

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the Carthage Municipal Building  
December 17, 2014

**Attendance:**

Carthage Members – Chairman Michael F. Astafan; President G. 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 Engineer; Fred Goutremout, Carthage Specialty Paperboard Technical Manager; Mike Tamlin, GHD Engineer; Kathy Amyot, Tug Hill Commissions; and Elaine Avallone, Johnson Newspapers.

**Call to Order:**

Chairman Astafan called the meeting to order at 6:11 p.m.

**Approval of Minutes:**

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the minutes of the November 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 and stated he has yet to hear from Allied regarding the five year leachate hauling agreement.

Motion by Mayor Burto and seconded by Trustee Peluso to approve the revised Emergency Response Plan with the updated contact information for Bart Crary as presented. Motion carried unanimously.

Mr. Crary stated he updated the Health and Safety manual for the WPCF and removed references to light duty work at the plant and will forward a copy to the Board for their review. Mr. Crary stated they had to replace the tie rod ends and ball joints in the 2008 Ford pickup truck. Mayor Burto asked how the rented pump was working at the Water Street pump station and Mr. Crary reported it is working well. Mr. Crary stated Greg Pinkham completed his basic operator training but did not pass the test by five points. Mr. Pinkham will have an opportunity to retake the test prior to attending the next required training in January 2015.

Motion by Trustee Peluso and seconded by Trustee Sullivan to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and Chairman Astafan noted there were two accounts with outstanding balances past ninety days and requested the Clerk to have Attorney Gebo send them letters. Mayor Burto asked Ms. Tuttle if DANC had a pump the WPCF could rent for the Water Street pump station as the monthly rental for the pump is expensive and Ms. Tuttle stated all of their pumps are allocated for use at other facilities.

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

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout stated the mill will be shut down from December 23, 2014 through January 2, 2015 for the holidays.

**Monthly Expenditures:**

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting. The monthly bills, bank statements and bank reconciliations were available for review at the meeting. Trustee Sullivan stated he reviewed the bank statements and reconciliations and everything looked in order.

Motion by Trustee Sullivan and seconded by Trustee Latremore to approve the monthly expenditures in the amount of \$55,755.45. Motion carried unanimously.

**Old Business:**

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.

Update 11/24/14: Chairman Astafan stated the application deadline is February 2, 2015 and the Board needs to make a decision tonight if we want our application considered. Mayor Burto stated our application needs to be amended to include the extra five points and Mr. Prior stated he will call NYSEFC. Mr. Prior stated the current interest rate is 1.84%. Attorney Gebo stated we will need to act quickly with a bond resolution, publication of permissive referendum, and publication of estoppels notice to meet the February 2, 2015 deadline. Mayor Burto stated the grant funding will be announced on December 10, 2014. Attorney Gebo advised the Board to bond for 9.4 million which is an extra six percent above the 8.8 million estimated in the planning study. The Board chose to follow past practice and have each Village bond separately for the capital improvement project at the WPCF in the total amount of \$9.4 million; \$6.58 million for West Carthage and \$2.82 million Carthage.

Update 12/17/14: Mr. Tamlin stated the NYSEFC deadline has been extended until March 2015 but advised the Board to stay on track with the remaining required elements to obtain the funding. Mr. Tamlin also stated NYSEFC changed their guidelines and the WPCF now qualifies for hardship funding with a 0% interest rate.

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.

Update 11/24/14: Awards will be announced December 10, 2014.

Update 12/17/14: Mr. Tamlin stated the WPCF was awarded \$1,650,000.00 from NCREDC and \$900,000.00 from CDBG and stated John McHugh did a great job with the funding applications.

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.

Update 11/24/14: Mayor Burto will schedule a meeting in the near future.

Update 12/17/14: Mayor Burto stated he will send out an email tomorrow to coordinate a meeting during the last week of December 2014 to discuss the grant funding and IMA.

At the November 24, 2014 meeting the Board authorized GHD to proceed with the design and construction phase for the Water Street Pump Station in the amount of \$33,200.00 which will become part of the capital project.

Update 12/17/14: Mr. Tamlin stated the Village of Carthage signed the contracts with GHD for the Water Street Pump Station.

At the October 30, 2014 meeting, the Board asked Mr. Prior to prepare the pre-application for USDA-RD.

Update 11/24/14: The pre-application was received today and Mr. Prior stated he may need to contact the Clerk/Treasurer and/or John McHugh for assistance with the application.

Update 12/17/14: Mr. Tamlin stated he delivered the USDA-RD pre-application to the Watertown office today. Mayor Burto stated now that we have received the grant funding and notification from NYSEFC, the USDA-RD application may not be needed.

**New Business:**

Motion by President McIlroy and seconded by Trustee Sullivan to authorize gift certificates to WPCF employees from the Carthage Market in the amount of \$40.00 each not to exceed \$160.00. Motion carried unanimously.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

President McIlroy and Mayor Burto requested an Executive Session to discuss contract negotiations.

Motion by Mayor Burto and seconded by Trustee Peluso to enter Executive Session at 6:37 p.m. to discuss contract negotiations and invite Mr. Goutremout, Mr. Tamlin, Ms. Tuttle, and Mr. Crary to attend. Motion carried unanimously.

Mr. Goutremout left at 6:45 p.m.

Motion by Trustee Peluso and seconded by Trustee Sullivan to resume Regular Session at 7:00 p.m.

**Next Regular Meeting Date:**

January 21, 2015 at the Village of West Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Mayor Burto and seconded by Trustee Sullivan to adjourn at 7:01 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk