THESE MINUTES ARE NOT OFFICIAL MINUTES AND HAVE NOT YET BEEN APPROVED BY THE WPCF BOARD

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board Held in the Board Room of the West Carthage Municipal Building July 20, 2016

Attendance:

<u>Carthage Members</u> –Chairman Michael F. Astafan; President G. Wayne McIlroy; Trustees Linda Smith-Spencer and Kathleen Latremore (4:20 p.m.)

<u>West Carthage Members</u> – Trustee Scott Sullivan. Mayor Scott Burto and Trustee Rob Peluso were excused.

Others Attending – Bart Crary, DANC Chief Plant Operator; Dan Merrill, DANC; Charles Prior, GHD Engineer; WPCF Operator; Fred Goutremout, Carthage Specialty Paper and seven Participation in Government Students.

Call to Order:

Chairman Astafan called the meeting to order at 4:14 p.m.

Approval of Minutes:

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the minutes of the June 15, 2017 regular meeting as presented. Motion carried unanimously.

Public Forum:

None

Monthly Reports:

<u>WPCF Status and Repair Report</u>: Mr. Crary provided the highlights of his report. Mr. Crary stated he obtained three quotes to purchase a new electric pallet jack which were included in the Board packet. Trustee Sullivan asked if a local business will be able to repair the pallet jack if needed and Mr. Crary stated the pallet jack from Utica is the only local dealer. Chairman Astafan asked which product is the best value out of the three quotes received. Mr. Crary stated Beaton Industrial, Inc. is a few hundred dollars more, but a local company if repairs are needed.

Motion by President Astafan and seconded by Trustee Smith-Spencer to authorize Mr. Crary to purchase an Electric Pallet Jack form Beaton Industrial, Inc. in an amount not to exceed \$4,300.00. Motion carried unanimously.

Chairman Astafan questioned Mr. Crary about the change in the BOD levels for each Village from last month to this month. Mr. Crary stated total flows to the treatment plant have been down due to the extremely dry weather which is attributed to the variance. Mr. Crary commended Mr. Lehman for his efforts as 250 tons of sludge was hauled to the landfill last month.

Motion by President McIlroy and seconded by Trustee Smith-Spencer formally authorizing Mr. Crary to temporarily work in Ogdensburg two days per week to assist with an emergency situation there of which DANC will issue a credit back to the WPCF. Motion carried unanimously.

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

<u>Financial Reports:</u> The Financial Reports were reviewed and Chairman Astafan requested the Clerk/Treasurer to contact Attorney Gebo for collection of receivables over sixty days.

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:

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

Monthly Expenditures:

Trustee Smith-Spencer and Trustee Sullivan 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 Sullivan and seconded by Trustee Smith-Spencer to approve the regular monthly expenditures in the amount of \$72,549.87 and the capital project monthly expenditures in the amount of \$25,187.20. Motion carried unanimously.

Old Business:

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.

Update 06/15/16: Mr. Prior stated all items have been submitted to NYSEFC. Ms. Tuttle stated she spoke with NYSEFC and they stated we should hear from them regarding the short-term financing in September or October 2016.

Update 07/20/16: No further information has been received.

At the June 15, 2016 meeting Mr. Prior requested the bid opening be moved until June 29, 2016 due to the addendum being issued for the new disinfectant requirement and the Board agreed.

Update 07/20/16: Chairman Astafan stated he participated in a phone conference with Mr. Prior, Mr. Tamlin, and Mr. Crary to discuss the bids two bids received for the main project which were much higher than anticipated. Chairman Astafan expressed the goals to be obtained were for the WPCF Board to review the bid summary emailed to them by Mr. Prior; have a meeting at the WPCF to discuss our options; and have GHD contact NYSEFC and CDBG to see if funding deadlines can be extended. Mr. Prior stated they contacted CDBG regarding the December 31, 2016 deadline for expending funds and was informed they will need to speak with the WPCF Board. Mr. Prior will set up a conference call with CDBG and WPCF Board members early next week. Chairman Astafan asked if the items Mr. Prior expressed in the email summary can be cut from the project totaled a savings of \$2,200,000 and the bids came in over \$5,5000,000 of which Mr. Prior confirmed. President McIlroy stated he is upset how high the bids came in and reiterated he asked that the project be bid earlier in the year. President McIlroy stated our rate payers will not be able to afford the extra costs, and further stated he is not in favor of cutting items from the project because they will only need to be addressed in the near future. Mr. Prior feels there was not enough competition for the project. Mr. Prior agreed to coordinate a meeting with the WPCF committee to discuss in detail what our options are. Mr. Prior also stated GHD will perform the additional work at no additional cost.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer, pending the outcome of the committee meeting, authorizing notice to be sent to reject the bids received for the WPCF Capital Project. Motion carried unanimously.

At the May 16, 2016 meeting, the Board authorized GHD to apply for further funding due to the new disinfectant requirement.

Update 06/15/16: Mayor Burto asked Mr. Prior how the application was progressing and Mr. Prior stated he anticipates having an application for review by next week.

Update 07/20/16: Mr. Prior stated he received feedback from the Clerk/Treasurer and Sarah Bullock, Community Development Director. Mr. Prior asked if the Board had any feedback and they responded no. Mr. Prior expressed he will have the information to Ms. Bullock prior to the deadline on July 29, 2016.

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.

Update 06/15/16: Mr. Demmick showed maps of the WPCF which outlined underground lines throughout the property and the proximity of the test wells. Mr. Demmick stated he does not detect a fuel smell now and feels he detected it in December because the ground was saturated. Mr. Demmick stated he will set up a meeting with NYSDEC and Mike to discuss how to remedy the issue.

Update 07/20/16: Chairman Astafan stated he and Mr. Demmick met with two representatives from NYSDEC who stated we are going to have to clean up the spill site at an estimated cost between \$50,000 and \$75,000. Mr. Demmick will be working with the Town of Champion and DANC and will forward his recommendations at a later date.

New Business:

Motion by Trustee Sullivan and seconded by Trustee Latremore authorizing Chairman Astafan and Mayor Burto to sign a hauler agreement with A-1 Portajohns. Motion carried unanimously.

Chairman Astafan requested the Clerk/Treasurer to hold the agreement with DANC for additional services to develop an Equivalent Dwelling Unit billing model until the August 17, 2016 meeting.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, August 17, 2016 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by President McIlroy and seconded by Trustee Smith-Spencer to adjourn at 5:03 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy WPCF Clerk