

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the West Carthage Municipal Building
July 19, 2017

Attendance:

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

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; Manasseh Burt, DANC; Charles Prior, GHD Engineer; John Brook and William Cheuk, CSP and Ernie Prievo, Carthage Water Superintendent.

Call to Order:

Chairman Astafan called the meeting to order at 4:14 p.m.

Approval of Minutes:

Motion by President McIlroy and seconded by Trustee Bigness to approve the minutes of the June 21, 2017 regular meeting as presented. Motion carried unanimously.

Public Forum:

None.

Executive Session:

Motion by Mayor Burto and seconded by Trustee Bigness to enter Executive Session at 4:15 p.m. to discuss the employment history of a particular corporation to include Mr. Crary and Ms Tuttle. Motion carried unanimously. Mr. Prior was asked to attend at 4:25 p.m.

Motion by Mayor Burto and seconded by Trustee Bigness to resume Regular Session at 4:39 p.m. Motion carried unanimously.

Monthly Reports:

WPCF Status and Repair Report: Mr. Crary provided the highlights of his report for June. Mr. Crary stated the insurance check was received for the flooding at the plant on May 2, 2017 in the amount of \$41,299.25.

Motion by President McIlroy and seconded by Trustee Bigness authorizing John Lehman and Greg Pinkham to attend the Northern New York Water Works Conference in Wanakena on August 9, 2017 at a cost of \$40.00 per person plus mileage reimbursement. Motion carried unanimously.

Motion by President McIlroy 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 Chairman Astafan asked the Deputy Clerk to have Attorney Gebo send a letter to Carthage Specialty Paperboard regarding their past due balances. Motion by President McIlroy and seconded by Trustee Bigness to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

Mr. Crary stated CSP is sending him weekly status reports.

Monthly Expenditures:

Trustee Bigness 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 President McIlroy to approve the regular monthly expenditures in the amount of \$66,124.58 and the capital project monthly expenditures in the amount of \$5,097.50. Motion carried unanimously.

Mayor Burto left at 4:45 p.m. therefore there was no longer a quorum of the Board.

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.

Update 07/19/17: Ms. Tuttle expressed that NYSEFC intends to close on short-term financing in early August 2017.

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.

Update 07/19/17: Mr. Prior stated there was a meeting with the contractors yesterday to discuss mobilization and contractor responsibilities. Chairman Astafan questioned Ms. Tuttle regarding the request of CO Falter to post bonds as a substitute for retainage as he is not comfortable with their request. Ms. Tuttle stated she will coordinate a conference call with CO Falter and Attorney Gebo to discuss their request.

New Business:

Mr. Burt provided a presentation of the EDU Analysis for both Villages and suggested a meeting with employees and board members to discuss how the Villages want to proceed with the EDU model.

Ms. Tuttle discussed the correspondence received from John Lehman, WPCF Operator, regarding his concerns of lack of safety training. Ms. Tuttle expressed safety training is offered to the employees through a variety of sources and is in compliance with the WPCF Health and Safety Manual and with OSHA/PESH requirements. Ms. Tuttle expressed that Mr. Lehman's claim that he is not receiving annual mandatory safety training is unfounded as the annual mandatory training he is referring to is not required. Mr. Crary stated he sends WPCF employees to free trainings provided by DANC when available. Mr. Crary also stated that he sends WPCF Operators bi-annually to NYRWA training to ensure they receive their contact hours as required for their Operator Licensing. Mr. Crary expressed training was offered to Mr. Lehman a few months ago of which he refused as he did not wish to attend the training with another WPCF Operator. Chairman Astafan stated he is satisfied that WPCF Operators are receiving the required training.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Next Regular Meeting Date:

Wednesday, August 16, 2017 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

The meeting ended at 5:30 p.m.

Respectfully Submitted,

Wendy Oliver
WPCF Deputy Clerk