

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
August 18, 2015

Attendance:

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

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

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

Call to Order:

Chairman Astafan called the meeting to order at 4:13 p.m.

Approval of Minutes:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve the minutes of the July 28, 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.

Motion by President McIlroy and seconded by Trustee Latremore authorizing John Lehman, Greg Pinkham, and Michael Marcum to attend the upcoming training in Watertown on September 24, 2015, of which each participant will receive six contact hours, at a cost of \$34.00 per person plus mileage reimbursement. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan authorizing Christopher Nortz to attend Basic Operations School in December to work toward obtaining his Plant Operator licensing at a cost not to exceed \$2,500.00 plus mileage reimbursement which was included in the current budget.

Motion by Trustee Latremore 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 Mayor Burto questioned the outstanding receivable for Awin Management in the amount of \$184,768.23. The Clerk/Treasurer stated the outstanding receivable was for the Village of West Carthage for the operation and maintenance payment due September 1, 2015 and Awin Management's receivable is \$7,467.00. Chairman Astafan noted the receivable due from Carthage Specialty Paperboard over sixty days in the amount of \$2,000.00.

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

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout stated they will have their annual industrial inspection on September 1, 2015. Mr. Purdy explained CSP is currently facing financial challenges regarding cash flow. Mr. Purdy stated when he met with Mayor Burto six weeks ago, he got the impression that the Villages were not sure how costs were going to be allocated to users of the treatment plant and is not comfortable installing an equalization

tank if CSP cannot afford to utilize the plant after the capital project is completed. Mayor Burto stated the Villages need to close on NYSEFC funding prior to changing the Inter Municipal Agreement. Mr. Purdy explained they did not sign the amended consent order because CSP is unsure of the costs and will be unable to pay for their contribution to the \$8.8 million dollar project utilizing the current formula for allocating costs to users which he understood was going to be revised. Mayor Burto expressed the amended consent order is not related to the capital project. Chairman Astafan asked Mr. Purdy why he did not communicate his concerns sooner of which Mr. Purdy stated he though his communication with Mayor Burto was sufficient. Mayor Burto expressed the topic of CSP not signing the amended consent order was not discussed. Chairman Astafan stated the WPCF is being pressed by the state regarding the consent order with CSP as they continue to violate their pretreatment permit and the installation of the equalization tank will correct the violation issues. Mr. Purdy stated he and Mr. Goutremout will meet with members of the Board to discuss the issues in further detail. Chairman Astafan stated the Board will need to go into Executive Session to discuss a potential litigation.

Monthly Expenditures:

Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting. Trustee Sullivan stated he did not have time to review the monthly bills, bank statements and bank reconciliation prior to the meeting but will try to review them tomorrow. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Smith-Spencer and seconded by Trustee Sullivan to approve the regular monthly expenditures in the amount of \$76,867.11 and the capital expenditures in the amount of \$124,390.06. 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 they 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.

Update 06/16/15: Mr. Prior stated they are awaiting NYSDEC's comments and once approval is received the project will be put out to bid. Mr. Prior anticipates breaking ground early next year.

Update 07/28/15: Mr. Prior stated there was a good turnout of contractors at the pre-bid meeting at the Water Street Pump Station. Mr. Prior stated the bids will be opened on July 30, 2015 and he will take them back with him to check them over to make sure they meet all of the specifications outlined in the bid packet.

Update 08/18/15: The bids for the Water Street Pump station were reviewed and Mayor Burto expressed his concerns regarding the bids costing fifty percent more than the projected costs. Chairman Astafan suggested discussing the bids with GHD prior to approving them. GHD was unable to attend the meeting and suggested a meeting to review the current design of the plant on August 24th or August 25th. The majority of the Board is able to meet on August 25, 2015 at 4:00 p.m. with the exception of Trustee Smith-Spencer and the Clerk/Treasurer. Chairman Astafan suggested holding this over until the design review meeting.

At the May 20, 2015 meeting, 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.

Update 06/16/15: Mr. Prior stated we received acceptance from NYSEFC for the engineering agreement for the Plant.

Update 07/28/15: Mr. Prior stated sixty percent of the design is complete and he would like to schedule a design review meeting he anticipates to last one or two hours. Chairman Astafan advised him to send a list of dates and times to the Clerk. Mr. Prior stated NYSEFC has funding available and depending on how the Board proceeds with a single application and bond or to continue with two bonds which will require a separate application from West Carthage; they will need to send one or two applications. The deadline is September 4, 2015.

Update 08/18/15: The design review meeting is scheduled for Tuesday, August 25, 2015 at 4:00 p.m. at the Village of Carthage Municipal Building.

At the July 28, 2015 meeting, there was a discussion regarding the conference call with NYSEFC regarding the need for two separate funding applications from each Village because there are two separate bond resolutions or rescinding the two bond resolutions and proceeding with one bond resolution with one Village as the applicant. After considerable discussion; it was decided to email NYSEFC and get clarification from them in writing.

Update 08/18/15: The Board reviewed the clarification from NYSEFC which stated if the Villages submitted two funding applications; they have no preference as to how the Villages choose to manage the project, including bank accounts and paying the bills.

Mayor Burto stated two separate applications will increase the administration costs. Ms. Tuttle stated it will be added administration work for DANC which attributes to the added administration costs. President McIlroy expressed we have already decided to bond separately months ago as we have with all of the other joint capital projects. Mayor Burto stated the last capital project was over twenty-five years ago of which the Clerk/Treasurer stated the last capital project for the WPCF was completed in 2003. Chairman Astafan asked Mayor Burto and the Clerk/Treasurer to review the records from 2003 and advise the Board how the project was handled at that time. President McIlroy stated he finds it hard to believe it will cost an additional \$30,000.00 to administer the projects separately. Chairman Astafan expressed the additional cost estimate from Ms. Tuttle of \$30,000.00 equaled 0.34% of the total project. Ms. Tuttle agreed the cost was a small amount that did not add value to the project. Chairman Astafan requested to hold this over until the August 25, 2015 meeting and asked Ms. Tuttle to bring a cost estimate to proceed with the two funding applications and further requested Mayor Burto and the Clerk/Treasurer to provide documentation on how the Villages proceeded in 2003.

New Business:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the Annual Financial Report Update Document for the fiscal year ended May 31, 2015 submitted to the NYS Comptroller's Office on July 27, 2015. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the Agreed Upon Procedures Report from Stackel and Navarra, CPA for the fiscal year ended May 31, 2015. Motion carried unanimously.

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 4:55 p.m. to discuss a potential litigation and the employment history of a particular employee to include Ms. Tuttle and Mr. Crary. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Latremore to resume Regular Session at 5:20 p.m.

Next Regular Meeting Date:

Wednesday, September 16, 2015 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Sullivan and seconded by Mayor Burto to adjourn at 5:20 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk