

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the West Carthage Municipal Building
June 21, 2017

Attendance:

Carthage Members – Chairman Michael F. Astafan; President G. Wayne McIlroy and Trustee 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; Charles Prior, GHD Engineer; and Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 2:39 p.m.

Approval of Minutes:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the minutes of the May 17, 2017 regular meeting as presented. Motion carried unanimously.

Public Forum:

None.

Monthly Reports:

WPCF Status and Repair Report: Chairman Astafan asked Mr. Crary if the CSP violations at the plant are due to CSP not communicating their processing and Mr. Crary responded no and further expressed they have been communicating with him on a weekly basis. Mr. Crary provided the highlights of his report for May. Mr. Crary said he received authorization from Chairman Astafan to allow plant operators to work overtime in order to increase the amount of sludge going to the Rodman Landfill.

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

Financial Reports: The Financial Reports were reviewed and Chairman Astafan noted the outstanding amount on the aging report for Carthage Specialty Paperboard. Mayor Burto stated they have paid their O&M for last fiscal year and have made payment arrangements for the current amount due for O&M and Debt. Mayor Burto said he will mention the outstanding receivable to them as he needs to call them regarding another matter.

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

Carthage Specialty Paperboard, Inc. Status Update:

None.

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 \$192,989.06 and the capital project monthly expenditures in the amount of \$3,935.74. 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.

Update 06/21/17: The IMA was approved by both Village Boards and forwarded to NYSEFC.

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.

Update 06/21/17: Mr. Prior stated the preconstruction meeting took place at the plant with the contractors. Mr. Prior expressed that he emailed the Notices to Proceed for the contractors to the Clerk/Treasurer to be signed by Mayor Burto and President McIlroy. Mr. Prior said the Water Funding Grant is complete and awaiting President McIlroy's signature. Mayor Burto asked why are we waiting to start construction and Mr. Prior expressed there are administrative items which need to take place prior to starting construction. Chairman Astafan asked if there was any protocol for the Board to follow when they want to review the capital project progress. Mr. Prior suggested contacting Mr. Crary who will coordinate with GHD for the construction site to be reviewed and GHD will provide safety equipment.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing Mayor Burto and President McIlroy to sign the Notices to Proceed with Collins-Hammond Electrical Contractors, Inc.; C.O. Falter Construction Company; and JE Sheehan Contracting. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Bigness to have GHD submit the application for the Water Infrastructure Improvement Act Grant to include the IMA Grant providing it does not prolong closing on short-term financing with NYSEFC. Motion carried unanimously.

Mayor Burto asked Chairman Astafan to contact Mr. Demmick from BCA request a timeline on when they intend to clean up the spill site. Chairman Astafan stated he will contact him today and report back to the Board.

New Business:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authorizing Mayor Burto and President McIlroy to sign Amendment No. 1 to the DANC agreement. Motion carried unanimously.

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

JA.8110.4350 Special Items to Dept.	\$906.00	
JA.8110.4410 Utilities		\$906.00
JA.8130.4610 Vehicle/Equip Fuel	\$1,051.00	
JA.8130.4700 Plant Supplies	\$2,244.00	
JA.8130.4914 Repairs	\$11,000.00	
JA.8130.1000 Personal Services		\$14,295.00
JA.9797.6000 Debt Service Other Govts	\$22,000.00	
JA.9010.8000 Retirement		\$18,000.00
JA.9060.8030 Health Ins.		\$4,000.00

Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Chairman Astafan expressed that he will need an Executive Session to discuss the employment history of a particular corporation and requested Mr. Crary to step out.

Executive Session:

Motion by Mayor Burto and seconded by President McIlroy to enter Executive Session at 3:00 p.m. to discuss the employment history of a particular corporation. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to resume Regular Session at 3:20 p.m. Motion carried unanimously.

Mr. Crary returned at 3:20 p.m.

Chairman Astafan asked Mr. Crary if he included all of the items in the insurance claim and he stated as far as he knows. Chairman Astafan asked if all of the sump pumps are fixed and Mr. Crary stated one is. Mr. Crary stated it was the control panel on the wall which failed not the sump pump. Mr. Crary further explained that he is doing his best to get by with not fixing everything now which will be replaced during the capital project.

Next Regular Meeting Date:

Wednesday, July 19, 2017 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to adjourn at 3:22 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy
WPCF Clerk/Treasurer