

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the Carthage Municipal Building  
October 15, 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; Fred Goutremout, Carthage Specialty Paperboard Technical Manager and Elaine Avallone, Johnson Newspaper.

**Call to Order:**

Chairman Astafan called the meeting to order at 6:58 p.m.

**Approval of Minutes:**

Motion by Trustee Peluso and seconded by Mayor Burto to approve the minutes of the September 24, 2014 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 which included the rebuild repair of both ABEL sludge pumps with an estimated cost of \$23,000.00. Ms. Tuttle asked if there was a formal travel policy and President McIlroy stated the Village of Carthage adopts mileage reimbursements at their annual meeting which complies with IRS regulations. Ms. Tuttle suggested a formal travel policy will provide clarification when employees are traveling and will provide DANC's policy as a sample for the Village of Carthage to follow.

Chairman Astafan stated Attorney Gebo is drafting a five year leachate hauling agreement with Republic Services for the closed Felts Mills landfill.

Motion by Trustee Latremore and seconded by Trustee Sullivan to approve 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 Mayor Burto and seconded by Trustee Sullivan to approve the following budget transfers:

JA.8130.04	Repairs Sewage Treatment &	23,00	
91	Disposal	0.00	
JA.1990.04			23,00
00	Contingencies		0.00
	<b>Rebuilt Abel pumps</b>		
JA.9055.08			
00	Disability Ins.	100.00	
JA.9060.08			
00	Medical/Dental Ins.		100.00
	<b>Adjust Disability to Actual</b>		

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

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout stated CSP has a spreadsheet they use for travel and will forward it to the Clerk. Mr. Goutremout stated they are in the finishing stages of their equipment upgrade and the engineers will now focus on the Equalization Tank. Mayor Burto expressed CSP exceeded their timeline for forwarding the Equalization Tank plan to the WPCF Board.

Motion by Mayor Burto and seconded by Trustee Peluso to extend the timeline for the Equalization Tank Plan to be submitted until January 15, 2015. Motion carried unanimously.

Mr. Crary explained the pretreatment permit violations within his report regarding Slack Chemical Company, Inc. and Carthage Specialty Paperboard.

**Monthly Expenditures:**

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting. Trustee Sullivan asked Mr. Crary if a Syracuse lab is always used and Mr. Crary stated yes on a semi-annual basis as they are certified to test metals.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to approve the monthly expenditures in the amount of \$45,573.62. 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.

Update 09/24/14: NYSERDA misclassified the Flex Tech application; it has since been corrected and NYSERDA stated we should receive the \$7,500.00 reimbursement in the near future.

Update 10/15/14: The \$7,500.00 reimbursement was received.

At the August 20, 2014 meeting, the Board authorized GHD to send a letter the NYSEFC requesting additional points for the Villages so they may qualify for low interest financing.

Update 09/24/14: NYSEFC has not responded yet.

Update 10/15/14: NYSEFC sent an email earlier in the day stating the project score will remain the same listing the reasons. Chairman Astafan requested the Clerk to forward the email to the Board and include Ms. Tuttle and Mr. Crary. Ms. Tuttle stated the Board should respond as she does not agree with the reasons the project score was not increased. Mayor Burto requested the Clerk to have Mr. Prior contact NYSEFC and set up a conference call to discuss the project score.

At the August 20, 2014 meeting, 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.

Update 09/24/14: Notification has not been received in regard to the applications.

Update 10/15/14: Notification has not been received in regard to the applications.

At the June 18, 2014 meeting, the Board authorized Chairman Astafan to research and send Mr. Crary 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.

Update 09/24/14: Chairman Astafan asked the Clerk to hold this issue until the next regular meeting on October 15, 2014.

Update 10/15/14: Chairman Astafan requested the Clerk to remove this item from the agenda.

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: The Villages did not agree on the WPCF Clerk salary therefore Chairman Astafan stated we will have to go to arbitration to make a decision regarding the WPCF Clerk salary per the Inter Municipal agreement.

Update 09/24/14: President McIlroy stated due to the NYS Office of the State Comptrollers audit of the WPCF and new software training, Carthage requested to hold off on proceeding to arbitration until the audit and training are complete.

Update 10/14/14: On hold.

Chairman Astafan stated he would like to form an AdHoc committee to work on the items needed for the NYSEFC funding application due February 1, 2015. Chairman Astafan asked Mayor Burto to Chair the committee along with President McIlroy, Mr. Prior, Ms. Tuttle, Mr. Crary, and the Clerk. The Clerk will notify Mr. Prior of his appointment to the committee.

Update 10/15/14: Mayor Burto stated he did not schedule any meetings because he was waiting for a response from NYSEFC regarding the project score.

**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 7:42 p.m. to discuss the employment history of a particular corporation and invite Mr. Crary and Ms. Tuttle to attend. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 7:46 p.m.

**Next Regular Meeting Date:**

November 19, 2014 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