

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the West Carthage Municipal Building
March 20, 2013

Attendance:

Carthage Members – Chairman Michael F. Astafan and Trustees Kathleen Latremore, Rebecca Vary, and Trustee Linda Smith-Spencer.

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

Others Attending – Wayne McIlroy, Village of Carthage President; Carrie Tuttle, DANC Director of Engineering; Bart Crary, DANC Chief Plant Operator; Elaine Avallone, Johnson Newspapers and eight Participation in Government Students.

Call to Order:

Chairman Astafan called the meeting to order at 4:52 p.m.

Ms. Tuttle introduced Bart Crary, DANC Chief Plant Operator and highlighted his qualifications and prior experience which includes a 3A Sewer Operator License and a 2A Water Operator License.

Approval of Minutes:

The February 20, 2013 meeting was cancelled.

Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the minutes of December 19, 2012 regular meeting as presented by the Clerk. Motion carried unanimously.

Public Forum:

None

Monthly Reports:

WPCF Status Reports: Ms. Tuttle and Mr. Crary highlighted the Status Reports from January and February 2013 which included new Standard Operating Procedures for Draining the Aeration Tanks and Isolating the contact Re-aeration Sludge Tank. Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the WPCF Status Reports as presented. Motion carried unanimously.

Financial Report: The Financial Reports were reviewed and there were no questions. Motion by Trustee Peluso and seconded by Trustee Sullivan to approve the Financial Report as presented. Motion carried unanimously.

Monthly Expenditures:

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills for February and March prior to the meeting and there were no questions.

Motion by Trustee Sullivan and seconded by Trustee Peluso to approve the monthly expenditures for February and March in the amount of \$21,152.75. Motion carried unanimously.

Old Business:

None

New Business:

Motion by Trustee Peluso and seconded by Trustee Vary to authorize the revision to Resolution 1 of 2013 committing 20% matching funds regarding Carthage Wastewater Engineering Study Project Planning Grant #19410 to the Village of Carthage as follows:

**RESOLUTION # 1 OF 2013
AUTHORIZING COMMITMENT OF MATCHING FUNDS REGARDING CARTHAGE WASTEWATER
ENGINEERING STUDY PROJECT PLANNING GRANT THROUGH THE NEW YORK CLEAN WATER
STATE REVOLVING FUND (CWSRF)
(PLANNING GRANT #19410)**

WHEREAS, state grant funding in the amount of \$30,000 has been awarded to the Village of Carthage through the CWSRF to complete the Carthage Wastewater Engineering Study Project for the Carthage/West Carthage Water Pollution Control Facility; and

WHEREAS, the Village of Carthage is the recipient of the grant funding and will act as the lead agent; and

WHEREAS, such grant requires a minimum local match of 20% of the total engineering planning grant project costs,

BE IT RESOLVED AS FOLLOWS:

1. That the Carthage/West Carthage Water Pollution Control Facilities Management Board hereby authorizes and appropriates a minimum of 20% local match of up to \$7,500 to the Village of Carthage to complete the Carthage Wastewater Engineering Study Project based upon a total estimated maximum project cost of \$37,500.
2. That the Chairman of the Water Pollution Control Facilities Management Board may increase this local match through the use of in kind services without further approval from the Carthage/ West Carthage Water Pollution Control Facilities Management Board.
3. That the Chairman, or in his absence, Vice Chairman, or Treasurer is hereby authorized to execute any and all documents, contract, funding disbursements and agreements necessary to effectuate this initiative.

Motion carried unanimously.

Motion by Trustee Peluso and seconded by Mayor Burto to authorize Chairman Astafan to sign the revised DMR Signature Authorization form which includes Mr. Crary as an authorized signatory. Motion carried unanimously.

Chairman Astafan appointed a Project Planning Grant Committee which consisted of Trustee Latremore, Chairperson; Trustee Sullivan and Trustee Smith-Spencer. Mayor Burto excused himself from the discussion and left the board table due to his current employment at Bernier Carr & Associates. Trustee Latremore presented the committees recommendation to the board of GHD, Inc. and thanked Ms. Tuttle and Mr. Crary for their technical support throughout the selection process. A total of five proposals were received from Barton & Loguidice, P.C.; Capital Consultants Architecture and Engineering; Bernier Carr & Associates; GHD, Inc.; O'Brien & Gere. Of the five, Barton & Loguidice, P.C and GHD, Inc. were originally selected to be interviewed by the committee. Trustee Peluso asked why GHD's proposal price was so low. According to Ms. Tuttle, GHD only included the cost of the services requested in the original proposal; but after discussions agreed to include an energy improvement study in the amount of \$15,000 of which \$7,500 may be covered by a NYSERDA grant which would cover the cost of the required match. Trustee Peluso asked why all five of the firms were not interviewed. Trustee Latremore stated that the

two firms stood out from the rest and the committee was open to interview the remaining three firms if necessary but they were impressed with GHD.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to recommend to the Village of Carthage to sign the agreement between owner and engineer for professional services with GHD, Inc. to complete the Carthage Wastewater Engineering Study Project Planning Grant #19410. Motion carried with Mayor Burto abstaining.

Chairman Astafan requested to hold the Climax Manufacturing, Inc. Industrial User Permit Draft until the April 17, 2013 to allow time for further review.

Mayor Scott Burto requested to hold the recommended FY 2014 budget until Executive Session to discuss the employment history of a particular corporation.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Trustee Latremore and seconded by Mayor Burto to enter Executive Session at 5:45 p.m. to discuss the employment history of a particular corporation and the employment history of a particular employee and invite Mr. McIlroy, Ms. Tuttle, and Mr. Cray to attend. Motion carried unanimously.

Mr. Cray and Ms. Tuttle were excused at 7:00 p.m.

Mr. Cray and Ms. Tuttle were invited back at 7:15 p.m.

Motion by Mayor Burto and seconded by Trustee Peluso to resume regular session at 7:30 p.m. Motion carried unanimously.

Mayor Burto will contact Chairman Astafan to further discuss the budget.

Next Regular Meeting Date:

April 17, 2013 at the Village of Carthage Municipal Building.

Adjournment:

Motion by Mayor Burto and seconded by Trustee Sullivan to adjourn at 7:30 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk