

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
October 21, 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 Trustees Scott Sullivan and Rob Peluso.

Others Attending – John Lehman, WPCF Operator; Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Fred Goutremout, Carthage Specialty Paperboard Technical Manager; Charles Prior, GHD Engineer; Elaine Avallone, Johnson Newspapers; four Participation in Government Students; and one Participation in Government parent.

Call to Order:

Chairman Astafan called the meeting to order at 4:15 p.m.

Approval of Minutes:

Motion by Trustee Sullivan and seconded by Trustee Peluso to approve the minutes of the September 16, 2015 regular meeting as presented. Motion carried unanimously.

Public Forum:

Mr. Lehman stated he is discouraged with the way the capital project is being handled as he feels a lot of money is being wasted. Chairman Astafan stated he spoke with Mr. Lehman and encouraged him to contact Mr. Prior from GHD with his concerns. President McIlroy stated GHD scheduled a meeting on Tuesday, October 27, 2015 at 10:00 a.m. at the plant to review and discuss the design plans with the Board and employees. Mr. Lehman stated he was not aware of such meeting taking place. Ms. Tuttle stated she shared the design plans with Mr. Lehman and forwarded Mr. Lehman's comments to Mr. Prior. Mayor Burto asked that Mr. Lehman's comments be forwarded to the Board for their review prior to the design review meeting on October 27, 2015. After considerable discussion; Chairman Astafan stated he is hearing that there needs to be better communication at the Plant with the employees regarding the capital project and asked Mr. Crary and Ms. Tuttle to keep the employees informed.

Monthly Reports:

WPCF Status and Repair Report: Mr. Crary provided the highlights of his report. Mr. Prior stated the sewer line from Carthage to West Carthage was televised and looks to be in good shape considering the age of the line. Mr. Prior stated he will provide the Board with a copy of the report when it becomes available. Mr. Crary shared the report received by NYSDEC regarding their recent inspection. Mr. Crary highlighted items in the report which states the plant appears to be running well. Chairman Astafan inquired about the updated WPCF Emergency Response Plan which the Clerk/Treasurer responded it should be discussed in Executive Session as it is a confidential document. Trustee Sullivan questioned the recent thickener tank plugging and overflowing which attributed to a charge from Gleasons Septic of over \$2,000.00. Mr. Crary explained the drain in the thickener tank became plugged and sludge and water overflowed the tank and spilled onto the ground. Mr. Crary further explained Gleasons Septic was called to vacuum out the effluent channel of the tank and flush out the drain. Mr. Crary called Chairman Astafan and will submit a non-compliance report to the NYSDEC with the monthly DMR.

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 questioned the outstanding receivable for West Carthage which is attributed to Carthage Specialty Paperboard. Mayor Burto requested to discuss the receivable in Executive Session due to the financial history of a particular corporation.

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 they will be on black production the first week of November. Mr. Goutremout also stated the next time they will wash down/boil out their system is around Thanksgiving Day. Mr. Goutremout also thanked DANC for their assistance with allowing CSP to accept the radio readings from the SCADA system in their plant. Chairman Astafan thanked Mr. Purdy and Mr. Goutremout for their response received in regard to the administrative order and further requested Mr. Goutremout to attend the Executive Session to discuss their response.

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. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the regular monthly expenditures in the amount of \$97,823.53 and the capital expenditures in the amount of \$128,916.00. 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. The Board rejected both bids for Contract No. 1 General and Contract No. 2 Electrical and further plan to re-bid the project in March of 2016 with the treatment plant. The Board asked Mr. Crary to research backup pumps for the Water Street pump station.

Update 10/21/15: Mr. Prior stated he sent out the letters rejecting the bids. Mr. Prior also stated there will be an engineering cost savings by combining the projects in the amount of \$7,200.00. Mr. Prior will forward the amendment to the WPCF plant capital project to include the Water Street pump station for the Boards review and approval.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer authorizing Mr. Crary to purchase a backup pump for the Water Street pump station from Pump Service and Supply in the amount of \$6668.00 and further transfer the funds from JA.1990.0400 Contingency to JA.8130.0200 Sewage Treatment Disposal Equipment over \$2,500.00. Motion carried unanimously.

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.

Update 10/22/15: Mr. Prior stated the design review meeting on October 27, 2015 will include a new set of drawings which he will email to the Board prior to the meeting. Chairman Astafan asked Mr. Prior if he feels the upgrade to the plant being different from current processing is feeding the employees anxiety and Mr. Prior responded yes. Chairman Astafan also thanked Mr. Prior for talking with Mr. Lehman regarding the capital project.

New Business:

Motion by Trustee Sullivan and seconded by Trustee Smith-Spencer to approve the budget transfers for account balancing as follows:

JA.8110.0494	Joint Activity Fund Permit Fees	\$ 500.00
JA.8110.0421	Insurance	\$-316.00
JA.8110.0430	Office Supplies	\$-184.00
JA.9055.0800	Disability Insurance Emp. Benefits	\$ 100.00
JA.9060.0800	Medical & Health Emp. Benefits	\$-100.00

Motion carried unanimously.

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 4:47 p.m. to discuss the administrative consent order with Carthage Specialty Paperboard and to discuss the updated WPCF Emergency Response Plan to include Mr. Goutremout, Mr. Prior, Ms. Tuttle and Mr. Crary. Motion carried unanimously.

Mr. Goutremout was excused at 5:10 p.m. Mr. Crary, Ms. Tuttle and Mr. Prior were excused at 5:32 p.m.

Motion by Trustee Sullivan and seconded by Trustee Latremore to resume Regular Session at 5:40 p.m.

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.

Update 10/22/15: The Clerk/Treasurer asked the Board how they plan to proceed with the capital project and reiterated we are going to run out of money as there is approximately \$380,000.00 left of the \$1,000,000.00 BAN. The Clerk/Treasurer further expressed we are paying interest on the BAN and not proceeding to close on the zero percent interest BOND through NYSEFC. Mayor Burto stated he is concerned about Carthage Specialty Paperboard not paying their portion. Chairman Astafan stated the IMA will address how the BOND is repaid which will be based on flows to the plant as it has historically been paid. President McIlroy expressed both Villages are in this together and both need the plant and Carthage will not leave West Carthage out there. Mayor Burto expressed he needs permission from his Board of which the Clerk/Treasurer stated West Carthage already approved to bond 70% of the debt in December of 2014. Trustee Sullivan stated the resolution can be rescinded. Mayor Burto stated he would like a meeting with President McIlroy, Kristy O'Shaughnessy, Mark Gebo, Debi Pierce, Larry Hassler, and himself to discuss the IMA between the Villages and further requested the Clerk/Treasurer to get information from Ms. Tuttle regarding the cost increase if Village bond separately. Mayor Burto further stated he would not be available until after election day as he has a full schedule until then. Mayor Burto will email the Clerk/Treasurer tomorrow with dates he is available.

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.

Update 10/22/15: Mayor Burto expressed that the Village of West Carthage has an agreement with the Town of Champion regarding their sewer districts. President McIlroy expressed he feels the WPCF Board should have an agreement with the Town of Champion. Mayor Burto stated we will need to consult with Attorney Gebo.

Next Regular Meeting Date:

Wednesday, November 18, 2015 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Mayor Burto and seconded by Trustee Peluso to adjourn at 5:55 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk