

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

**Attendance:**

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

West Carthage Members – Mayor Scott Burto and Trustee Scott Sullivan. Trustee Rob Peluso was excused.

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:**

Chairman Astafan called the meeting to order at 6:18 p.m.

**Approval of Minutes:**

Motion by Trustee Latremore and seconded by Mayor Burto to approve the minutes of the February 18, 2015 regular meeting as presented. Motion carried unanimously.

Chairman Astafan stated he will need an Executive Session to discuss the potential employment of an Operator Trainee; employment history of a particular corporation; and review documentation for proposed rates for the operation and maintenance of the WPCF.

**Public Forum:**

None.

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary provided the highlights of his report and stated a bid has been received from Auctions International.

Motion by President McIlroy and seconded by Mayor Burto to accept the bid in the amount of \$1,575.00 for the 2001 Dodge pickup from Auctions International. Motion carried unanimously.

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

Financial Reports: The Financial Reports were reviewed and Mayor Burto questioned the outstanding balance for Metro Paper on the accounts receivable report. The Clerk stated Attorney Gebo sent mailed Metro Paper a letter for the violation and they responded the payment is forthcoming.

Motion by Trustee Latremore and seconded by President McIlroy to approve the following budget transfers:

JA.8110.0410 Telephone	\$ 300.00	
JA.8110.0434 Legal Notices	\$ 50.00	
JA.8130.0460 Vehicle/Equip Maint/Repair	\$ 1,600.00	
JA.8130.0491 Repairs Sewage Treatment & Disposal	\$15,000.00	
JA.1990.0400 Contingencies		\$14,050.00
JA.8110.0441 Utilities		\$ 2,900.00

Motion carried unanimously.

Motion by President McIlroy and seconded by Mayor Burto to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

CSP submitted a written request for an extension to the administrative consent order in regard to installing the Equalization Tank. Chairman Astafan requested to hold this over until Executive Session.

**Monthly Expenditures:**

Trustee Sullivan reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting and stated everything looked to be in order. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Sullivan and seconded by President McIlroy to approve the monthly expenditures in the amount of \$79,835.32. Motion carried unanimously.

**Old Business:**

At the February 18, 2015 meeting, the Board reviewed the technical comments received from NYSEFC and Mr. Prior stated GHD will submit their responses by the deadline of March 4, 2015.

Update 03/18/15: Mr. Prior stated approval from NYSEFC of the technical comments was received earlier today and emailed to the Board.

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.

Update 03/18/15: Mayor Burto stated he did not have an update.

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.

Update 03/18/15: Mr. Prior stated the boundary survey has been completed. Mr. Prior further stated he would like to schedule a meeting with the Board to review the design of the Water Street pump station and the draft of the agreement for the WPCF Improvement Project. Mr. Prior stated he will email dates to the Clerk to schedule the meeting. President McIlroy stated there are several events which take place near the construction site and requested the equipment be kept in a confined area. Mr. Prior stated fencing will be placed around the site.

Motion by Mayor Burto and seconded by Trustee Sullivan to authorize President McIlroy and Mayor Burto to sign the SCADA services installation and monitoring agreement for the Water Street pump station with DANC. Motion carried unanimously.

At the January 21, 2015 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. Cray stated he sent the agreement to Mr. Larimore and has not received a response but will follow up with him again.

Update 03/18/15: Mr. Cray stated Mr. Larimore is waiting for the executed copy to be forwarded to him from their corporate office.

At the February 18, 2015 meeting, the Board reviewed employment applications received for the Operator Trainee position.

Update 03/18/15: Chairman Astafan requested to hold this over for Executive Session.

At the February 18, 2015 meeting, Mayor Burto asked if the final payment for the EFC planning grant had been received and the Clerk stated no and the request for the final payment was emailed a few weeks ago.

Update 03/18/15: The final payment was received February 19, 2015.

#### **New Business:**

The Board reviewed the fiscal year 2016 budget and Chairman Astafan thanked Kristy, Bart and Carrie for the excellent job in preparing the budget. Chairman Astafan also thanked President McIlroy and Mayor Burto for reviewing the budget during a budget workshop. Mayor Burto asked if the debt interest payment should be included in the budget and the Clerk stated debt payments are made by the individual Villages. Ms. Tuttle stated any interest due from the Bond Anticipation Note will be reimbursable by NYSEFC funding. Chairman Astafan outlined the amounts in the reserves and stated the Board may want to consider reallocating how they fund the reserves as we will have a rebuilt facility. Trustee Latremore suggested increasing the allocation for the Clerk and Deputy Clerk to 4% to be consistent with the increase given to the Joint Water Clerk and Chairman Astafan responded the Clerk and Deputy Clerk salaries were adjusted last year. Mr. Goutremout asked if the Operation and Maintenance budget will remain the same and Chairman Astafan stated the total was not increased but the allocations have not been set yet. Chairman Astafan will follow up with Mr. Goutremout when the allocations have been set. Mayor Burto requested to hold approving the budget until after the Executive Session.

#### **Liaison Reports:**

##### Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

Motion by Mayor Burto and seconded by Trustee Sullivan to enter Executive Session at 6:45 p.m. to discuss the potential employment of an Operator Trainee; employment history of a particular corporation; and review documentation for proposed rates for the WPCF and request Mr. Goutremout, Ms. Tuttle and Mr. Crary to attend. Motion carried unanimously.

Mr. Goutremout was excused at 6:59 p.m. and Mr. Prior was asked to attend.

Mr. Prior was excused at 7:20 p.m.

Motion by Trustee Sullivan and seconded by Trustee Latremore to resume Regular Session at 8:12 p.m. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan authorizing Ms. Tuttle to contact Attorney Gebo to amend the current consent order with Carthage Specialty Paperboard to extend the implementation of the Equalization Tank until November 30, 2015 providing the Equalization Tank is purchased by September 1, 2015; a paid receipt for the EQ Tank provided to the Board; and weekly updates are provided to the Board after September 1, 2015. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Latremore to provisionally hire Scott Nortz to the position of Operator Trainee contingent upon meeting all of the Civil Service requirements at the rate of \$13.16 per hour. Motion carried unanimously.

**Next Regular Meeting Date:**

April 15, 2015 at the Village of Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Trustee Latremore and seconded by Trustee Sullivan to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk