stated he would like to form an AdHoc committee to work on the items needed for the NYSEFC funding application due February 1, 2015. Chairman Astafan asked Mayor Burto to Chair the committee along with President McIlroy, Mr. Prior, Ms. Tuttle, Mr. Crary, and the Clerk. The Clerk will notify Mr. Prior of his appointment to the committee.

Update 10/15/14: Mayor Burto stated he did not schedule any meetings because he was waiting for a response from NYSEFC regarding the project score.

Update 11/24/14: Mayor Burto will schedule a meeting in the near future.

Update 12/17/14: Mayor Burto stated he will send out an email tomorrow to coordinate a meeting during the last week of December 2014 to discuss the grant funding and IMA.

Update 01/21/15: Mayor Burto stated the meeting on December 24, 2014 was very productive and Attorney Hassler is working on the IMA with Carthage Specialty Paperboard. Mayor Burto stated Ms. Tuttle has been busy assisting John McHugh with the CDBG paperwork of which the Clerk confirmed was mailed. The committee agreed to develop an IMA with DANC to coordinate with GHD to administer the grant funds.

Update 02/18/15: Mayor Burto scheduled a committee meeting for Tuesday, February 24, 2015 at 2:00 p.m. at the Village of Carthage Municipal Building.

At the November 24, 2014 meeting the Board authorized GHD to proceed with the design and construction phase for the Water Street Pump Station in the amount of \$33,200.00 which will become part of the capital project.

Update 12/17/14: Mr. Tamlin stated the Village of Carthage signed the contracts with GHD for the Water Street Pump Station.

Update 01/21/15: Mr. Prior showed a model of the pump station which will not fit in the current location. Mr. Prior requested permission to contact Attorney Gebo to research the properties boundaries as it is not exactly clear on the map. The Villages may need to acquire property to install the pump station. Mr. Prior stated the could place a smaller structure but then some of the control panels would be exposed and emergency generator power would be difficult to install and referred the Board to the Long Falls pump station. Mayor Burto stated with the placement of the pump station by Turning Point Park, the Village of Carthage should have a better looking structure as there are several events which take place there. The Board discussed using some property on Dock Street and having Attorney Gebo research it. Mr. Prior stated a survey would likely be needed.

Update 02/18/15: Mr. Prior stated he has been working with Attorney Gebo regarding the placement of the new Water Street pump station and Attorney Gebo confirmed that Dock Street is owned by the Village of Carthage. Mr. Prior emailed an amendment to GHD's agreement earlier today to include a boundary survey of the property.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to permit GHD to have a boundary survey performed by Auburtine and Currier for the site of the Water Street pump station. Motion carried unanimously.

At the January 21, 2014 meeting the Board authorized the Leachate Treatment Agreement with Ticil, Inc. after incorporating indemnification language for the WPCF per Attorney Gebo's recommendation.

Update 02/18/15: Mr. Crary stated he sent the agreement to Mr. Larimore and has not received a response but will follow up with him again.

President McIlroy stated they would discuss the status of the employment applications received in Executive Session.

Mayor Burto asked if the final payment for the EFC planning grant had been received and the Clerk/Treasurer stated no and the request for the final payment was emailed to them a few weeks ago.

President McIlroy asked Ms. Tuttle how much would need to be borrowed from a BAN in the interim until EFC funding is received. Ms. Tuttle advised obtaining a six or nine month callable BAN and advised the Board to borrow the entire amount to complete the Water Street pump station and enough to pay for the design services for the entire project in an amount not to exceed \$1,000,000.00 and further stated the interest paid for the BAN is an eligible expense through EFC funding.

Motion by Mayor Burto and seconded by Trustee Sullivan authorizing Ms. Tuttle to contact Attorney Gebo to obtain a six or nine month callable BAN in the amount of \$1,000,000.00 to be further approved by the Village of Carthage as the BAN will be obtained by them. Motion carried unanimously.

#### **New Business:**

Motion by Mayor Burto and seconded by Trustee Sullivan to authorize the Clerk/Treasurer to create a separate accounting fund and open a bank account at First Niagara Bank for the Capital Project to be further approved by the Village of Carthage Board. Motion carried unanimously.

Ms. Tuttle stated she forwarded a SCADA Services Agreement for the Water Street pump station for the Boards review.

Mr. Prior stated he emailed the engineering services proposal draft today and suggested it could be discussed at the AdHoc Committee meeting next Tuesday. Mayor Burto asked if GHD will comply with the potential new WMBE requirements and Mr. Prior stated they will.

Mayor Burto asked if Chairman Astafan planned to have a Budget Committee this year and the Clerk/Treasurer stated yes they discussed it earlier today.

#### **Liaison Reports:**

##### Audit Committee:

None.

##### Waste Treatment Plant:

None.

**Executive Session:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to enter Executive Session at 7:00 p.m. to discuss the employment history of a particular WPCF employee and Operator Trainee applications received and further request Ms. Tuttle and Mr. Crary to attend. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 7:25 p.m.

**Next Regular Meeting Date:**

March 18, 2015 at the Village of West Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to adjourn at 7:26 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk