

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

**Attendance:**

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

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Engineer; Elaine Avallone, Johnson Newspapers and John Brooke, CSP.

**Call to Order:**

Chairman Astafan called the meeting to order at 4:26 p.m.

**Approval of Minutes:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the minutes of the April 17, 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 April. Mr. Crary explained the events of the May 2, 2017 catastrophic failure of the main lift pumps due to the failure of the sump pump in that room. Chairman Astafan commended Mr. Crary and staff for their quick response. Mr. Crary has been working with the insurance company adjuster and Chairman Astafan suggested including overtime costs incurred by employees during the event. Mr. Crary provided a written summary of events which attributed to the failure and what has been done since to get the plant up and running which is contained in his report. After considerable discussion, there was a motion by Trustee Bigness and seconded by Mayor Burto to accept the WPCF Status and Repair Report as presented. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Bigness to accept the low bid for sludge hauling from John Allen Sanitation Service, Inc. in the amount of \$230.00 per trip to the landfill for the period June 1, 2017 – May 31, 2018 and further extend the contract for an additional two years at \$235.00 per trip for the period June 1, 2018 – May 31, 2019 and \$240.00 per trip for the period June 1, 2019 – May 31, 2020. Motion carried unanimously.

Motion by President McIlroy and seconded by Mayor Burto to approve the Significant Industrial User permits, as recommended by Mr. Crary, for the period June 1, 2017 – May 31, 2018. Motion carried unanimously.

Financial Reports: The Financial Reports were reviewed and there were no questions.

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

Carthage Specialty Paperboard, Inc. Status Update:

Mayor Burto asked Mr. Brooke if he had a status update and he stated that Mr. Purdy and Mr. Frank are no longer working at CSP. Mr. Brooke asked what kind of update the Board is looking for and Ms. Tuttle

stated there is language in the SIU permit which outlines the required reporting. Mayor Burto suggested for Mr. Crary to set up a meeting with CSP to discuss what is expected for updates.

**Monthly Expenditures:**

Trustee Bigness and Trustee Smith-Spencer reviewed 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 Bigness and seconded by Trustee Smith-Spencer to approve the regular monthly expenditures in the amount of \$86,405.96 and the capital project monthly expenditures in the amount of \$21,213.30. 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.

Update 05/17/17: Chairman Astafan expressed that during the conference call with NYSEFC, their attorney requested a revised IMA between the Villages prior to proceeding with the NYSEFC application. Chairman Astafan, Mayor Burto and President McIlroy met at Attorney Gebo's office to discuss the draft IMA. Attorney Gebo emailed a draft of the IMA of which Ms. Tuttle and the Clerk/Treasurer forwarded their comments which were addressed by Attorney Gebo. Mayor Burto stated he has a few comments which he will email to Attorney Gebo tomorrow.

Motion by Mayor Burto and seconded by President McIlroy authorizing Mayor Burto and President McIlroy to bring the revised IMA back to each individual Village Board for their approvals. Motion carried unanimously.

Mayor Burto asked Ms. Tuttle to contact Mr. Prior and request that he resubmit for the next round of the water funding grants. The Clerk/Treasurer stated she spoke with Mr. Prior who intends to update our application for the water grants and submit by the deadline.

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.

Update 05/17/17: The Clerk/Treasurer stated that Mr. Prior dropped off the contracts to be signed for the WPCF Capital Project contractors and requested Mayor Burto and President McIlroy to stop by and sign them tomorrow.

**New Business:**

Ms. Tuttle explained that Metro Paper is no longer considered a Significant Industrial User (SIU). Ms. Tuttle further explained that she consulted Attorney Gebo and the Village of Carthage should now be responsible for billing them for their sewer usage. Ms. Tuttle also expressed that this will correct the outdated billing formula which was created for Metro Paper during their first year of operation. President McIlroy expressed if Metro Paper walks away from the facility that he would like to be able to access the WPCF hauler revenue to assist with the burden which would be placed on the Village of Carthage. President McIlroy clarified that he feels that West Carthage should also be able to access the WPCF hauler revenues if CSP closes and the SIU classification is terminated and CSP then becomes a Village of West Carthage sewer customer. Ms. Tuttle expressed that this is addressed in the new IMA between the two Villages.

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

JA.8110.4320 Contracts/Maint Agreements	\$7,000.00	
JA.8110.4923 Lab Services Sewer Admin	\$3,300.00	
JA.8130.4914 Repairs Sewage Treatment and Disposal	\$20,000.00	
JA.8130.4924 Sludge Disposal	\$8,000.00	
JA.9797.6000 Debt Principal Other Governments	\$22,000.00	
JA.1990.4000 Contingencies		\$60,300.00

Motion carried unanimously.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

Motion by Trustee Bigness and seconded by Trustee Smith-Spencer to enter Executive Session at 4:58 p.m. to discuss the employment history of a particular corporation. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Smith-Spencer to resume Regular Session at 5:07 p.m. Motion carried unanimously.

The Clerk/Treasurer explained that she is not recommending to transfer budgeted funds into the reserve accounts at this time due to the expenses from the catastrophic failure at the plant.

Motion by President McIlroy and seconded by Mayor Burto to wait until insurance proceeds are received for expenses incurred from the catastrophic failure at the plant to review the financial condition of the

WPCF Fund and transfer funds into the budgeted reserve categories at that time. Motion carried unanimously.

President McIlroy stated that once the IMA between the Villages is approved, Trustee Vary will not be on the WPCF Board therefore meetings can begin at 4:00 p.m.

**Next Regular Meeting Date:**

Wednesday, June 21, 2017 at the Village of Carthage Municipal Building at 4:00 p.m.

**Adjournment:**

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to adjourn at 5:07 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk/Treasurer