

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
February 15, 2017

Attendance:

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

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; Patrick Purdy and John Frank, CSP; Elaine Avallone, Johnson Newspapers and one Participation in Government Student.

Call to Order:

Chairman Astafan called the meeting to order at 4:21 p.m.

Approval of Minutes:

Motion by Trustee Vary and seconded by Mayor Burto to approve the minutes of the January 18, 2017 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 for January. Chairman Astafan stated the WPCF Status and Repair Reports were getting more condensed which he attributed to the hard work of Mr. Crary and Ms. Tuttle.

Motion by Trustee Vary 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 there were no questions.

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

Carthage Specialty Paperboard, Inc. Status Update:

Chairman Astafan asked Mr. Purdy if he had a status update and Mr. Purdy stated he had nothing to report in Regular Session.

Monthly Expenditures:

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 Bigness and seconded by Trustee Peluso to approve the regular monthly expenditures in the amount of \$54,490.74 and the capital project monthly expenditures in the amount of \$805.00. 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.

Update 02/15/17: Nothing new to report.

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.

Update 02/15/17: Mr. Prior stated the bids were opened 02/07/17 and the WPCF committee met on 02/08/17 to review. Mr. Prior stated the main project bid was within the joint bonding resolutions which total \$9.4 million. Mr. Prior expressed the WPCF committee agreed to add bid alternates to complete the project in the amount of \$11.8 million so the WPCF board will not need to make further upgrades in the near future. Mr. Prior further stated that this will require both Villages to amend their bond resolutions to account for the increase. Ms. Tuttle asked if both Villages received the amended bond resolutions from Attorney Gebo and representatives from each Village stated they did. Ms. Tuttle asked Mayor Burto if the West Carthage Board passed their amended resolution at their meeting on 02/13/17 and Mayor Burto stated they did not and would like to discuss it in Executive Session.

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.

Update 02/15/17: Mr. Prior stated he is working with DANC to upload the required information for the Water Quality Improvements Grant in the grants reform portal and further stated they will have it completed prior to the deadline in early March 2017.

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.

Update 02/15/17: Chairman Astafan stated he received a telephone call from the Valerie Nugent, Director of Jefferson County Human Resources regarding the WPCF forgoing the Civil Service list of Operator Trainees in order to hire a licensed 2A Operator. Ms. Nugent stated it is the law that the WPCF must hire from the certified Operator Trainee list they provided. Chairman Astafan requested the

Clerk/Treasurer to get the Operator Trainee list recertified by Jefferson County Human Resources and Mr. Crary to set up interviews to include Trustee Bigness and Trustee Smith-Spencer along with Mr. Crary and Ms. Tuttle.

New Business:

Motion by Trustee Peluso and seconded by Trustee Bigness to approve budget transfers for account balancing as follows:

JA.8130.4600 Vehicle/Equipment	1,000.00	
JA.9055.8025 Disabilities Ins.	20.00	
JA.9060.8030 Hospital, Medical, Dental, Ins.		1,020.00

Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to approve the WPCF Budget for the fiscal year 06/01/17 – 05/31/18 in the amount of \$1,108,366.00 which includes a credit to both Villages Operation and Maintenance in an amount equal to projected hauler revenues based on their O&M contribution percentages with the understanding that if the hauler revenues do not equal the budgeted projections, each Village will be required to contribute to the difference according to their Operation and Maintenance contribution percentages. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing the Clerk/Treasurer to pay the principal \$22,000 and interest \$17,500 debt payment for the capital project out of the WPCF fund from contingencies. Motion carried unanimously.

Trustee Bigness asked Mr. Prior why a screw press was not included in the capital project instead of a belt press. Mr. Prior stated a screw press is not large enough to handle the waste at the treatment plant.

Chairman Astafan stated he just received an agreement from the Town of Champion regarding cleaning up the spill site at the plant and requested the Clerk/Treasurer to hold it over until the March 15, 2017 meeting to give everyone time to review it.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Mayor Burto and seconded by Trustee Peluso to enter Executive Session to discuss two contract negotiations at 4:33 p.m. to include Ms. Tuttle, Mr. Crary, Mr. Prior, and Mr. Purdy. Motion carried unanimously.

Mr. Purdy was excused at 4:39 p.m.

Motion by Mayor Burto and seconded by Trustee Peluso to resume Regular Session at 5:25 p.m. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to rescind the motion authorizing the Clerk/Treasurer to pay the principal \$22,000 and interest \$17,500 debt payment for the capital project out of the WPCF fund from contingencies. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing the Clerk/Treasurer to transfer the funds out of the WPCF fund from contingencies to the Village of Carthage Sewer Fund to pay the

principal \$22,000 debt payment for the capital project and to pay the interest \$17,500 debt payment from the capital projects fund. Motion carried unanimously.

Motion by Trustee Bigness and seconded by Trustee Peluso to support the Village of West Carthage to draw up an agreement with Carthage Specialty Paperboard to shut off their water and plug their sewer flow if they do not follow through with their payment agreement to pay arrears amounts due and also current payments. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing Mr. Crary to purchase a plug for the Carthage Specialty Paperboard sewer line if necessary and further purchase a lock for the Carthage Specialty Paperboard metering building. Motion carried unanimously.

Next Regular Meeting Date:

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

Adjournment:

Motion by Trustee Peluso and seconded by Trustee Bigness to adjourn at 5:27 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk/Treasurer