

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

Attendance:

Carthage Members –Chairman Michael F. Astafan; Trustees Linda Smith-Spencer and Kathleen Latremore. President G. Wayne McIlroy 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; Charles Prior, GHD Engineer; Fred Goutremout, Carthage Specialty Paper; James Smith, West Carthage Trustee; Kathy Amyot, Tug Hill Commissions and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 4:08 p.m.

Approval of Minutes:

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to approve the minutes of the July 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.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to declare the 2008 Ford F250 and Grizzly Lathe surplus equipment and further authorize Mr. Crary to advertise the items on Auctions International. Motion carried unanimously.

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

Financial Reports: The Financial Reports were reviewed and Chairman Astafan stated the Board is very concerned with the status of receivables for Carthage Specialty Paper.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to have Attorney Hassler start legal proceedings against Carthage Specialty Paper for their outstanding receivables. 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:

Mr. Goutremout submitted a report which was available at the meeting for the Boards review. Mr. Goutremout apologized for not having the report available earlier to be included in the Board packet.

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 \$93,335.86 and the capital project monthly expenditures in the amount of \$747.72. 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.

Update 08/17/16: Chairman Astafan read the correspondence received from NYSEFC extending our interest free financing until September 30, 2017.

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: Mr. Prior agreed to coordinate a meeting with the WPCF committee to discuss in detail what our options are regarding the capital project as the bids came in over budget.

Update 08/17/16: Mr. Prior stated after the committee meeting, the consensus of the Board was to send notice to reject the bids received for the capital project. Mr. Prior stated the Board has the option to complete the project in phases of which Ms. Tuttle is against. Ms. Tuttle stated if there is a second phase to the project, it will be considered a separate project and may not qualify for zero percent financing. Ms. Tuttle suggested for GHD to clean up the specifications of the project and get rid of extra unnecessary items which will bring the costs down. Mr. Prior and Ms. Tuttle stated we should receive a more favorable response if the project is re-bid in the fall.

After considerable discussion, there was a motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing GHD to re-bid the WPCF Capital Project pending the capital project priority list approval of the Board. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing President McIlroy and Mayor Burto to sign the DANC SCADA Services Agreement Amendment #1 with an additional cost of \$16,000.00, bringing the not to exceed amount to \$66,000.00. 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.

Update 08/17/16: Mr. Prior stated the application was submitted.

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 Dimmick from Bernier and Carr regarding the situation at the fuel spill site. Chairman Astafan asked Mr. Dimmick 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 Dimmick, BC&A Engineer, who is contacting NYSDEC and requesting they review data from prior to the spill.

Update 06/15/16: Mr. Dimmick showed maps of the WPCF which outlined underground lines throughout the property and the proximity of the test wells. Mr. Dimmick stated he does not detect a fuel smell now and feels he detected it in December because the ground was saturated. Mr. Dimmick 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. Dimmick 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. Dimmick will be working with the Town of Champion and DANC and will forward his recommendations at a later date.

Update 08/18/16: Chairman Astafan stated there is nothing new to report.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing President McIlroy and Mayor Burto to sign the DANC Technical Services Agreement to develop an Equivalent Dwelling Unit Based Billing Model for both Villages at a cost not to exceed \$7,000.00. Motion carried unanimously.

New Business:

Motion by Mayor Burto and seconded by Trustee Sullivan to accept the Agreed Upon Procedures for the period June 1, 2015 - May 31, 2016 as presented. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan to accept the Annual Financial Report Update Document for the period June 1, 2015 - May 31, 2016, submitted to NYSOSC on July 28, 2016, as presented.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Latremore and seconded by Trustee Sullivan to enter Executive Session at 4:40 p.m. to discuss the employment history of a particular corporation and permit Ms. Tuttle, Mr. Prior, and Mr. Smith to attend. Motion carried unanimously.

Mr. Prior and Ms. Tuttle were excused at 4:50 p.m.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 5:09 p.m. Motion carried unanimously.

Next Regular Meeting Date:

Wednesday, September 21, 2016 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adjourn at 5:10 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk