

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the West Carthage Municipal Building
May 17, 2016

Attendance:

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

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Charles Prior and Mike Tamlin, GHD Engineers; Kathy Amyot, Tug Hill Commissions; and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 2:04 p.m. and thanked everyone for changing their schedules to accommodate the change in meeting date and time.

Approval of Minutes:

Motion by Trustee Smith-Spencer and seconded by Mayor Burto to approve the minutes of the April 20, 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 Christopher Nortz has completed all of his course work and is eligible to sit for his 2A Sewer Licensing exam.

Motion by President McIlroy and seconded by Trustee Smith-Spencer to have Adirondack Mechanical Services proceed with the removal and subsequent reinstall of the hydraulic cylinder for filter press #2 at a cost not to exceed \$3,350.00. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by President McIlroy to permit Michael Marcum and Gregory Pinkham to attend training in Boonville to receive contact hours toward their licensing on June 15, 2016 at a cost of \$14.00 per person and include mileage reimbursement. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the Significant Industrial User Permits as presented for the period June 1, 2016 – May 31, 2017. Motion carried unanimously.

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

Financial Reports: The Financial Reports were reviewed and Chairman Astafan requested the Clerk/Treasurer to have Attorney Gebo send a collection letter to Carthage Specialty Paperboard for the fines which are still outstanding.

Motion by President McIlroy and seconded by Trustee Smith-Spencer authorizing the Clerk/Treasurer to make reserved transfers as follows:

Repair Reserves	\$60,000.00
Equipment Reserves	\$60,000.00
Capital Improvement Reserves	\$50,000.00

Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing budget transfers for account balancing as follows:

JA.8110.0492 Lab Services	\$5,000.00	
JA.8130.0460 Vehicle Equipment	\$2,800.00	
JA.1990.0400 Contingencies		\$7,800.00

Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Smith-Spencer authorizing budget adjustments for the capital project per NYSOSC Memo March 10, 2016 as follows:

Account Number	Description	Debit	Credit
JA.0000.2801	Interfund Revenues	266,38 7.13	-
JA.0000.2390	O&M		266,38 7.13
JH.0000.2392	Debt Service, Other Governments	1,000,000 .00	
JH.0000.2397	Capital Projects Other Governments	7,800,000 .00	
JH.0000.2387	Capital Projects-Other Local Govts		8,800,00 0.00
JH.8197.0200	Sewer Equipment and Capital Outlay	6,610,000 .00	
JH.1620.0200	Buildings, Equipment & Capital Outlay		6,610,00 0.00

Motion carried unimouslyly.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing year-end budget transfers for account balancing. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Smith-Spencer 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.

Chairman Astafan requested the Clerk/Treasurer to contact Mr. Goutremout and Mr. Purdy at CSP as they would like to meet with the Board to discuss their PH Control System, permit violations paid to date, and their future contributions for bond payments. Chairman Astafan stated he will contact the Clerk/Treasurer with dates and times to meet.

Monthly Expenditures:

Trustee Smith-Spencer 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 Smith-Spencer and seconded by Mayor Burto to approve the regular monthly expenditures in the amount of \$55,581.82 and the capital project monthly expenditures in the amount of \$138.00. 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.

Update 04/20/16: Mr. Prior stated he has had several conference calls with NYSEFC and waiting for NYSDEC to review the plant design. The Board authorized President McIlroy and Mayor Burto to sign the certification of technical requirements.

Update 05/17/16: Mr. Prior stated the letter received from NYSDEC regarding the new requirement to disinfect sewage treatment plant effluent was unexpected. Mr. Prior stated the capital project is ready to go to bid. Mr. Prior stated the Board can go forward with the bid as it is and treat the new disinfectant requirement project separately which will be more costly or go forward with the bid and add the new disinfectant requirement as an addendum to the current project. Chairman Astafan stated it makes more sense to complete the disinfectant requirement in parallel with the capital project. Chairman Astafan asked how much it will add to the project and Mr. Tamlin replied approximately \$500,000 and expressed we could apply for grant funding for the additional expense.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to enter Executive Session at 2:28 p.m. to discuss a potential litigation. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to resume Regular Session at 2:33 p.m. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to proceed with the new disinfectant requirement project parallel to the current capital project and further increase the capital design amount payable to GHD in the amount not to exceed \$9,000.00. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to authorize GHD to apply for grant funding through the Consolidated Funding Application to cover the cost for the additional requirement to disinfect sewage treatment plant effluent and further authorize the Village of Carthage to be the lead applicant. Motion carried unanimously.

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.

Update 04/20/16: Mr. Prior has not received any new information about the financing application but will reach out to NYSEFC to check the status.

Update 05/17/16: Mr. Prior stated NYSEFC requested a few more items to accompany the application of which he forwarded to them.

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.

Update 04/20/16: President McIlroy stated Chairman Astafan informed him that he does not have anything new to report at this time.

Update 05/20/16: Chairman Astafan stated he received an email from Kris Demmick, BC&A Engineer, who is contacting NYSDEC and requesting they review data from prior to the spill.

New Business:

Ms. Tuttle explained the correspondence received by DANC regarding their annual engineering billing rates. Ms. Tuttle explained it is a generic letter sent to municipalities informing them of the current rates DANC charges for engineering services.

Mayor Burto stated the Village of West Carthage recently put stone in at the boat launch near the WPCF which is property jointly owned by both Villages. Mayor Burto asked the Board if they were interested in maintaining it and Chairman Astafan asked to hold the issue over until the June 15, 2016 regular meeting.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, June 15, 2016 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to adjourn at 2:45 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk