

Regular meeting of the Carthage/West Carthage Water Pollution Control Facilities Management Board
Held in the Board Room of the West Carthage Municipal Building
November 15, 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 Rob Peluso. Trustee Michael Bigness was excused.

Others Attending – Carrie Tuttle and Rob Stevenson, DANC; and Charles Prior and Mike Tamlin, GHD.

Call to Order:

Chairman Astafan called the meeting to order at 4:03 p.m.

Approval of Minutes:

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to approve the minutes of the October 18, 2017 regular meeting as presented. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Peluso to approve the minutes of the October 24, 2017 special 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 October.

There was a lengthy discussion about recent equipment failures throughout the system. Mr. Stevenson will obtain quotes for a new meter to measure the flow at Metro Paper. Ms. Tuttle stated Carthage Energy's industrial waste is measured separately at their facility but dumps into Metro Paper's flow which goes through their meter. The Clerk/Treasurer requested Ms. Tuttle to forward Carthage Energy's metered flows from June 1, 2017 to present. Mr. Stevenson stated he is obtaining quotes to remove debris at the Water Street Pump Station as it is causing the pump to not work properly. Mayor Burto asked about the permit violation and not receiving alarms again. Ms. Tuttle stated a phone line failed this time and she had DANC employees wire the SCADA system at CSP to record alarms at the plant. Mr. Stevenson stated he is working with NCC to configure the system properly. Chairman Astafan expressed that Mr. Stevenson has been in contact with him regarding the equipment failures.

Motion by Trustee Peluso 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 there were no questions.

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

Motion by Trustee Smith-Spencer and seconded by Mayor Burto to approve the following budget transfers for account balancing:

JA.8110.4320 Contracts/Maint Agreements	37,500.00	
JA.1990.4000 Contingencies		37,500.00

Board approved 3/15/17 for contaminated soil cleanup.

JA.8130.4420 Bldg Maint		100.00
JA.8130.4600 Vehicle/Equip Maint/Repair	1,000.00	
JA.8130.4610 Vehicle/Equip Fuel	500.00	
JA.1990.4000 Contingencies		1,600.00

Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

Mayor Burto stated CSP has been making their payments on time.

Monthly Expenditures:

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 \$58,651.97 and the capital project monthly expenditures in the amount of \$302,680.78. 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.

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.

Update 11/15/17: Mr. Prior stated representatives from NYSEFC were on site November 1, 2017 and everything went well. Mr. Prior suggested moving the placement of the generator from the original site, which is near the recently discovered contamination site. Mr. Prior anticipates an increase cost due to the site change. Chairman Astafan stated GHD needs a process to contact the Board if issues arise with the project. After considerable discussion it was suggested that Mr. Prior email the Clerk/Treasurer who will

forward the information to the Board. Mr. Prior stated they are experiencing a disagreement with the general contractor over the removal of hazardous materials. Mr. Prior explained that the bid specifications for Water Street Pump Station included two equipment replacement options. Mr. Prior stated the general contractor chose the Smith and Loveless option which may require a change order for the electrical contract at an approximate cost of \$60,000.00. Mr. Prior stated he continues to work on a quote for the Long Falls Pump Station to install Floats.

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.

Update 11/15/17: President McIlroy stated that the options presented by DANC to shut off the flow from CSP if they do not make payments seem very dangerous. There were also questions about land easements. Chairman Astafan requested the Clerk/Treasurer to contact Attorney Gebo and request that he research the property easement and the possibility of issuing an administrative order. Mayor Burto suggested including the installation of a shut off valve in the budget next year. Mayor Burto stated he will discontinue their domestic water service if they do not pay in the interim.

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.

Update 11/15/17: After considerable discussion, Ms. Tuttle suggested submitting payment requests to NYSEFC on a weekly basis and submitting their invoice reconciliation to the Clerk/Treasurer on a monthly basis as she feels this will expedite the payment process. The Clerk/Treasurer stated the bills will get paid after the Board approves at their monthly meetings. Ms. Tuttle suggested holding a special meeting during the last week of December to ensure all expenditures were included for CDBG grant funding. The Board agreed to change the meeting date to December 27, 2017.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing Chairman Astafan to sign the proposal with Paragon Environmental Construction, Inc. to perform a topographic survey of the contaminated site at the WPCF at a cost not to exceed \$29,500.00 and further authorize transferring the funds from JA.9901.9300 SIU Reserve to JA.8110.4320 Contracts/Maint Agreements to pay for the project. Motion carried unanimously.

New Business:

None.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, December 27, 2017 at the Village of Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by President McIlroy and seconded by Trustee Peluso to adjourn at 5:32 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
WPCF Clerk/Treasurer