

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the West Carthage Municipal Building  
January 27, 2016

**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; Fred Goutremout, Carthage Specialty Paperboard Technical Manager; Charles Prior, GHD Engineer; and Elaine Avallone, Johnson Newspapers.

**Call to Order:**

Chairman Astafan called the meeting to order at 4:12 p.m.

**Approval of Minutes:**

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

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the minutes of the January 7, 2016 special 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 John Lehman is requesting to attend the NY Rural Water Spring Conference and he will receive up to twelve contact hours to use toward the educational requirements of his plant operator licensing.

Motion by Trustee Sullivan and seconded by Trustee Peluso to allow John Lehman to attend the NY Rural Water Spring conference in Lake Placid from May 16, 2016 – May 19, 2016 to include the conference registration \$375.00; hotel room for three nights \$375.00; and mileage reimbursement \$130.00 at a total cost not to exceed \$830.00 and further to transfer the funds from JA.1990.0400 Contingencies JA.8110.0422 Travel and Training. Motion carried unanimously.

Motion by Trustee Latremore 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 noted the outstanding amounts over ninety days attributed to Metro Paper and Carthage Specialty Paperboard. Chairman Astafan stated he is confident Mayor Burto has been working with Carthage Specialty Paperboard to collect the outstanding operation and maintenance payment for the third quarter which is sixty days overdue.

Motion by Trustee Sullivan and seconded by Trustee Peluso to have Attorney Gebo send collection notices to Metro Paper for their outstanding fines and Carthage Specialty Paperboard for their outstanding fines and outstanding operation and maintenance payment (due to West Carthage). Motion carried unanimously.

Motion by Trustee Latremore 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. Mr. Goutremout stated they are now set up to receive readings directly from the parshall flume. Mr. Goutremout also expressed they will be processing the next blacked dyed grades the second week of February.

### **Monthly Expenditures:**

Trustee Sullivan reviewed the monthly bills, bank statements and bank reconciliations last week as Chairman Astafan gave the Clerk/Treasurer permission to pay the bills after they were reviewed due to the meeting being postponed one week. Trustee Sullivan stated he noted no issues. 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 \$82,149.17 and the capital expenditures in the amount of \$1,534.50. 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 the Board decided to remove the domes and not replace them on the clarifiers at the treatment plant. The Board approved amendment #1 to the DANC Technical Services Agreement for a not to exceed amount of \$76,500.00; 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; 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; and 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.

Update 01/27/16: Chairman Astafan stated NYSEFC accepted Amendment 1 and 2 to GHD's agreement. Mr. Prior reviewed the highlights of the memo he submitted regarding the design review meetings held on October 27, 2015, December 1, 2015, and December 16, 2015. Mr. Prior also reviewed the updated timeline for the WPCF capital project. Mr. Prior asked the Board to review Amendment #2 he submitted for the Board's consideration. Chairman Astafan read the correspondence received from NYSEFC stating the capital project was not selected to receive the NYS Water Grant in round one but the application will be held and considered for round two.

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.

Update 01/27/16: Chairman Astafan stated he received information from DANC, Attorney Gebo, and the WPCF Clerk regarding the USEPA questionnaire. Chairman Astafan requested the WPCF Clerk to forward all of the information to Mr. Crary to complete 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.

Update 01/27/16: Chairman Astafan stated Attorney Gebo submitted his comments regarding the Champion Sewer District. In the memo, Attorney Gebo stated if the Champion Sewer District is going to use the WPCF, both Villages should weigh in on it. Chairman Astafan stated Ms. Tuttle provided a sample agreement to use for the sewer district which includes limits. President McIlroy feels the agreement should be with both Villages. Mayor Burto expressed the Village of West Carthage received permission from the WPCF Board prior to entering the agreement with the Town of Champion. Mayor Burto feels if the Champion Sewer District agreement is with both Villages, all agreements, to include water agreements, should be with both Villages. After considerable discussion, Chairman Astafan requested the Board to review the information regarding the Champion Sewer District and requested the WPCF Clerk to hold this over until the February 17, 2016 meeting.

At the December 16, 2016 meeting, 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. NYSDEC was contacted and forwarded correspondence to Chairman Astafan.

Update 1/7/16: Chairman Astafan was authorized to send a letter to NYSDEC requesting clarification of the changes at the spill site and what the expectations are from NYSDEC of the WPCF Board.

Update 1/27/16: Chairman Astafan reviewed the draft of the letter to be mailed to NYSDEC.

#### **New Business:**

Chairman Astafan stated the WPCF Board discussed at budget time last year having one meeting for both the Joint Water budget and WPCF budget. The WPCF Clerk stated she received the proposed budget from Mr. Crary and reminded the WPCF Board they decided to move back the due date for the budget, as historically, the approval of the WPCF budget by the WPCF Board has held up the Village of Carthage budget. Mayor Burto expressed the Joint Water budget will not be available for review until after

February 19, 2016. Chairman Astafan stated we will review the Joint budgets separately this year to include Mayor Burto, President McIlroy, and himself. Mayor Burto stated he will forward dates he is available to meet to the WPCF Clerk.

**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 4:50 p.m. to discuss ongoing negotiations of an agreement between the two Villages and include Mr. Prior. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Sullivan to resume Regular Session at 5:05 p.m. Motion carried unanimously.

**Next Regular Meeting Date:**

Wednesday, February 17, 2016 at the Village of Carthage Municipal Building at 4:00 p.m.

**Adjournment:**

Motion by Trustee Latremore and seconded by Trustee Peluso to adjourn at 5:06 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk