

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the Carthage Municipal Building  
October 16, 2013

**Attendance:**

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

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

Others Attending – Wayne McIlroy, Village of Carthage President; Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Director of Engineering; Michael Tamblin and Charles Prior, GHD Engineers; Elaine Avallone, Johnsons Newspaper; and three Participation in Government Students.

**Call to Order:**

Chairman Astafan called the meeting to order at 6:13 p.m.

**Approval of Minutes:**

Motion by Trustee Vary and seconded by Trustee Sullivan to approve the minutes of September 18, 2013 regular meeting as presented by the Clerk. Motion carried unanimously.

**Public Forum:**

None

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary outlined the highlights of the report.

**GHD Final Preliminary Engineering Report Update:**

Mr. Prior provided a presentation of the status of the Preliminary Engineering Study of the Treatment Plant. GHD estimates the cost of the renovation project to be approximately \$6.4 million dollars and anticipates that we may qualify for a hardship application through the Environmental Facilities Corporation and possible grant funding from various other entities. Mr. Prior stated he will need to meet with both Village Clerk/Treasurers to obtain more information in regard to Sewer billing.

**Monthly Reports:**

WPCF Status and Repair Report: The report was review and there were no questions. Motion by Trustee Smith-Spencer and seconded by Trustee Vary to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

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

Motion by Trustee Sullivan and seconded by Mayor Burto authorizing GHD to submit an application to USDA Rural Development for the WPCF project. Motion carried unanimously.

**Monthly Expenditures:**

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting and there were no questions.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the monthly expenditures in the amount of \$92,059.49. Motion carried unanimously.

### **Old Business:**

At the July 22, 2013 regular meeting, Chairman Astafan stated that the Teamsters Union requested a formal vote regarding the tentative proposal for WPCF employees submitted at the meeting on June 19, 2013. Chairman Astafan highlighted the proposal as follows: Five Year Contract; Clothing Allowance instead of purchasing uniforms; Change health insurance plans from the current Select Plan to the HRA Plan; employees will contribute to their health insurance for five years starting at \$1,000 and increase the contribution amount \$100 each year; raise percentages for five years respectively 2%, 2%, 2%, 2.5%, and 2.5%; and many language changes to clean up the contract. The formal vote on the tentative agreement resulted in a tie and Chairman Astafan sent the results of the vote to Attorney Gebo.

Update 08/21/13: Chairman Astafan stated Attorney Gebo will contact Mayor Burto to set up negotiation meetings.

Update 09/18/13: The Clerk stated the Union Negotiations meeting scheduled for September 18, 2013 was cancelled due to a family emergency and Attorney Gebo is rescheduling the next meeting.

Update 10/16/13: Mayor Burto, Trustee Smith-Spencer, and President McIlroy were present for the Teamsters Union negotiation meeting on October 7, 2013. Mayor Burto requested the negotiations be discussed in Executive Session.

At the July 22, 2013 meeting, Ms. Tuttle submitted an invitation for bids for chemical supplies to the board for their consideration. Mayor Burto distributed a letter received from Slack Chemical Company which outlined additional services they provided to the Treatment Facility free of charge. After considerable discussion, the majority of the board was in favor of continuing their service with Slack Chemical Company due to their service and proximity within the Villages. Ms. Tuttle expressed that Slack Chemical Company does not provide all of the chemicals necessary for the Wastewater Treatment Facility. Chairman Astafan requested the Clerk to provide vendor activity for last year for all of the chemicals purchased; Mr. Crary will provide a listing of chemicals used and work with Mr. Soukup who will provide a quote by the end of the week for chemicals they can provide.

Update 08/21/13: No action was taken therefore, Chairman Astafan requested the Clerk to hold the invitation until the September 18, 2013 regular meeting.

Update 09/18/13: Trustee Sullivan stated he though this issue had been resolved and the Board decided to use Slack Chemical Company to purchase chemicals due to their proximity and assistance they provide to the Treatment Plant. The Clerk expressed that she recently attended the Fall NYCOM training and if the aggregate total of a product exceeded \$20,000.00, she felt it may be necessary to complete the formal bidding process and Ms. Amyot and Ms. Tuttle agreed. The Clerk stated she would research the issue and report back to the Board at the next meeting.

Update 10/16/13: The Clerk explained the documentation she distributed to the Board from the NYS Comptrollers Advanced Accounting book in regard to Purchasing and Claims Processing and highlighted areas regarding purchase contracts. The Clerk requested the Board hold this issue until the next meeting and stated Attorney Gebo will discuss the adoption of the use of "best value" at the next Village of Carthage Board meeting and encouraged the Village of West Carthage to do the same.

Chairman Astafan and President McIlroy met with Patrick Purdy and Fred Goutremout from Carthage Specialty Paperboard (formally Climax Manufacturing) prior to the meeting. During the meeting Mr. Purdy explained the history of the recent name change from Climax Manufacturing to Carthage Specialty Paperboard (CSP); the desire to set up a system for better communications between CSP and the Joint Utility Board, and meet with the board to discuss some core issues and concerns that they have. Chairman Astafan suggested that the Board set up an AdHoc committee with CSP to include representatives from each Village, DANC, and the WPCF Clerk.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to form and AdHoc Committee with Carthage Specialty Paperboard to address their concerns to include one representative from each Village, Mr. Crary, Ms. Tuttle, and the WPCF Clerk. Motion carried unanimously.

At the September 18, 2013 there was a motion by Trustee Sullivan and seconded by Trustee Latremore to deduct the additional expense of \$2,300.00 for the roof repair from the Joint Capital Improvement Reserve.

Update 10/16/13: The Clerk stated she learned from recent trainings regarding reserves that depending how the reserves originated, there is a process the board needs to go through in order to use them; possibly a permissive referendum. The Clerk recommended that the motion be rescinded until the minutes are researched to see how the reserves were originated.

Motion by Trustee Sullivan and seconded by Trustee Latremore to rescind the motion on September 18, 2013 to utilize the Joint Capital Improvement Reserves in the amount of \$2,300.00 and utilize the current expense line item JA.8130.0491 Repairs Sewage Treatment & Disposal as we may not need to purchase the lift pump which was originally budgeted in that line item. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan to authorize President McIlroy to sign the DANC Fiber Access and License Agreement with DANC. Motion carried unanimously.

**New Business:**

None

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

Motion by Mayor Burto and seconded by Trustee Sullivan to enter Executive Session at 7:16 p.m. to discuss the Teamster Union negotiations and invite President McIlroy, Ms. Tuttle and Mr. Crary to attend. Motion carried unanimously.

Trustee Latremore left at 7:30 p.m.

Motion by Mayor Burto and seconded by Trustee Vary to resume Regular Session at 7:45 p.m. Motion carried unanimously.

**Next Regular Meeting Date:**

November 20, 2013 at the Village of West Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to adjourn at 7:46 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk