

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board
Held in the Board Room of the West Carthage Municipal Building
September 20, 2017

Attendance:

Carthage Members – Chairman Michael F. Astafan and Trustee Linda Smith-Spencer. President G. Wayne McIlroy 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; Rob Stevenson, DANC; Charles Prior, GHD Engineer; and William Cheuk and Mike Cammenga, CSP.

Call to Order:

Chairman Astafan called the meeting to order at 4:28 p.m.

Approval of Minutes:

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to approve the minutes of the August 16, 2017 regular meeting as presented. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to approve the minutes of the August 29, 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 August. Mr. Crary expressed that they had a great inspection by NYSDEC. Mayor Burto asked if the plant had any violations during the month. Mr. Crary stated there was a violation during the month of September which will be included in the Board report next month. Mr. Crary expressed that as soon as the upset at the plant was discovered, they immediately addressed the issue.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the revised Emergency Response Plan after Trustee Smith-Spencer's telephone number is corrected. Motion carried unanimously.

Motion by Mayor Burto 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 Mayor Burto and seconded by Trustee Bigness to approve the Agreed Upon Procedures from Stackel and Navarra, CPA as presented. Motion carried unanimously.

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

JA.8110.4350 Special Items to Department	\$586.00	
JA.8130.4460 Safety	\$500.00	
JA.9055.8025 Disability Ins.	\$ 50.00	
JA.1990.4000 Contingencies		\$1,136.00

Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

The Clerk/Treasurer pointed out the outstanding balances attributed to CSP and Mayor Burto stated Mr. Cammenga will explain in Executive Session.

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 Smith-Spencer and seconded by Trustee Bigness to approve the regular monthly expenditures in the amount of \$91,119.11 and the capital project monthly expenditures in the amount of \$49,467.90. Motion carried unanimously.

Old Business:

At the June 21, 2017 meeting 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.

Update 08/16/17: Mr. Prior stated he attended the second construction meeting yesterday and the project is progressing. Mr. Prior stated the closing is complete with NYSEFC and the Villages can submit for reimbursement.

Update 09/20/17: Mr. Prior stated there was a progress meeting with the contractors and only two attended. Mr. Prior sent a letter to the contractor who didn't attend expressing the importance of their participating of the progress meetings. Mr. Prior stated when the master schedule for the project is complete; he will forward it to the Board. Mr. Prior expressed that contractor #1 has begun moving equipment to the treatment plant. Mayor Burto asked if GHD submitted a revised WMBE plan and Mr. Prior expressed they intend to submit the revised plan in the near future.

At the July 19, 2017 meeting, Chairman Astafan requested the Deputy Clerk to contact Attorney Gebo's office and have him send a collection notice to CSP for the outstanding fines.

Update 8/16/17: Chairman Astafan stated in light of the conversations Mayor Burto has had with CSP representatives, to hold off on having Attorney Gebo follow up with CSP regarding their outstanding balances.

Update 09/20/17: Chairman Astafan stated we will discuss this in Executive Session.

At the August 16, 2017 meeting, the Board authorized Attorney Gebo to develop the retainage agreement with CO Faulter and further authorize Mayor Burto and President McIlroy to sign once it is available.

Update 09/20/17: The Clerk/Treasurer stated that Attorney Gebo is waiting for the signed contracts from CO Faulter so the Villages can sign.

New Business:

None.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

Motion by Mayor Burto and seconded by Trustee Bigness to enter Executive Session at 4:45 p.m. to discuss the employment history of a particular corporation to include Mr. Cammenga. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to resume Regular Session at 5:28 p.m. Motion carried unanimously.

Next Regular Meeting Date:

Wednesday, October 18, 2017 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Smith-Spencer and seconded by Trustee Bigness to adjourn at 5:28 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
WPCF Clerk/Treasurer