

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the Carthage Municipal Building  
August 20, 2014

**Attendance:**

Carthage Members – Chairman Michael F. Astafan; President Wayne McIlroy and Trustees Linda Smith-Spencer and Kathleen Latremore.

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Director of Engineering; Charles Prior, GHD Engineer; and Elaine Avallone, Johnson Newspaper.

**Call to Order:**

Chairman Astafan called the meeting to order at 7:23 p.m.

The July 16, 2014 regular meeting was cancelled due to lack of quorum.

**Approval of Minutes:**

Motion by President McIlroy and seconded by Trustee Smith-Spencer to approve the minutes of the June 18, 2014 regular meeting as presented. Motion carried unanimously.

Mayor Burto apologized for not attending the workshop meeting as the email he responded to said 7:00 p.m.

Motion by Trustee Peluso and seconded by Trustee Latremore to approve the minutes of the July 10, 2014 workshop meeting as presented. Motion carried unanimously.

**Public Forum:**

None.

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary outlined the highlights of the June and July reports. Mr. Crary explained DANC received three quotes and Pen Power Systems was the lowest provider for generator maintenance which is anticipated to cost less than \$1,000.00. Mr. Crary stated Carthage Specialty Paper (CSP) violated their pre-treatment permit five times during the month of July which equates to a \$4,500.00 fine. Mr. Crary stated Converse Laboratories, Inc. confirmed the sample from CSP on July 9, 2014 sent to them was much thicker than normal and had pulpy look. Trustee Sullivan asked Mr. Crary how the 2008 F250 was running and Mr. Crary responded it runs rough and he does not have confidence in it. Mr. Crary would like to auction both pickups and provided an estimate for a new pickup truck with a plow. Trustee Sullivan asked if the truck had been flushed out again and commented that the truck was not properly maintained. The Board is not in favor of purchasing a new pickup until Spring and stated the treatment plant can limp along with the two pickup trucks. Mr. Crary stated the vehicles may not have any value by Spring. Ms. Tuttle stated they will be more conscious about vehicle maintenance and suggested having local vendors perform routine maintenance on the vehicles.

Chairman Astafan thanked Mr. Crary for all of his time spent at the lift station after hours when it was being repaired.

Republic Services, on behalf of Allied, sent a request on June 20, 2014 requesting a reduction in their leachate disposal rate. Mr. Crary submitted a recommendation to the board to place them on a graduated schedule for their leachate disposal rate as with the latest increase effective June 1, 2014, their rate doubled. Chairman Astafan stated he will contact Mr. Larimore to see if he is interested in entering into a five year agreement to gradually increase the rate they pay for leachate disposal.

President McIlroy asked if the letter was sent to LaClair Family Dental regarding the dental amalgam separator form. Mr. Cray stated the letter was mailed this week.

Financial Reports: The Financial Reports were reviewed and there were no questions.

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the Financial Reports as presented. Motion carried unanimously.

The annual Agreed Upon Procedures report was reviewed and there were no questions.

The Annual Update Document submitted to the Office of the State Comptroller was reviewed and there were no questions.

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout was unable to attend the meeting but forwarded an email to the WPCF Clerk for distribution to the Board. The report stated NYSDEC representatives were at CSP and shared conceptual drawings/ideas on the look of the Equalization Tank. Mr. Goutremout also stated the mill is shut down for two weeks for a machine rebuild.

**Monthly Expenditures:**

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting. Trustee Sullivan questioned the Gartner bill as there was a \$100.00 part restocking fee and expressed the bill was extreme. Mr. Cray explained the part was not needed and agreed the bill was high due to the overtime which was paid to replace the part late at night when the treatment facility has less waste. Trustee Sullivan asked Ms. Tuttle why we are paying her to review Mr. Cray's report. Ms. Tuttle stated it was agreed upon in the contract and we paid the same last year.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the monthly expenditures for July and August in the amount of \$163,911.80. Motion carried unanimously.

**Old Business:**

At the February 19, 2014 meeting Mr. Prior stated that the NYSERDA Flex Tech application is almost completed and he will present the final report at the March 19, 2014 regular meeting.

Update 03/25/14: Mr. Prior explained the status of the NYSERDA Flex Application and anticipates emailing the report to the Clerk to be distributed to the Board.

Update 04/23/14: GHD completed the NYSERDA Flex Tech application and submitted it to DANC and NYSERDA for review. GHD will forward the application to the board after it has been reviewed and finalized.

Update 05/21/14: Ms. Tuttle explained that comments were received on the draft version of the NYSERDA application and GHD is currently updating it and expect it to submit the final version next week.

Update 06/18/14: Ms. Tuttle advised the Clerk to hold the final payment to GHD until the application is finalized.

Update 08/20/14: Mr. Prior stated the report has been finalized, submitted, and we should receive \$7,500.00 reimbursement in the near future.

Mr. Prior stated he asked the Clerk to send an email to the Board requesting feedback on the Preliminary Engineering Report and did not receive any response.

Motion by Mayor Burto and seconded by Trustee Sullivan to accept the Preliminary Engineering Report as presented and have GHD stamp and send to NYSDEC and NYSEFC for approval. Motion carried unanimously.

Mr. Prior stated the Villages do not qualify for hardship funding at zero percent financing. Mr. Prior stated GHD is recommending the WPCF submit a comment letter to NYSEFC challenging the way they scored the WPCF project as we need five additional points to qualify for 1.8% financing rate and we have until February to complete our IMA and Bond Resolutions together.

There was a discussion regarding various ways to gain points within the NYSEFC application which included five points for obtaining five points for obtaining outside funding in the amount of \$25,000.00 or one percent of the project; whichever is less. Ms. Tuttle expressed that the \$15,000.00 funding for the NYSERDA funding could be used and encouraged the Board to look for \$10,000.00 more. Ms. Tuttle stated she would approach DANC at their meeting next week as they may be able to assist with the \$10,000.00.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing GHD to send a letter the NYSEFC requesting additional points for the Villages so they may qualify for low interest financing. Motion carried unanimously.

Mr. Prior stated John McHugh, Village of Carthage Community Development Coordinator submitted a Consolidated Funding Application (CFA) to North Country Regional Economic Development Council (NCREDC) on behalf of the WPCF upgrade project and our project has been listed at the top of the list which is great news. The amount requested is \$3.8 million of which \$900,000.00 is from the Community Development Block Grant (CDBG). If awarded, \$2.9 million would be applied to CSP and \$900,000.00 could be applied to residential or CSP.

Chairman Astafan stated a big thanks goes to John McHugh, Tom Sauter, and Kristy O'Shaughnessy for all of their efforts in putting the application together. Mayor Burto stated CSP wrote a compelling letter which assisted with the project being listed on top.

Mr. Cray submitted a memo to the Board regarding the charge for unreturned uniforms. The WPCF had a contract with G&K Services since 1998 and Mr. Cray speculates that over the course of the years, uniforms were not returned and records were lost.

At the June 18, 2014 meeting, the Board authorized Chairman Astafan to research and send Mr. Cray a list of documents he could sign which would be forwarded to the Board at their next regular meeting.

Update 08/20/14: Chairman Astafan asked the Clerk to hold this issue until the next regular meeting on September 24, 2014.

Motion by Mayor Burto and seconded by Trustee Peluso to deny the request by Metro Paper to waive the \$1,000.00 fine imposed due to violating their Industrial User Permit. Motion carried unanimously.

At the March 25, 2014 meeting, the board approved the budget for 2014/2015 as is with the exception of the salaries and continue to negotiate the salaries for the Clerk and Deputy Clerk.

Update 04/23/14: President McIlroy informed the West Carthage members that he received their letter and will forward his response to them soon; therefore he requested to hold this issue over until the May 21, 2014 meeting.

Update 05/21/14: Mayor Burto stated they received the response letter from the Village of Carthage and further stated his board has not reviewed it yet.

Update 06/18/14: President McIlroy stated Carthage received the response letter from West Carthage and it appears that neither board is willing to compromise on the issue and the Carthage and West Carthage Clerks met and the West Carthage Clerk stated she was not interested in sharing the duties therefore the Carthage Board would like to go to arbitration. Trustee Sullivan asked the Carthage Clerk if she had spoke with Debi recently and she stated that Debi sent her an email on Monday stating she has changed

her mind and would like to meet again. The Clerks will set up a time to meet and Trustee Smith-Spencer stated she does not want this issue to interfere with the positive working relationship that the Clerks have. Update 08/18/14: Chairman Astafan stated that Kristy and Debi recently met to discuss the duties of the WPCF Clerk and it was suggested that Mayor Buto, Debi, Chairman Astafan and Kristy meet to discuss the issue. Mayor Burto stated he did not appreciate Debi being put on the spot at a previous meeting by being asked if she will work with Kristy. Debi has always worked with Kristy and they have a positive working relationship. Chairman Astafan asked if the Board wanted Debi and Kristy to have input and further stated he stands with the \$12,000.00 salary. President McIlroy stated at first Debi did not want anything to do with the WPCF and then changed her mind. President McIlroy stated he did not think the concept of splitting the Clerk and Treasurer duties will work and Mayor Burto agreed as the information would be in two different places. Mayor Burto asked how many hours are spent by the Clerk on WPCF activities and she stated she averages approximately thirty-eight hours per month. Mayor Burto stated that was more hours than he thought. President McIlroy stated that he feels Debi does a great job and probably only spends approximately two hours per week on Joint Water; with a salary of \$4,200.00 per year; she averages \$40.00 per hour as opposed to \$14.00 per hour paid to the WPCF Clerk. Mayor Burto stated he could not justify an eighty-five percent pay increase in one year and Carthage should have increased the salary over the years not all at once. President McIlroy stated the Carthage Clerk/Treasurer should not be penalized for that.

Motion by Mayor Burto and seconded by Trustee Peluso to pay the Carthage Clerk/Treasurer \$7,500.00 for the WPCF Clerk position. Motion not carried with Trustee Sullivan in favor and President McIlroy, Chairman Astafan, Trustee Latremore, and Trustee Smith-Spencer opposed.

Chairman Astafan stated we will have to go to arbitration to make a decision regarding the WPCF Clerk salary per the Inter Municipal agreement.

**New Business:**

Motion by Mayor Burto and seconded by Trustee Latremore to authorize Mayor Burto and President McIlroy to sign the Memorandum of Understanding regarding the Teamsters Monthly Participation Agreement effective August 1, 2014 as follows:

Amend Section 8. As follows:

When an employee who is absent because of non-occupational illness, injury or disease, or leave of absence, has notified the Employer of such absence, the Employer will make required contributions, to include Benefit Premiums and HRA Contributions, for a period of four weeks. It is understood the Fund will make payments for Benefit Premiums and the Employer will make payments for HRA Contributions for weeks five through twenty-six.

Motion carried unanimously.

Chairman Astafan stated we need to adopt a bond resolution as soon as possible if we are going to make the September 30, 2014 deadline for the NYSEFC application. Mayor Burto and Ms. Tuttle stated it is not necessary as we are not above the funding line. They further stated the bond resolution has to match the final amount we are borrowing and we will not know until we receive word in November of the amount of grant funding we will receive. Chairman Astafan stated he does not know who to believe as he continues to receive mixed information. Mayor Burto stated he would like an Inter Municipal Agreement with CSP prior to adopting a bond resolution of which CSP will not sign until they know if grant funding is available. The new deadline for the NYSEFC is February 1, 2015 and Ms. Tuttle encouraged the Board to continue to work on IMA and bond resolutions.

**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 8:30 p.m. to discuss the employment history of a particular corporation. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Chairman Astafan to resume Regular Session at 8:50 p.m.

**Next Regular Meeting Date:**

September 24, 2014 at the Village of West Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Trustee Sullivan and seconded by Trustee Latremore to adjourn at 8:51 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk