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THE VILLAGE OF CARTHAGE BOARD OF TRUSTEES

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the West Carthage Municipal Building  
January 21, 2015

**Attendance:**

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

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Fred Goutremout, Carthage Specialty Paperboard Technical Manager; Charles Prior, GHD Engineer; Kathy Amyot, Tug Hill Commissions; and Elaine Avallone, Johnson Newspapers.

**Call to Order:**

Chairman Astafan called the meeting to order at 6:19 p.m.

**Approval of Minutes:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the minutes of the December 17, 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 it is a good thing the Villages are going ahead with the Plant upgrades as they have new breakdowns each day at the plant. Mr. Crary further stated John Lehman is still out on medical leave and Michael Brown anticipates going out on medical leave at the end of the month and the Board may want to consider hiring a part-time Laborer. Ms. Tuttle suggested hiring a Waste Water Operator Trainee as Michael Brown intends to retire in the near future. Mayor Burto suggested discussing this issue in Executive Session.

Ms. Tuttle explained the Environmental Notice Bulletin which explains some of the proposed changes that NYSDEC will be imposing for the WPCF. Ms. Tuttle stated the changes are administrative in nature and no extra chemicals should need to be used and comments are due back to NYSDEC by February 13, 2015.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the Health and Safety Manual with the changes recommended by Mr. Crary as presented. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Latremore 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 Smith-Spencer and seconded by Trustee Latremore to approve the following budget transfers:

JA.8110.0422	Travel and Training	\$3,000.00	
JA.8110.0491	Water and Sewer Admin		\$3,000.00

Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout stated NYSDEC has approved their design plans for the Equalization Tank and they are looking for ways to fund the project.

**Monthly Expenditures:**

Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting and Trustee Sullivan confirmed earlier that he will review the monthly bills tomorrow prior to paying them. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to approve the monthly expenditures in the amount of \$71,178.52. 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.

Update 01/21/15: Mr. Prior stated the required information for the application has been submitted and GHD forwarded their response to NYSEFC administrative questions and are awaiting their technical questions.

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.

Update 01/21/15: Ms. Tuttle stated that we have not received an incentive proposal from NCREDC yet. Ms. Tuttle stated all expenses will need to be documented and when the project is finished WPCF will get reimbursed and NYSEFC can be reimbursed for their short-term financing.

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.

Update 01/21/15: Mayor Burto stated the meeting on December 24, 2014 was very productive and Attorney Hassler is working on the IMA with Carthage Specialty Paperboard. Mayor Burto stated Ms. Tuttle has been busy assisting John McHugh with the CDBG paperwork of which the Clerk confirmed was mailed. The committee agreed to develop an IMA with DANC to coordinate with GHD to administer the grant funds.

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.

Update 01/21/15: Mr. Prior showed a model of the pump station which will not fit in the current location. Mr. Prior requested permission to contact Attorney Gebo to research the properties boundaries as it is not exactly clear on the map. The Villages may need to acquire property to install the pump station. Mr. Prior stated the could place a smaller structure but then some of the control panels would be exposed and emergency generator power would be difficult to install and referred the Board to the Long Falls pump station. Mayor Burto stated with the placement of the pump station by Turning Point Park, the Village of Carthage should have a better looking structure as there are several events which take place there. The Board discussed using some property on Dock Street and having Attorney Gebo research it. Mr. Prior stated a survey would likely be needed.

Ms. Tuttle suggested having Attorney Gebo develop two agreements for the Capital Project; one for Bond/BAN counsel and the other for legal counsel for the project. Ms. Tuttle stated she will follow up with Attorney Gebo to obtain the agreements.

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.

Update 01/21/15: Mr. Prior stated USDA will hold the application pending notification from NYSEFC regarding hardship funding.

**New Business:**

Metro Paper submitted an explanation for their pH violation which was due to their faulty equipment. Ms. Tuttle stated she has discussed updating the equipment at Metro Paper in the past.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to have Mr. Crary send a letter to Metro Paper reminding them of their obligation to maintain their equipment and the fine remains due to the WPCF. Motion carried unanimously.

Ms. Tuttle stated the IMA developed by DANC to administer the grants is their standard contract. President McIlroy stated item three of the contract says the Villages are to supply a staff person and he doesn't want an additional burden on the Clerk. Ms. Tuttle stated they will handle everything and once the contract is signed, she will schedule a kick off meeting to discuss how to proceed as they are flexible.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the DANC agreement to administer the grant funding as presented and further authorize Mayor Burto and President McIlroy to sign the agreement. Motion carried unanimously.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to authorize the Leachate Treatment Agreement with Ticil, Inc. after incorporating indemnification language for the WPCF per Attorney Gebo's recommendation. Motion carried unanimously.

**Executive Session:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to enter Executive Session at 7:25 p.m. to discuss the employment history of a particular WPCF employee and request Ms. Tuttle and Mr. Crary to attend. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 7:40 p.m.

**Next Regular Meeting Date:**

February 18, 2015 at the Village of Carthage Municipal Building at 6:00 p.m.

**Adjournment:**

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk