

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

Attendance:

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

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

Others Attending – 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; and one Participation in Government Student.

Call to Order:

Chairman Astafan called the meeting to order at 4:07 p.m.

Approval of Minutes:

Motion by Trustee Sullivan and seconded by Trustee Peluso to approve the minutes of the October 21, 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 backup pump for the Water Street pump station was delivered on Tuesday, November 17, 2015.

Motion by Trustee Sullivan 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 Chairman Astafan questioned the outstanding receivables for A-1 Portajohns and West Carthage which is attributed to Carthage Specialty Paperboard. The Clerk/Treasurer stated a payment was received from A-1 Portajohns on November 16, 2015. Mayor Burto stated the O&M payment was received by West Carthage on November 12, 2015 and when the check clears, they will send a check to the WPCF.

Motion by Trustee Latremore and seconded by Mayor Burto to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout provided the highlights of his report submitted in advance of the meeting. Chairman Astafan thanked Mr. Goutremout for submitting the progress report and further stated the report is exactly what the Board is looking for.

Monthly Expenditures:

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 \$95,017.66 and the capital expenditures in the amount of \$33,222.32. Motion carried unanimously.

Old Business:

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.

Update 11/18/15: Mr. Prior stated the design review meeting with employees and board members at the plant on October 27, 2015 was very productive. Mr. Prior stated he sent an email to the Board to schedule a follow up meeting on November 30, 2015 or December 1, 2015. The meeting was scheduled for December 1, 2015 at 10:00 a.m.

Motion by Mayor Burto and seconded by Trustee Peluso to permit GHD to adjust their contracts to decrease the engineering costs due to the combination of the Water Street pump station and the WPCF project. Motion carried unanimously.

Mayor Burto asked Ms. Tuttle why the budget was modified. Ms. Tuttle stated it is an internal document and has since took the budget modification out of the worksheet. Ms. Tuttle stated she will not modify the budget without Board approval in the future.

Chairman Astafan requested an Executive Session to discuss the progress of the inner municipal agreement.

Chairman Astafan stated the CSP consent order is satisfied and the Board will continue to receive monthly updates.

Chairman Astafan asked Ms. Tuttle, on behalf of Trustee Smith-Spencer, for an itemized accounting of DANC's time which is charged to the Capital Project. Ms. Tuttle stated she is purposely not itemizing time as the invoices will get submitted to the funding sources.

New Business:

Metro Paper responded to their permit violation stating their objection to the fine as their TSS levels were lowered in their pretreatment permit. President McIlroy asked if there was a problem that day. Mr. Crary stated there was a significant rain event and with the infiltration which occurs at Metro Paper, that is the reason why they exceeded their permit limits.

Liaison Reports:Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Sullivan and seconded by Trustee Peluso to enter Executive Session at 4:35 p.m. to discuss the Inner Municipal Agreement and the letter received from the EPA to include Mr. Prior, Ms. Tuttle and Mr. Crary. Motion carried unanimously. Mr. Prior was excused at 4:45 p.m.

Motion by Trustee Sullivan and seconded by Trustee Peluso to resume Regular Session at 5:10 p.m.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing Chairman Astafan to send a response to the US EPS requesting a ninety day extension for the return of the questionnaire they sent. Motion carried unanimously.

President McIlroy would like a copy of the contract the Village of West Carthage has with the Town of Champion for their sewer district. President McIlroy feels the sewer district contract should be both Villages, not just the Village of West Carthage. Chairman Astafan stated Attorney Gebo will contact Attorney Hassler to obtain the contract. Mayor Burto stated the WPCF board cannot sign contracts. Ms. Tuttle asked if the agreement with the Town of Champion includes allocation limits. Chairman Astafan stated there should be checks and balances to ensure the Town of Champion is not exceeding their limit. Ms. Tuttle stated they can add it to the monthly report. President McIlroy stated he would like it looked into.

Mayor Burto stated during the MS4 meeting, Emily Sheredon was looking for support for a black river water shed plan. Mayor Burto expressed to the Board to be careful of what you support as it may change our permit limits. Ms. Tuttle stated she will look into it.

Next Regular Meeting Date:

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

Adjournment:

Motion by Mayor Burto and seconded by Trustee Peluso to adjourn at 5:26 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk