

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
December 16, 2015

Attendance:

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

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; Mike Tamlin, GHD Engineer; Elaine Avallone, Johnson Newspapers; and Kathy Amyot, Tug Hill Commissions.

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 November 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 he received two quotes for shaft alignment and vibration analysis for blowers and motors which are not included to be upgraded in the Capital Project.

Motion by Trustee Sullivan and seconded by Trustee Peluso to accept the quote from Syna-Flow Technologies for shaft alignment and vibration analysis for blowers and motors in the amount of \$1,050.00. Motion carried unanimously.

Mr. Crary stated the floor has been damaged as a result of the sludge roll-offs dragging across the concrete surface and requested two quotes to repair the damage. Chairman Astafan asked which quote would Mr. Crary recommend and he stated Hyde Stone Mechanicals because they intend to recess steel within the concrete to prevent future damage.

Motion by Mayor Burto and seconded by Trustee Sullivan to include the floor repair within the capital project providing the floor does not need to be repaired sooner. Motion carried unanimously.

NYSDEC announced a new program open to municipalities that wish to participate in the Municipal Sewage System Asset Management Program of which Chairman Astafan asked Mr. Crary to look into. DANC created an asset management system for the plant which will be updated once the capital project is complete therefore the majority of the Board preferred to continue with the current plan.

Motion by Trustee Peluso and seconded by Trustee Sullivan to transfer funds from Contingency to Travel and Training in the amount not to exceed \$1,500.00 for Christopher Nortz to attend training to obtain his operator licensing. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Peluso to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and Chairman Astafan requested the Clerk/Treasurer to contact Attorney Gebo and have him contact businesses more than sixty days on the Aging Report.

Motion by Trustee Peluso and seconded by Trustee Sullivan 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. Mayor Burto asked Mr. Goutremout to check with their finance department regarding the check received by West Carthage for multiple items including the debt payment owed from July 2015 of which West Carthage returned to CSP. Mayor Burto explained the check included payment for property taxes which have been returned to Jefferson County therefore West Carthage could not accept the check. Mr. Goutremout stated he will check with their finance office and request they expedite separate payments as requested.

Monthly Expenditures:

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting. Trustee Sullivan stated he had a question regarding an invoice in which the Clerk/Treasurer provided him with clarification. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Sullivan and seconded by Trustee Peluso to approve the regular monthly expenditures in the amount of \$66,781.62 and the capital expenditures in the amount of \$33,493.60. 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. The Board also authorized GHD to adjust their contracts to decrease the engineering costs due to the combination of the Water Street pump station and the WPCF project.
Update 12/16/15: Chairman Astafan thanked Ms. Tuttle and Mark Crandall for the tour at the Watertown City plant and further thanked President McIlroy and Trustee Smith-Spencer for attending. Mr. Tamlin stated they are close to the 90% design phase.

After considerable discussion there was a motion by Mayor Burto and seconded by Trustee Peluso to remove the domes and not replace them on the clarifiers at the treatment plant. Motion carried unanimously.

Motion by President McIlroy and seconded by Mayor Burto to authorize President McIlroy and Mayor Burto to sign Amendment 1 to the Technical Services Agreement with DANC due to separate funding applications submitted by both Villages for an additional \$16,500 bringing the not to exceed amount of the contract to \$76,500.00. Motion carried unanimously.

The Board reviewed the opinion provided by NYSOSC regarding accounting for the capital project. NYSOSC confirmed the funds can be comingled and managed by one Village even though both Villages are financing separately. The Village of Carthage will be responsible for accounting for the capital project.

Motion by Mayor Burto and seconded by Trustee Sullivan authorizing the development of an administrative force account for the capital project to include a budget amount for the Carthage Clerk/Treasurer not to exceed \$10,000.00 and West Carthage Clerk/Treasurer not to exceed \$5,000.00. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Mayor Burto authorizing President McIlroy and Mayor Burto to sign Amendment 1 to the agreement with GHD to perform Water Street Pump Station Improvements construction administration and resident project representative services as part of the WPCF Improvements contract in the amount of \$4,800.00. Motion carried unanimously.

Motion by Trustee Sullivan and seconded by Mayor Burto authorizing President McIlroy and Mayor Burto to sign Amendment 2 to the agreement with GHD to remove construction administration and resident project representative services from the Water Street Pump Station Improvements for a deduction of \$12,000.00. Motion carried unanimously.

Chairman Astafan requested the Clerk/Treasurer to remove the status of the IMA from the agenda.

At the November 18, 2015 meeting the Board authorized Chairman Astafan to send a response to the US EPS requesting a ninety day extension for the return of the questionnaire they sent.

Update 12/16/15: USEPA granted a ninety day extension to respond to their questionnaire. Ms. Tuttle expressed that she and Mr. Crary have met and will forward the questions they are unable to answer to Attorney Gebo. Chairman Astafan asked Ms. Tuttle to keep him posted on the progress of the questionnaire.

At the November 18, 2015 meeting, President McIlroy requested a copy of the contract the Village of West Carthage has with the Town of Champion for their sewer district as he feels the sewer district contract should be both Villages, not just the Village of West Carthage.

Update 12/16/15: Chairman Astafan requested the Clerk/Treasurer to follow up with Attorney Gebo regarding his opinion of this matter.

New Business:

Chairman Astafan received a call regarding the construction of the Champion Sewer District #2 line and while digging, discovered an oil smell just outside the perimeter of the Treatment Plant. Chairman

Astafan investigated the site and noted the smell. Chairman Astafan recalled back in the 1990's, there was an issue in the area and NYSDEC closed the test well. Chairman Astafan recommended including funds in the capital project to remove contaminated soil.

Motion by Trustee Latremore and seconded by Trustee Peluso to select the provisional Operator Trainee Christopher Nortz from the list provided by Jefferson County Human Resources and make the appointment permanent effective December 16, 2015. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Latremore to authorize gift certificates to WPCF employees from the Carthage Market in the amount of \$50.00 each not to exceed \$200.00. Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Mayor Burto and seconded by Trustee Peluso to enter Executive Session at 4:55 p.m. to discuss the Inter Municipal Agreement between the two Villages and include Mr. Tamlin, Ms. Tuttle and Mr. Crary. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan to resume Regular Session at 5:07 p.m.

Next Regular Meeting Date:

Wednesday, January 20, 2016 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 5:08 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk