

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 18, 2017

**Attendance:**

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

West Carthage Members – Mayor Scott Burto; Trustees Rob Peluso and Michael Bigness.

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Charles Prior, GHD Engineer; and John Lehman, WPCF Operator.

**Call to Order:**

Chairman Astafan called the meeting to order at 4:36 p.m.

**Approval of Minutes:**

Motion by Trustee Peluso and seconded by Trustee Smith-Spencer to approve the minutes of the November 16, 2016 regular meeting as presented. Motion carried unanimously.

**Public Forum:**

None.

Chairman Astafan stated the December 21, 2016 meeting was cancelled due to lack of a quorum. Chairman Astafan stated Trustee Smith-Spencer and Trustee Bigness reviewed the monthly bills for December of which he gave the Clerk/Treasurer permission to pay in the amount of \$76,006.85.

**Monthly Reports:**

WPCF Status and Repair Reports: Mr. Crary provided the highlights of his reports for November and December. Mr. Crary stated the minor issues which were identified in the WPCF Safety and Housekeeping audit have been rectified. Chairman Astafan commended Mr. Crary, Ms. Tuttle and the WPCF employees for the positive outcome of the annual NYSDEC inspection which occurred on November 15, 2016.

Motion by Trustee Peluso and seconded by Trustee Vary to approve the sludge building boiler repairs in the amount of \$2,771.45. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by President McIlroy to accept the WPCF Status and Repair Reports as presented. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and Chairman Astafan noted the outstanding balance for Carthage Specialty Paperboard.

Motion by Trustee Peluso and seconded by Trustee Smith-Spencer authorizing Mayor Burto to send the outstanding balances to Attorney Hassler for collection. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Peluso by to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Goutremout submitted a report to the Board for the month of December 2016. No report was submitted for January 2017.

**Monthly Expenditures:**

Trustee Smith-Spencer and Trustee Bigness reviewed the monthly bills, bank statements and bank reconciliations prior to the meeting and noted no issues. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Smith-Spencer and seconded by Trustee Peluso to approve the regular monthly expenditures in the amount of \$73,205.25 and the capital project monthly expenditures in the amount of \$3,397.96. Motion carried unanimously.

**Old Business:**

At the February 17, 2016 meeting, West Carthage agreed to submit their NYSEFC funding application. The Board also approved to renew the \$1,000,000 BAN and pay the interest due.

Update 03/17/16: Mr. Prior stated the NYSEFC funding application was submitted on behalf of West Carthage. Mr. Prior stated he will reach out to NYSEFC regarding the status of the funding applications. Mr. Prior also stated he will contact Attorney Gebo regarding the easements needed for construction at the Water Street Pump Station.

Update 04/20/16: Mr. Prior has not received any new information about the financing application but will reach out to NYSEFC to check the status.

Update 05/17/16: Mr. Prior stated NYSEFC requested a few more items to accompany the application of which he forwarded to them.

Update 06/15/16: Mr. Prior stated all items have been submitted to NYSEFC. Ms. Tuttle stated she spoke with NYSEFC and they stated we should hear from them regarding the short-term financing in September or October 2016.

Update 07/20/16: No further information has been received.

Update 08/17/16: Chairman Astafan read the correspondence received from NYSEFC extending our interest free financing until September 30, 2017.

Update 09/21/16: Mr. Prior stated he spoke with representatives at NYSEFC and expressed our applications are going to the loan committee for review. Mr. Prior anticipates receiving notification from NYSEFC in late November or early December.

Update 10/19/16: Mr. Prior stated he anticipates receiving notification from NYSEFC in the next few months.

Update 11/16/16: Nothing new to report.

Update 01/18/17: Mr. Prior stated NYSEFC is waiting for the new bid results prior to closing on short-term financing. Mr. Prior stated notification was received from CDBG to extend the grant until December 2017.

At the June 15, 2016 meeting Mr. Prior requested the bid opening be moved until June 29, 2016 due to the addendum being issued for the new disinfectant requirement and the Board agreed.

Update 07/20/16: Mr. Prior agreed to coordinate a meeting with the WPCF committee to discuss in detail what our options are regarding the capital project as the bids came in over budget.

Update 08/17/16: The Board authorized GHD to re-bid the WPCF Capital Project pending the capital project priority list approval of the Board.

Update 09/21/16: Mr. Prior stated the re-design changes were made and the bid documents were updated and he will forward the documents to the Clerk/Treasurer. Mr. Prior stated notice for the re-bid of the project was published in the Carthage Republican Tribune and the Watertown Daily Times and will run for two weeks. Mr. Prior expressed the bids are due October 26, 2016.

Update 10/19/16: Mr. Prior intends to send an addendum regarding the filter press to potential bidders on Friday. Mr. Prior stated the bids are due October 26, 2016.

Update 11/16/16: Mr. Prior stated the bids were received and the Capital Project Committee consisting of Mayor Burto, President McIlroy, the West Carthage Clerk/Treasurer and the Carthage Clerk/Treasurer met prior to the meeting to discuss the bids received and the consensus is to re-bid the project based on price and scope of the bids received. Mr. Prior stated GHD will repackage the bid and submit it to the

Board for their review. Mayor Burto stated the Capital Project Committee met earlier regarding the items on the bid. Mayor Burto stated the committee discussed removing the grit removal screening from the bid as the main bid only included screening fifty percent of the flow. The committee also discussed adding critical items back into the main bid. Mayor Burto stated GHD gave a presentation to the committee explaining why the bids came in so high. GHD expressed the changes from the original scope increased the project by \$1.5 million; unforeseen conditions because core sampling was not performed increased the project by another \$550,000; the bidding market has changed as there is more work available in this area; and the price of the generator and other cite work was under estimated. Mayor Burto stated we will go back out to bid and remove the grit screening; add back critical items to repair the plant; add back disinfection and chlorination; and add two grinders at approximately \$25,000 each to the main bid. All other items will be included as alternates so based on the bid results, the Board can decide if they are affordable to implement.

Update 01/18/17: Mr. Prior stated the revised bids have been sent out and the only interest he has received is from the companies who already bid the project. Mr. Prior stated there is a pre-bid meeting scheduled for January 24, 2017 and the bid opening will be February 7, 2017. A special meeting was scheduled for February 8, 2017 at 9:00 p.m. at the Carthage Municipal Building to review the bids.

At the May 16, 2016 meeting, the Board authorized GHD to apply for further funding due to the new disinfectant requirement.

Update 06/15/16: Mayor Burto asked Mr. Prior how the application was progressing and Mr. Prior stated he anticipates having an application for review by next week.

Update 07/20/16: Mr. Prior stated he received feedback from the Clerk/Treasurer and Sarah Bullock, Community Development Director. Mr. Prior asked if the Board had any feedback and they responded no. Mr. Prior expressed he will have the information to Ms. Bullock prior to the deadline on July 29, 2016.

Update 08/17/16: Mr. Prior stated the application was submitted.

Update 09/21/16: Mr. Prior stated the CFA announcements are not available yet.

Update 10/19/16: Mr. Prior stated the CFA announcements are not available yet.

Update 11/16/16: Mr. Prior stated the CFA announcements should be made next month and the WPCF Project scored well.

Update 01/18/17: NYSDEC awarded the WPCF \$2.5 million to complete the required disinfection upgrades at the plant. Mr. Prior and Ms. Tuttle will work with the Clerk/Treasurer regarding completing the requirements on the grants reform portal.

At the November 16, 2016 meeting, Mr. Crary stated Jefferson County Human Resources provided four applicants from the Civil Service list and expressed he will contact Trustee Sullivan and Trustee Smith-Spencer to set up interviews.

Update 01/18/17: Mr. Crary stated Trustee Sullivan, Trustee Smith-Spencer, Ms. Tuttle, and himself interviewed one candidate from the list. After the interview, they discussed hiring a 2A Operator instead of an Operator Trainee. The Clerk/Treasurer contacted Jefferson County Human Resources who stated because there is a valid list available, the Board can't hire a 2A Operator, they must use the certified list provided. Ms. Tuttle stated she spoke with Mr. Wright who stated that Jefferson County Human Resources can't dictate the needs of the plant and he feels the Board can hire a 2A Operator provisionally. After considerable discussion, there was a motion by Mayor Burto and seconded by Trustee Peluso to have Ms. Tuttle draft a letter to be signed by Chairman Astafan to Jefferson County Human Resources regarding advertising to hire a licensed 2A Operator for the plant. Motion carried unanimously.

### **New Business:**

Chairman Astafan noted the correspondence received from NYSDEC regarding Notice of Intent to Modify Disinfection Requirements SPDES permit No. NY0025151.

Chairman Astafan noted the correspondence received from NYSDEC regarding Department Issued Modification – Disinfection Requirements DEC ID 6-2230-00022/00002 SPDES NY 0025151.

Motion by Mayor Burto and seconded by Trustee Peluso to formally authorize the purchase of employee certificates in the amount of \$150.00. Motion carried unanimously.

The date was set for the budget workshop on February 8, 2017 to commence after the bid review meeting.

Chairman Astafan welcomed Trustee Bigness to the WPCF Board and stated he feels he will be a great asset with all of his experience in the wastewater field.

Mr. Lehman apologized to the Board for the resignation of Christopher Nortz as he recommended him for employment. Mr. Lehman also suggested putting language in the next Teamsters contract requiring employees who receive training toward their wastewater licensing be required to work a certain number of years or be required to repay the cost of the training. Mr. Lehman also expressed his concerns with prolonging the WPCF capital project as equipment continues to breakdown at the plant.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

None.

**Next Regular Meeting Date:**

Wednesday, February 15, 2017 at the Village of Carthage Municipal Building at 4:15 p.m.

**Adjournment:**

Motion by President McIlroy and seconded by Trustee Peluso to adjourn at 5:07 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk/Treasurer