

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 16, 2016

Attendance:

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

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Charles Prior, GHD Engineer; John Lehman, WPCF Operator; and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 4:06 p.m.

Approval of Minutes:

Motion by Trustee Peluso and seconded by President McIlroy to approve the minutes of the February 17, 2016 regular meeting as presented. Motion carried unanimously.

Public Forum:

None.

Monthly Reports:

WPCF Status and Repair Report: Mr. Crary provided the highlights of his report. Mr. Crary stated the cost to have the rugs switched out at the plant increased after the budget was approved last year.

Motion by Trustee Sullivan and seconded by Trustee Peluso to transfer funds from JA.8110.0441 Utilities to JA.8130.0442 Building Maintenance in the amount of \$700.00 to cover the increased cost of the rug service. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Latremore to transfer \$2,500.00 from JA.8110.0441 Utilities to the JA.8110.0422 Travel and Training line to permit Christopher Nortz to attend the laboratory course from March 28, 2016 – April 1, 2016 and also the activated sludge course from April 25, 2016 – April 28, 2016 which will assist with obtaining his operator licensing. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by President McIlroy to transfer \$6,000.00 from JA.1990.0400 Contingency to JA.8130.0200 Capital Equipment to cover the anticipated increased cost of the pickup truck. Mr. Lehman asked if the new truck would include a power tailgate and Mr. Crary replied yes. Motion carried unanimously.

Mr. Crary explained the hydraulic pump for press #2 is still not operating. Mr. Lehman explained he has made several phone calls with the company and the pump is still not operating correctly. President McIlroy requested Mr. Crary to call the company again.

Chairman Astafan explained that Mr. Crary called him a few weeks ago because the pump at the Water Street Pump Station quit working. The pump was replaced with the standby pump and Chairman Astafan requested Mr. Crary to obtain a quote for the cost to fix the old pump. Mr. Crary stated he has not received the quote yet.

Motion by Trustee Sullivan 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 Chairman Astafan expressed Attorney Gebo sent collection letters to Metro Paper and Carthage Specialty Paperboard. Chairman Astafan stated Metro Paper paid the current operation and maintenance of \$5,225.57 but they still owe the operation and maintenance for the prior quarter and a fine for a total due of \$8,775.76. Chairman Astafan requested the Clerk to have Attorney Gebo contact Carthage Specialty Paperboard and Metro Paper to collect the outstanding receivables.

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

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout submitted a report in advance of the meeting for the Boards review.

Monthly Expenditures:

Trustee Smith-Spencer and Trustee Peluso reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting and noted no issues. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the regular monthly expenditures in the amount of \$52,785.02 and the capital project monthly expenditures in the amount of \$70,767.89. Motion carried unanimously.

Old Business:

At the May 20, 2015 meeting, Mr. Prior stated GHD has been working at the Plant with employees regarding the Plant design. Mr. Prior expressed GHD updated the project listing form with NYSEFC and submitted the WMBE plan.

Update 06/16/15: Mr. Prior stated we received acceptance from NYSEFC for the engineering agreement for the Plant.

Update 07/28/15: Mr. Prior stated sixty percent of the design is complete and he would like to schedule a design review meeting he anticipates to last one or two hours. Chairman Astafan advised him to send a list of dates and times to the Clerk. Mr. Prior stated NYSEFC has funding available and depending on how the Board proceeds with a single application and bond or to continue with two bonds which will require a separate application from West Carthage; they will need to send one or two applications. The deadline is September 4, 2015.

Update 08/18/15: The design review meeting is scheduled for Tuesday, August 25, 2015 at 4:00 p.m. at the Village of Carthage Municipal Building.

Update 09/16/15: Mr. Prior showed the Board drawings of the plant and stated the status of the plant design is over 60% complete. Mr. Prior also encouraged the Board to forward their comments to them within the next few weeks. Ms. Tuttle stated she made a list of items to be addressed at the plant and will review the asset management plan to ensure the outlined items are included in the final plant design.

Update 10/22/15: Mr. Prior stated the design review meeting on October 27, 2015 will include a new set of drawings which he will email to the Board prior to the meeting. Chairman Astafan asked Mr. Prior if he feels the upgrade to the plant being different from current processing is feeding the employees anxiety and Mr. Prior responded yes. Chairman Astafan also thanked Mr. Prior for talking with Mr. Lehman regarding the capital project.

Update 11/18/15: Mr. Prior stated the design review meeting with employees and board members at the plant on October 27, 2015 was very productive. Mr. Prior stated he sent an email to the Board to schedule a follow up meeting on November 30, 2015 or December 1, 2015. The meeting was scheduled for December 1, 2015 at 10:00 a.m. The Board also authorized GHD to adjust their contracts to decrease the engineering costs due to the combination of the Water Street pump station and the WPCF project.

Update 12/16/15: Chairman Astafan thanked Ms. Tuttle and Mark Crandall for the tour at the Watertown City plant and further thanked President McIlroy and Trustee Smith-Spencer for attending. Mr. Tamlin

stated they are close to the 90% design phase. After considerable discussion the Board decided to remove the domes and not replace them on the clarifiers at the treatment plant. The Board approved amendment #1 to the DANC Technical Services Agreement for a not to exceed amount of \$76,500.00; the development of an administrative force account for the capital project to include a budget amount for the Carthage Clerk/Treasurer not to exceed \$10,000.00 and West Carthage Clerk/Treasurer not to exceed \$5,000.00; Amendment 1 to the agreement with GHD to perform Water Street Pump Station Improvements construction administration and resident project representative services as part of the WPCF Improvements contract in the amount of \$4,800.00; and Amendment 2 to the agreement with GHD to remove construction administration and resident project representative services from the Water Street Pump Station Improvements for a deduction of \$12,000.00.

Update 01/27/16: Chairman Astafan stated NYSEFC accepted Amendment 1 and 2 to GHD's agreement. Mr. Prior reviewed the highlights of the memo he submitted regarding the design review meetings held on October 27, 2015, December 1, 2015, and December 16, 2015. Mr. Prior also reviewed the updated timeline for the WPCF capital project. Mr. Prior asked the Board to review Amendment #2 he submitted for the Board's consideration. Chairman Astafan read the correspondence received from NYSEFC stating the capital project was not selected to receive the NYS Water Grant in round one but the application will be held and considered for round two.

Update 2/17/16: Mr. Prior stated they are completing the 90% design review and plan to distribute it to the WPCF Board, NYSEFC, and CDBG next week. Mr. Prior expressed he will forward dates to the WPCF Clerk to set up a 90% design review meeting at the plant. Mayor Burto stated Mr. Smith would like to be included at the design review meeting and he will forward the date to Mr. Smith when it is set. Chairman Astafan reminded the WPCF Clerk to advertise the meeting if more than three Board members attend. The Board also approved GHD Amendment #2 in the amount of \$52,550.00.

Update 03/16/16: Mr. Prior stated the 90% design documents were delivered to the Clerk's Office and the meeting was held at the Plant. President McIlroy expressed that it is not necessary to make copies for all of the Board members; three copies is sufficient; one for the Plant, one for Carthage and one for West Carthage.

At the February 17, 2016 meeting, West Carthage agreed to submit their NYSEFC funding application. The Board also approved to renew the \$1,000,000 BAN and pay the interest due.

Update 03/17/16: Mr. Prior stated the NYSEFC funding application was submitted on behalf of West Carthage. Mr. Prior stated he will reach out to NYSEFC regarding the status of the funding applications. Mr. Prior also stated he will contact Attorney Gebo regarding the easements needed for construction at the Water Street Pump Station.

At the December 16, 2016 meeting, Chairman Astafan received a call regarding the construction of the Champion Sewer District #2 line and while digging, discovered an oil smell just outside the perimeter of the Treatment Plant. NYSDEC was contacted and forwarded correspondence to Chairman Astafan.

Update 01/7/16: Chairman Astafan was authorized to send a letter to NYSDEC requesting clarification of the changes at the spill site and what the expectations are from NYSDEC of the WPCF Board.

Update 01/27/16: Chairman Astafan reviewed the draft of the letter to be mailed to NYSDEC and the letter was mailed.

Update 02/17/16: Chairman Astafan stated he received a response from NYSDEC and they expressed the spill site will need to be cleaned. Chairman Astafan will schedule a special meeting with the attorney and the Town of Champion to review how to proceed.

Update 03/17/16: Chairman Astafan stated he met with Kris Demmick from Bernier and Carr regarding the situation at the fuel spill site. Chairman Astafan asked Mr. Demmick to test the existing test wells and stated he will report to the Board with his results. Chairman Astafan anticipates putting the cost of the cleanup of the spill site out for bid in the future.

At the January 27, 2016 meeting, the Board agreed to meet to review the budget to include Mayor Burto, President McIlroy, Chairman Astafan, Mr. Crary, Ms. Tuttle, and the WPCF Clerk.

Update 02/17/16: The Board tentatively approved the WPCF budget for June 1, 2016 – May 31, 2017 in the amount of \$1,260,427.00 pending final flow numbers which will not be available until the end of February.

Update 03/17/16: The Clerk presented the WPCF budget with the final flow numbers which will be reviewed at a public hearing at the Village of Carthage on April 4, 2016.

New Business:

Ms. Tuttle stated it is that time of year to review SIU permits. Ms. Tuttle stated DANC is interested in using the plant as an alternative site as part of the contingency plan. Ms. Tuttle stated the Villages currently have an agreement with DANC but it does not have any limits. Ms. Tuttle will include an allocation to DANC during the process and recommended updating the agreement to include limits. President McIlroy asked Ms. Tuttle if she has the limits for the Town of Champion yet. After some discussion, Ms. Tuttle stated she will work with the Town of Champion to review the limits to be incorporated in an amendment to the agreement with the Town of Champion and the Village of West Carthage.

Mr. Lehman thanked Mr. Prior for working with him through the process of the plant upgrade. Chairman Astafan thanked Mr. Lehman for his input.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, April 20, 2016 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Sullivan and seconded by Trustee Peluso to adjourn at 4:45 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk