

THESE MINUTES ARE NOT OFFICIAL MINUTES AND HAVE NOT YET BEEN APPROVED BY
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
May 20, 2015

Attendance:

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

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

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

Call to Order:

President McIlroy called the meeting to order at 6:16 p.m.

Approval of Minutes:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve the minutes of the April 15, 2015 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 Gleasons Septic had to bring their vacuum truck to clear a thirty inch line in the primary tank as it was clogged with miscellaneous debris.

President McIlroy asked if Metro Paper paid their permit violation and the Clerk/Treasurer replied no. President McIlroy asked if Attorney Gebo had sent a letter and the Clerk/Treasurer replied yes.

President McIlroy stated Dock Street was not abandoned by the Village of Carthage; Water Street was. Mr. Prior stated the new Water Street Pump Station will encroach on Dock Street as much as the current pump station does now. President McIlroy asked Mr. Prior if the trailer parked behind Rite Aid will interfere with construction of the new pump station and Mr. Prior stated he did not think so.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to accept the new bid of \$1,275.00 for the 2001 Dodge pickup from Auctions International truck as the plow controls were discarded from the pickup. Motion carried unanimously.

Mr. Crary explained the only bid for sludge hauling was received from John Allen Sanitation Service with a price and option to extend the contract for two years.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to accept the bid from John Allen Sanitation Service for a price of \$222.00 per trip and further to extend the contract for two years with a price of \$229.00 per trip in year two. Motion carried unanimously.

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

Account Number	Description	Debit	Credit
JA.8110.0434	Legal Notices	150. 00	
JA.8110.0437	Grant Expense	250. 00	
JA.8130.0442	Bldg Maint	175. 00	
JA.8130.0460	Vehicle Repair	100. 00	
JA.8130.0491	Repairs Sewage Treatment Plant	4,000. 00	
JA.8130.0100	Personal Services		4,675. 00

Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Latremore to authorize the Clerk/Treasurer to make year-end budget transfers for account balancing. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to authorize the Clerk/Treasurer to make reserve transfers authorized in the fiscal year 2015 budget as follows:

Equipment Reserves	\$57,500.00
Joint Repair Reserves	\$57,500.00
Capital Improvement Reserves	\$22,000.00

Motion carried unanimously.

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

Carthage Specialty Paperboard, Inc. Status Update:

None.

President McIlroy asked Mr. Goutremout if CSP met with Mayor Burto yet and Mr. Goutremout replied no. Mr. Goutremout stated dates had been proposed back and forth but no meeting has been scheduled. Trustee Sullivan stated he would follow up with Mayor Burto.

Monthly Expenditures:

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting. Trustee Sullivan asked Mr. Crary about the meter purchased for approximately \$900.00 and Mr. Crary stated the purchase was a necessity. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to approve the monthly expenditures in the amount of \$91,249.58. Motion carried unanimously.

Old Business:

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.

Update 02/18/15: Mr. Prior stated he has been working with Attorney Gebo regarding the placement of the new Water Street pump station and Attorney Gebo confirmed that Dock Street is owned by the Village of Carthage. Mr. Prior emailed an amendment to GHD's agreement earlier today to include a boundary survey of the property.

Update 03/18/15: Mr. Prior stated the boundary survey has been completed. Mr. Prior further stated he would like to schedule a meeting with the Board to review the design of the Water Street pump station and the draft of the agreement for the WPCF Improvement Project. Mr. Prior stated he will email dates to the Clerk to schedule the meeting. President McIlroy stated there are several events which take place near the construction site and requested the equipment be kept in a confined area. Mr. Prior stated fencing will be placed around the site.

Update 04/15/15: At the Special Meeting on April 7, 2015, the Board requested GHD to research the option of using natural gas instead of propane for the backup generator. Mr. Prior stated he spoke with the railroad regarding crossing their property with a natural gas line which will cost \$800.00 for an application fee and he also spoke with National Grid who is not in favor of crossing the railroad. National Grid prefers to run the natural gas line from State Street and GHD anticipates the cost will be approximately \$10,000.00 compared to \$600.00 to utilize propane. The majority of the Board felt it was more cost effective to have GHD proceed with propane for the backup generator. Mayor Burto feels competitive bidding needs to take place for the purchase of the backup generator and the proposed configuration is a sole source provider, Gorman Rupp. Mr. Tamblin stated it will be a challenge for them to submit two separate project layouts as they need to be submitted to NYSEFC and NYSDEC for their approval and may delay the project. Ms. Tuttle stated the Gorman Rupp model is a proven design and has been utilized throughout the Route 3 corridor. Ms. Tuttle further stated the sewer treatment operators prefer them and it is more energy efficient. Mayor Burto stated the Board requested the backup generator to be competitively bid back in December 2014. Chairman Astafan asked if the Smith and Lovelace model was less expensive and Mr. Tamblin stated it typically is but the Gorman Rupp model is easier for sewer treatment operators to operate and replacement parts are readily available. Mayor Burto requested GHD to redo the bid specifications so the backup generator can be competitively bid.

Update 05/20/15: Mr. Prior stated the alternative design for the pump station was emailed to the Board and no comments were received therefore, GHD submitted it to NYSEFC. The Board approved Mr. Prior's request to contact Attorney Gebo to obtain temporary construction easements for the Water Street Pump Station project.

Mr. Prior stated GHD has been working at the Plant with employees regarding the Plant design. Mr. Prior expressed GHD updated the project listing form with NYSEFC and submitted the WMBE plan.

New Business:

The Board reviewed the audit performed by the NYS Office of the State Comptroller for the period June 1, 2013 – August 31, 2014. President McIlory stated it was a good report and both the Board and NYSOSC learned new things during the audit process.

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer authorizing Chairman Astafan and Mayor Burto to sign the following hauler agreements: Relief Rentals; Scott Goodhines; Williamsons Services; Gleason Septic & Drain Service; Monnat and Son Plumbing and Heating; and Gillbuilt Transportation.

Mr. Crary stated they will be having a picnic at the WPCF on June 4, 2015 at 11:00 a.m. for Michael Brown due to his retirement and encouraged the Board to stop by.

Mr. Crary stated the new employee, Christopher Nortz is doing a great job and is almost ready to partake in the weekend rotation.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to enter Executive Session at 6:38 p.m. to discuss the employment history of a particular WPCF employee and request Mr. Crary to attend. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to resume Regular Session at 6:55 p.m. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Sullivan authorizing the Clerk/Treasurer to send an Addendum to the NYS Teamsters Union WPCF contract as follows:

Amend Section 20.3 b) Vacations, paragraph #2 as follows:

New employees will accrue one day per month after two full months of employment until the beginning of the next contract year. Annual leave shall be credited at the beginning of each contract year.

Motion carried unanimously.

Next Regular Meeting Date:

Tuesday, June 16, 2015 at the Village of Carthage Municipal Building at 6:00 p.m.

Adjournment:

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to adjourn at 6:58 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk