

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 15, 2013

Attendance:

Carthage Members – Chairman Michael F. Astafan and Trustees Kathleen Latremore, Rebecca Vary, and Trustee Linda Smith-Spencer.

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

Others Attending – Wayne McIlroy, Village of Carthage President; Mark Gebo, WPCF Attorney; Carrie Tuttle, DANC Director of Engineering; Bart Crary, DANC Chief Plant Operator; Patricia Pastella, DANC Water Quality Division Manager; and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 4:24 p.m.

Ms. Tuttle introduced Patricia Pastella, DANC Water Quality Division Manager who replaced Bryon Perry.

Approval of Minutes:

Motion by Mayor Burto and seconded by Trustee Latremore to approve the minutes of April 17, 2013 regular meeting as presented by the Clerk. Motion carried unanimously.

Public Forum:

None

Monthly Reports:

WPCF Status Reports: Ms. Tuttle and Mr. Crary highlighted the April 2013 Status Report. Ms. Tuttle explained there was a calculation error in the FYE 2013/2014 Flow Load Projections prepared for the budget which resulted in the following:

Carthage	Increase	0.13%	\$807.00
West Carthage	Increase	0.10%	\$1,437.00
Climax	Decrease	(0.15%)	(\$1,663.00)
Town of Champion	Decrease	(0.07%)	(\$581.00)

Motion by Mayor Burto and seconded by Trustee Sullivan to approve the amended FYE 2013/2014 Flow Load Projections as presented. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Latremore to permit John Lemman to attend the eight hour Hazwoper Refresher course presented by DANC on June 4, 2012 at the Warneck Pump Station which will provide eight contact hours towards his wastewater re-licensing requirement and reimburse Mr. Lehman for applicable mileage expenses. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan to hire DANC to provide additional labor to assist with the aeration tank #2 diffuser replacements from June 11-13, 2013 at a cost not to exceed \$2,400.00. Motion carried unanimously.

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

Financial Report: The Financial Reports were reviewed and there were no questions. Motion by Mayor Burto and seconded by Trustee Sullivan to approve the Financial Report as presented. Motion carried unanimously.

Monthly Expenditures:

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills for May prior to the meeting. Trustee Sullivan questioned the \$8,000.00 McCabe invoice which Ms. Tuttle explained was prior approved in November 2012. Trustee Sullivan stated the Verizon bill, which includes internet, is excessive and looks forward to the completion of the fiber optic cable project so we can make changes to the account.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve the monthly expenditures for May in the amount of \$126,468.05. Motion carried unanimously.

Old Business:

At the April 17, 2013 meeting, Trustee Sullivan questioned Mr. Crary about a purchase made in the amount of \$1,092.00. Mayor Burto stated that in the future Mr. Crary should call Chairman Astafan prior to making any unbudgeted purchases over \$500.00 for verbal approval which was a process agreed to by the WPCF Board in the past.

Update: Chairman Astafan stated that Ms. Tuttle suggested the board complete a written policy regarding purchasing for the Chief Plant Operator to follow.

At the March 20, 2013 regular meeting, Chairman Astafan requested to hold the Climax Manufacturing, Inc. Industrial User Permit Draft until the April 17, 2013 to allow time for further review.

Update 4/17/13: Ms. Tuttle stated she would like to speak with Attorney Gebo regarding draft language to define violation of the industrial user permit. No action was taken therefore Chairman Astafan requested the Clerk/Treasurer to hold this issue until the May 15, 2013 regular meeting.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the Climax Manufacturing, Inc. Industrial User Permit as presented. Motion carried unanimously.

Chairman Astafan requested to discuss WPCF Union negotiations and the letter received from Mayor Burto regarding reviewing the WPCF Inner-municipal agreement in Executive Session.

New Business:

The GHD Draft Preliminary Engineering Report for WPCF Improvements was distributed to all members of the Village of Carthage and the Village of West Carthage board members prior to the meeting. Ms. Tuttle recommended that the board read the executive summary within the report which summarizes the work to be completed at the plant. The projected project cost is \$6.5 million to upgrade the existing facility. Carrie recommended using the existing building for bar screening of which Mayor Burto suggested GHD add a second option with this change. Mayor Burto inquired about the Seeker and potential grants to include how they will affect Village sewer rates. Chairman Astafan requested comments and questions regarding the report be forwarded to Ms. Tuttle by May 22, 2013 so she can compile them and forward to GHD and to schedule a special meeting for GHD to present the amended report.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to recommend to the Village of Carthage to approve the no cost Amendment #1 to GHD's agreement to include language to GHD's contract to include M/WBE goals. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Mayor Burto to authorize the Village of Carthage to sign the Technical Services Agreement with DANC at a cost not to exceed \$19,000.00. Motion carried unanimously.

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

Proposed Budget Transfers 5/15/13

JA.8110.04		500
10	TELEPHONE	.00
JA.8110.04		
11	CELL PHONE	500.00
JA.1420.01		5,000
00	LAW PERSONAL SERVICES	.00
JA.8110.04		400
32	CONTRACTS/PERMITS	.00
JA.8110.04		1,500
91	WATER/SEWER ADMIN	.00
JA.8110.04		500
93	LAUNDRY SERVICES	.00
JA.8130.04		5,000
42	BLDG MAINTENANCE	.00
JA.8130.04		5,000
60	VEHICLE REPAIR/MAIN	.00
JA.8130.04	REPAIRS SEWAGE TRATMENT &	8,500
91	DISPOSAL	.00
JA.9050.08		233
00	UNEMPLOYMENT INS.	.00
JA.8110.04		
41	UTILITIES	26,133.00

Budget Adjustment 5/15/13

JA.8130.02	Sewage Treatment & Disposal	31,955.
00	Equipment	00
JA.0000.27		
70	Other Classified Revenue	31,955.00
JA.8130.04	REPAIRS SEWAGE TRATMENT &	8,500
91	DISPOSAL	.00
JA.0000.21		
28	INTEREST AND PENALTIES	8,500.00

Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to authorize the Clerk/Treasurer to pay the end of year bills and process budget transfers for account balancing. Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Latremore and seconded by Mayor Burto to enter Executive Session at 5:00 p.m. to discuss the WPCF Union Negotiations; WPCF Union Grievance; and the WPCF Inner-municipal Agreement and Mr. McIlroy, Attorney Gebo, Ms. Tuttle, Ms. Pastella and Mr. Crary to attend. Motion carried unanimously.

Trustee Sullivan left at 5:15 p.m.

Motion by Mayor Burto and seconded by Trustee Latremore to resume regular session at 5:50 p.m. Motion carried unanimously.

Next Regular Meeting Date:

June 19, 2013 at the Village of Carthage Municipal Building.

Adjournment:

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to adjourn at 5:51 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk