

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the Carthage Municipal Building
April 17, 2017

Attendance:

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

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

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

Call to Order:

President McIlroy called the meeting to order at 4:44 p.m.

Approval of Minutes:

Motion by Trustee Peluso and seconded by Trustee Vary to approve the minutes of the March 15, 2017 regular meeting as presented. Motion carried unanimously.

Motion by Trustee Peluso and seconded by Trustee Bigness to approve the minutes of the April 6, 2017 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 for March.

Motion by Trustee Bigness and seconded by Trustee Peluso to hire John Hannafin as a WPCF Operator Trainee from the list provided by Jefferson County Human Resources effective April 25, 2017. Motion carried unanimously.

Motion by Trustee Bigness and seconded by Trustee Vary to advertise the Request for Proposal for sludge hauling in the Watertown Daily Times. Motion carried unanimously.

Motion by Trustee Peluso and seconded by Trustee Bigness 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:

President McIlroy asked Mr. Frank if he had a status update and he stated he did not.

Monthly Expenditures:

Trustee Bigness and Trustee Smith-Spencer were not available to review the monthly bills, bank statements and bank reconciliations prior to the meeting. The monthly bills, bank statements and bank reconciliations were available for review at the meeting.

Motion by Trustee Peluso and seconded by Trustee Bigness to approve the regular monthly expenditures in the amount of \$103,578.52. and the capital project monthly expenditures in the amount of \$1,519.00. 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.

Update 03/15/17: Nothing new to report.

Update 04/19/17: Ms. Tuttle stated an email was received from Attorney Gebo regarding the NYSEFC application and expressed a different attorney has taken over reviewing the Villages applications and would like to schedule a conference call. Ms. Tuttle stated she will coordinate a conference call next week as Mayor Burto is out of town until then.

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.

Update 03/15/17: Both Village Boards met prior to the meeting as West Carthage wanted to discuss changing the percentage each Village will bond for the project and no decision was made. Mayor Burto asked if Mr. Prior can ask the contractors who submitted bids to hold the price of the bids for two weeks. Chairman Astafan stated he did not think that it was necessary to hold the bid prices as the Carthage Board will meet tomorrow to discuss the if they are in favor of rescinding their 30% bond resolution passed on February 20, 2017.

Update 04/06/17: The bids were reviewed and accepted and the Village of West Carthage passed a bond resolution to bond for 70% of the WPCF Capital Project.

Update 04/19/17: Mr. Prior stated the notice of awards were sent out to the bidders of the project and he will be forwarding executable documents for both Villages to sign within the next few weeks.

Motion by Trustee Peluso and seconded by Trustee Bigness to approve the revised budget for June 1, 2017 – May 31, 2018 to include the receipt of debt payments to be paid to the Villages for their individual debt and further include the debt payment which will be due for the capital project in March 2018; the total budgeted expenditures is \$1,436,953.00. Motion carried unanimously

New Business:

President McIlroy asked Mr. Crary to explain the correspondence received from NYSDEC regarding Toxicity Testing. Mr. Crary explained that during the testing in 2016, toxicity levels were not exceeded therefore no further testing is warranted.

Motion by Trustee Bigness and seconded by Trustee Peluso to recommend approval of the MOU regarding the Capital Project to both Villages at their respective meetings. Motion carried unanimously.

Motion by Trustee Peluso and seconded by Trustee Bigness to approve the WPCF Fund Balance Policy as presented by the Clerk/Treasurer. Motion carried unanimously.

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

JA.8130.4914 Repairs Sewage Treatment and Disposal	5,000.00	
JA.1990.4000 Contingencies		5,000.00

Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, May 17, 2017 at the Village of West Carthage Municipal Building at 4:15 p.m.

Adjournment:

Motion by Trustee Peluso and seconded by Trustee Vary to adjourn at 4:55 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk/Treasurer