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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
September 16, 2015

Attendance:

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

West Carthage Members – Trustee Scott Sullivan. Mayor Scott Burto and Trustee 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; Mike Tamlin, GHD Engineer; and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 4:10 p.m.

Approval of Minutes:

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve the minutes of the August 18, 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. Mr. Crary stated the sewer line from Carthage to West Carthage was televised but the procedure could not be completed because of equipment failure. Mr. Crary anticipates the televising of the line to be completed by the end of the week. Mr. Crary stated bearings and seals were replaced in the polymer pump.

Motion by President McIlroy and seconded by Trustee Sullivan authorizing Christopher Nortz and Michael Marcum to attend, at no cost, confined space training at Warneck Pump Station on September 23, 2015 to include mileage reimbursement. Motion carried unanimously.

Motion by Trustee Smith-Spencer 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 questioned the outstanding receivable for West Carthage. The Clerk explained the amount is for the second quarter operation and maintenance payment. The Clerk further explained a payment was received from West Carthage, but did not include Carthage Specialty Paperboards portion. Chairman Astafan asked the Clerk and President McIlroy if Mayor Burto had contacted them regarding the missing payment and they both responded no. Chairman Astafan also questioned the outstanding receivable from Metro Paper and the Clerk stated she will contact them tomorrow.

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 be on black production September 21, 2015. Mr. Goutremout also stated the next time they will wash down/boil out their system is October 6, 2015.

Monthly Expenditures:

Trustee Smith-Spencer and Trustee Sullivan reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting and stated there were no issues. Trustee Sullivan noted the savings of approximately \$30.00 per month due to switching from Verizon to Westelcom. 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 \$64,409.60 and the capital expenditures in the amount of \$130,165.50. 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.

Update 09/16/15: Mr. Prior stated he felt the bids received for the Water Street pump station were higher because the project was bid separately from the treatment plant and they did not receive as many bids as expected although they reached out to several contractors. There was considerable discussion regarding re-bidding the project including the risks involved with not having a backup pump.

Motion by Trustee Sullivan and seconded by President McIlroy to reject both bids for Contract No. 1 General and Contract No. 2 Electrical and further to re-bid the project in March of 2016 with the treatment plant. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Sullivan to have Ms. Tuttle include in the emergency response plan, a contingency plan if the pump should fail at the Water Street pump station and further have Mr. Cray check with area businesses to obtain purchase and rental prices for a portable four inch pump. Motion carried unanimously.

Mr. Tamblin asked when the Water Street pump station is re-bid if the board still wanted the alternate option included in the bid packet. President McIlroy asked to hold it over until the October 21, 2015 meeting when Mayor Burto is present.

Mr. Prior stated the NYS Water Infrastructure grant application was submitted and anticipates the announcement of awards to occur toward the end of the year.

Mr. Prior stated an email was received from the USDA application submitted stating funding is available from other sources at a lower cost therefore it is not feasible for the Villages to apply for funding through them.

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.

Update 09/16/15: Mr. Prior showed the Board drawings of the plant and stated the status of the plant design is over 60% complete. Mr. Prior also encouraged the Board to forward their comments to them within the next few weeks. Ms. Tuttle stated she made a list of items to be addressed at the plant and will review the asset management plan to ensure the outlined items are included in the final plant design.

Motion by President McIlroy and seconded by Trustee Smith-Spencer authorizing President McIlroy and Mayor Burto to sign the SCADA Services agreement with DANC to provide monitoring services for the treatment plant. Motion carried unanimously.

At the August 18, 2015 regular meeting, Chairman Astafan requested 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.

Update 09/16/15: The Clerk/Treasurer stated the Villages had two separate funding applications and two separate bonds when the treatment plant was upgraded in 2003. The Clerk/Treasurer also stated we are going to run out of money for the project if we do not proceed. Trustee Sullivan stated he had an email from Mayor Burto and after considerable discussion with no resolution, Trustee Sullivan stated Mayor Burto would like to meet within the next few weeks to discuss the issue. Ms. Tuttle stated she prefers to keep the price of the project as is as she is not sure how much work will be involved until she completes the first draw with EFC.

New Business:

Motion by President McIlroy and seconded by Trustee Sullivan to authorize Mayor Burto and Chairman Astafan to sign the following Hauler Agreements; Lyndaker Excavating and Trucking, LLC and Eggan Excavating Equipment Company, Inc. Motion carried unanimously.

President McIlroy asked if it is the intention of both Villages to switch their billing systems to Equivalent Dwelling Units (EDU) when the capital project is complete. Ms. Tuttle stated it is a good idea and suggested forming a committee to discuss how to implement the EDU system for the Villages.

President McIlroy asked if the WPCF Board has a contract with the Town of Champion as they are expanding their sewer district. Ms. Tuttle explained when she reviewed the capacity of the treatment plant and stated there was enough capacity for the Town of Champion to expand their district; she suggested an agreement at that time.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Latremore and seconded by Trustee Sullivan to enter Executive Session at 5:47 p.m. to discuss a potential litigation and the employment history of two particular employees to include Ms. Tuttle and Mr. Crary. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Trustee Latremore to resume Regular Session at 6:12 p.m.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to have Attorney Gebo proceed with the right away easement with Rite Aid Corporation for the Water Street pump station based on the requirements Rite Aid Corporation outlined. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer authorizing Ms. Tuttle to contact Attorney Gebo regarding the consent order with Carthage Specialty Paperboard and further have Attorney Gebo send them a letter outlining their options. Motion carried unanimously.

Next Regular Meeting Date:

Wednesday, October 21, 2015 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Sullivan and seconded by Mayor Burto to adjourn at 6:15 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk