

Regular meeting of the Carthage/West Carthage Water Pollution Control Facilities Management Board
Held in the Board Room of the Carthage Municipal Building
October 18, 2017

Attendance:

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

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

Others Attending – Carrie Tuttle and Rob Stevenson, DANC; Charles Prior, GHD; and William Cheuk and John Brooke, CSP.

Call to Order:

Chairman Astafan called the meeting to order at 4:23 p.m.

Approval of Minutes:

Motion by Mayor Burto and seconded by Trustee Peluso to approve the minutes of the September 20, 2017 regular meeting as presented. Motion carried unanimously.

Public Forum:

None.

Monthly Reports:

WPCF Status and Repair Report: Mr. Stevenson provided the highlights of his report for September.

Motion by Mayor Burto and seconded by Trustee Peluso to forgo any fines for the month of September attributed to Carthage Specialty Paperboard because their flows had to be estimated due to a faulty flow meter. Motion carried unanimously.

There was a lengthy discussion about recent equipment failures throughout the system. A transducer failure occurred at the Long Falls pumping station which resulting in a backup at the Carthage Area Rescue Squad. Ms. Tuttle suggested adding floats which will provide an extra layer of protection and she will work with Mr. Prior to process a change order to include the floats in the project.

Motion by Mayor Burto and seconded by Trustee Peluso to purchase a transducer to keep as a backup if one shall fail in the future. Motion carried unanimously.

Ms. Tuttle expressed she feels NCC is inadequate therefore she is exploring other vendor options for alarm monitoring which she will bring to the Board.

President McIlroy requested that the DANC Monthly Status report be forwarded to the Clerk/Treasurer by the Thursday prior to the regular monthly meeting.

Motion by President McIlroy and seconded by Mayor Burto 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 Peluso authorizing the Clerk/Treasurer to transfer excess BAN proceeds from a principal payment made in the amount of \$22,000.00 from JH Capital Fund to WPCF Checking. 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:

Mr. Brooke stated that Mike Cammenga is no longer employed at CSP. Mr. Brooke questioned an outstanding court order regarding the EQ Tank and Ms. Tuttle stated it was an administrative order which was closed out a few years ago. Chairman Astafan asked who is in charge and Mr. Brooke said Ted Cordez. Mr. Brooke asked what was discussed in Executive Session with Mr. Cammenga at the last meeting and Chairman Astafan said he can't disclose what was discussed in Executive Session. Mayor Burto stated all of the issues discussed in Executive Session have been addressed.

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 Peluso to approve the regular monthly expenditures in the amount of \$93,588.43 and the capital project monthly expenditures in the amount of \$42,434.50. Motion carried unanimously.

Old Business:

Mr. Prior congratulated the Board on their award of a NYS Water Infrastructure Improvement Act (WIIA) grant for the Capital Project in an amount not to exceed \$1,687,500.

Motion by Mayor Burto and seconded by Trustee Smith-Spencer authoring President McIlroy to sign the WIIA Acknowledgement and Acceptance of WIIA Grant Award. Motion carried unanimously.

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.

Update 10/18/17: Mr. Prior stated there was a progress meeting yesterday and he will forward the minutes of the meeting. Mr. Prior stated supplies for the capital project may be delayed due to the hurricanes. Ms. Tuttle stated NYSEFC representatives are planning a site visit on November 1, 2017.

Ms. Tuttle stated she is planning to amend the CDBG grant to re-align line items over to construction costs and will forward the revised budget for President McIlroy's signature. Ms. Tuttle also informed CDBG representatives that we are going to be close to meeting the December 2017 grant deadline.

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.

Update 10/18/17: Mayor Burto stated the Village of West Carthage adopted a resolution titled Termination of Wastewater Service to Carthage Specialty Paperboard, Inc. President McIlroy stated that the Village of Carthage passed a resolution on Monday supporting the Village of West Carthage's resolution to terminate service if payment is not received. Mayor Burto also expressed that Carthage Specialty Paperboard has signed a payment agreement with the Village of West Carthage. Chairman Astafan asked that Mayor Burto forward a copy to the Clerk/Treasurer for our files.

Motion by Mayor Burto and seconded by President McIlroy to support the resolution passed by the Village of West Carthage titled Termination of Wastewater Service to Carthage Specialty Paperboard, Inc. and further direct Ms. Tuttle as the Superintendent of the Joint Waste Water Treatment Facilities to serve the fifteen day disconnect notice to Carthage Specialty Paperboard, Inc. as specified in the Village of West Carthage's sewer law. Motion carried unanimously.

Ms. Tuttle requested the Clerk/Treasurer to forward copies resolutions passed by the Village of Carthage and the WPCF Board to her attention when they are available.

Chairman Astafan stated he recalls that Mr. Crary was asked to purchase a plug to cut off service to CSP several months ago and asked Ms. Tuttle if it has been purchased. She stated it has not and requested an Executive Session to discuss different options. President McIlroy stated that is not grounds to go into Executive Session. Ms. Tuttle stated she will explore different options to disconnect their service and forward her recommendations to the Board.

President McIlroy asked Ms. Tuttle what is going on with the grant paperwork as there have been several issues identified by the Clerk/Treasurer which is taking a lot of her time. Ms. Tuttle stated she is only aware of the issue which occurred today. Mayor Burto pointed out seven emails which transpired on Friday of which she was included in. Ms. Tuttle stated that is why a force account was established to account for time spent by the Villages and further will credit back on DANC invoices the time the Clerk/Treasurer is spending correcting paperwork submitted to her by DANC.

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 5:40 p.m. to discuss the employment history of a particular corporation. Motion carried unanimously.

Motion by Mayor Burto and seconded by President McIlroy to resume Regular Session at 5:57 p.m.
Motion carried unanimously.

Next Regular Meeting Date:

Wednesday, November 15, 2017 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by President McIlroy and seconded by Trustee Peluso to adjourn at 5:57 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
WPCF Clerk/Treasurer