

Regular meeting of the Carthage/West Carthage Water Pollution Control Facilities Management Board
Held in the Board Room of the West Carthage Municipal Building
January 17, 2018

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 (4:27 p.m.) DANC; and Charles Prior and Mike Tamlin, GHD; Peter Paragon, Paragon Environmental Construction, Inc.; Elaine Avallone, Johnson Newspapers.

Call to Order:

Chairman Astafan called the meeting to order at 4:17 p.m.

Approval of Minutes:

Motion by President McIlroy and seconded by Mayor Burto to approve the minutes of the November 15, 2017 regular meeting as presented. Motion carried unanimously.

Public Forum:

None.

Monthly Reports:

WPCF Status and Repair Report: Chairman Astafan stated Mr. Stevenson called him and express he would be late and there were two items in his reports that required Board action. Chairman Astafan expressed an employee was injured in December while operating an old snow blower. Chairman Astafan requested the Clerk/Treasurer to contact the WPCF attorney regarding disposing the snow blower who in turn, referred her to the insurance company. The insurance company suggested that the WPCF take the snow blower out of service and keep it for one year.

Motion by President McIlroy and seconded by Mayor Burto to take the snow blower out of service and dispose of it in one year. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to permit two WPCF employees to attend the no cost Personal Protective Equipment and Respiratory Protection Safety Training on January 26, 2018 at the Bohlen Technical Center in Watertown to include mileage reimbursement for applicable employees. Motion carried unanimously.

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

Motion by Mayor Burto and seconded by Trustee Smith-Spencer to accept the December 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.

Carthage Specialty Paperboard, Inc. Status Update:

Mayor Burto stated CSP contacted him and requested a reduction in their payment schedule for January as they had a fire at their facility. Mayor Burto expressed that the Village of West Carthage agreed to adjust their payment schedule providing their balance is paid in full by May 31, 2018.

Mayor Burto asked Mr. Stevenson how the WPCF fared over the weekend with all of the rain and subsequent flooding. Mr. Stevenson stated the SPEDES permit was exceeded due to solids but did well considering the amount of rain and flooding which occurred in the area.

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 Mayor Burto to formally approve the regular monthly expenditures for December, which were approved for payment by Chairman Astafan, in the amount of \$131,972.59 and the capital project monthly expenditures in the amount of \$755,567.74. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Mayor Burto to approve the regular monthly expenditures for January in the amount of \$66,618.17 and capital project monthly expenditures in the amount of \$0. 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.

Update 1/17/18: Mr. Prior stated the three contractors have been actively completing the project in light of the snow we have been receiving. Mr. Prior expressed that CO Faulter agreed to install an influent screen, which was in the original bid specifications, at no additional cost.

Motion by Mayor Burto and seconded by Trustee Peluso to permit CO Faulter to install the influent screen at no additional cost. Motion carried unanimously.

Mr. Prior expressed there will be a significant delay with installing the new electrical panel due to the manufacturer. Mr. Prior stated they are looking into temporary electrical options so the new equipment can be operational prior to the new electrical panel being installed. The delay of the electrical panel and excessive solids throughout the plant may delay the completion of the project until late fall. Mr. Prior addressed the request for mediation by CO Faulter of which we are awaiting a response. Chairman Astafan stated he attended the project meeting yesterday which was very informative. Chairman Astafan intends to attend the project meetings throughout the duration of the project.

Chairman Astafan stated he recalls that Mr. Cray 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.

Update 1/17/18: Attorney Gebo researched the property easements relating to CSP's metering building. Attorney Gebo stated that the property easements transferred to the Village of West Carthage when NYSEFC turned the WPCF over to the Villages. The Board agreed not to take action at this time as CSP has been cooperating and paying their bill.

At the November 15, 2017 meeting, the Board authorized 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.

Update 1/17/18: Mr. Paragon presented his findings from the topographic survey which included hot spots in a confined area. Based on his conversations with NYSDEC, Mr. Paragon stated, on the conservative side, it will cost approximately \$200,000 which includes the removal of 1,500 – 2,000 dump truck loads to satisfy NYSDEC. Mayor Burto asked Ms. Tuttle if the cost can be included in the project now it has been identified to impact the capital project. Ms. Tuttle stated since the area which was identified for the placement of the generator has contamination, the generator can be moved to a different location. Ms. Tuttle does not feel NYSEFC will permit the additional expense, but she will look into it

and report back to the Board. Mr. Paragon stated the NYSDEC is not requiring the area be cleaned immediately, but they are looking for a work plan to address the contamination.

Mayor Burto left the meeting at 4:55 p.m.

Motion by President McIlroy and seconded by Trustee Peluso authorizing Paragon Environmental Construction, Inc. to prepare a proposal to complete a work plan to address the contamination site and submit to the Board for their consideration at the February 21, 2018 meeting. Motion carried unanimously.

New Business:

Motion by Trustee Peluso and seconded by President McIlroy to formally approve the purchase of employee gift certificates on December 20, 2017 for four employees not to exceed a total of \$200.00. Motion carried unanimously.

Chairman Astafan expressed that we need to set up a committee and alternates to meet regarding NYS Teamster negotiations. Chairman Astafan and Mayor Burto will be the committee members and President McIlroy and Trustee Peluso will be the alternates. Chairman Astafan stated he will send out an email tomorrow to schedule a date to meet with Attorney Gebo regarding negotiations.

Chairman Astafan scheduled a preliminary budget meeting for Friday, February 2, 2018 at 9:00 a.m.

Motion by President McIlroy and seconded by Trustee Peluso to approve the following budget transfers for account balancing:

JA.8110.4320 Contracts/Maint Agreements	10,000.00	
JA.1990.4000 Contingencies		10,000.00
Additional Services Provided by DANC.		

JA.8110.4350 Special Items to Dept	200.00	
JA.8130.4914 Repairs Sewage Treatment	20,000.00	
JA.1990.4000 Contingencies		30,200.00

Motion carried unanimously.

President McIlroy asked about the status of the EDU based billing model. Ms. Tuttle stated the requested changes were made to the model and they are waiting for direction from the Villages. Ms. Tuttle stated she will resend the last model for the Boards consideration.

President McIlroy stated the NYSDEC is requiring the Carthage Development Corporation (CDG) to obtain a letter from WPCF regarding the oil/water mix being discharged into the Village's sewer system through a sump pump in the basement at 262 State Street in the Village of Carthage.

Motion by President McIlroy seconded by Trustee Peluso authorizing Mr. Stevenson to dictate a letter to the WPCF Board regarding 262 State Street, Carthage actively discharging an oil/water mix into the sewer system, that they may continue to do so as it has had no ill effects on the WPCF systems of which the Clerk/Treasurer will attached to her correspondence to the CIDC. Motion carried unanimously.

Motion by President McIlroy and seconded by Trustee Smith-Spencer to permit two employees to attend the no cost Lock Out Tag Out training at Warneck Pump Station in Watertown to include mileage reimbursement for applicable employees.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, February 21, 2018 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 5:42 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
WPCF Clerk/Treasurer