

Regular meeting of the Carthage/West Carthage Water Pollution Control Facilities Management Board
Held in the Board Room of the Carthage Municipal Building
February 21, 2018

Attendance:

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

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

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

Call to Order:

Chairman Astafan called the meeting to order at 4:19 p.m.

Approval of Minutes:

Motion by Trustee Bigness and seconded by Trustee Smith-Spencer to approve the minutes of the January 17, 2018 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 January. Chairman Astafan stated that Mr. Stevenson has been providing him updates on a regular basis. Chairman Astafan asked why CSP has had more frequent violations and Mr. Cheuk stated they are performing washouts more frequently which sends more effluent to the plant.

Motion by Trustee Bigness and seconded by Trustee Peluso to permit two WPCF employees to attend the no cost Lock Out Tag Out training at Bohlen Tech Center, Watertown on April 6, 2016 and Electrical Safe Work Practice at the Municipal Building, West Carthage on March 2, 2018 to include mileage reimbursement; and further permit John Hanafin to attend the Basic Operation course from April 30, 2018 through May 11, 2018 to include training, text books, lodging, meals, and mileage at a cost not to exceed \$3,075.00. Motion carried unanimously.

Motion by Trustee Peluso and seconded by Trustee Bigness to accept the January 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 Bigness to accept the Financial Reports as presented. Motion carried unanimously.

Carthage Specialty Paperboard, Inc. Status Update:

None.

Monthly Expenditures:

Trustee Smith-Spencer and 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 Smith-Spencer and seconded by Trustee Bigness to approve the regular monthly expenditures in the amount of \$168,666.41 and the capital project monthly expenditures in the amount of \$670,255.64. 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: The Board approved CO Faulter to install an influent screen, which was in the original bid specifications, at no additional cost. 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.

Update 2/21/18: Mr. Prior stated they are relocating the generator site due to the soil contamination. Mr. Prior expressed that CO Faulter agreed to table proceeding with mediation and asked to meet with GHD to discuss their issues first. Mr. Prior stated they will be submitting a no cost change order to extend the timeframe for the completion of the Water Street Pump Station which he anticipates will be completed by August 2018.

Motion by Trustee Bigness and seconded by Trustee Peluso to approve the no cost change order for the Water Street Pump Station to extend the completion date to August 2018. Motion carried unanimously.

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. The Board authorized 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 by Trustee Peluso and seconded by Trustee Bigness to approve the Remedial Work Plan Proposal submitted by Paragon Environmental Construction, Inc. in the amount of \$11,500.00. Motion carried unanimously.

At the January 17, 2018 meeting, Chairman Astafan set up a committee and alternates to meet regarding NYS Teamster negotiations which consisted of Chairman Astafan and Mayor Burto as committee members and President McIlroy and Trustee Peluso as alternates.

Update 2/21/18: Chairman Astafan stated that Attorney Gebo, President McIlroy, and the Clerk/Treasurer met with NYS Teamster representatives on February 12, 2018 but were unable to make progress without representation from West Carthage. Chairman Astafan stated there is a meeting scheduled for Friday, February 23, 2018 at 9:00 a.m. at the Carthage Municipal Building without NYS Teamster representatives, a meeting with NYS Teamster representatives on March 14, 2018 at 1:00 p.m. and further stated if three or more Board members are present, the meetings will need to be advertised.

New Business:

Chairman Astafan reviewed the highlights of the budget and commended Mr. Stevenson and the Clerk/Treasurer for their efforts.

Motion by Trustee Peluso and seconded by Trustee Bigness to approve the WPCF Budget for 06/01/18 – 05/31/19 with a three percent pay increase for administration to be consistent with the Joint Water budget; debt payments for the capital project; and clean up of the contaminated site in the amount of \$1,852,556. Motion carried unanimously.

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

JA.8110.4320 Contracts/Maint Agreements	33,250.00	
JA.9901.9300 SIU Reserve		33,250.00
Paragon Impacted Soil Delineation.		

Motion carried unanimously.

Liaison Reports:

Audit Committee:

None.

Waste Treatment Plant:

None.

Executive Session:

None.

Next Regular Meeting Date:

Wednesday, March 21, 2018 at the Village of West Carthage Municipal Building at 4:00 p.m.

Adjournment:

Motion by Trustee Peluso and seconded by Trustee Smith-Spencer to adjourn at 4:45 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
WPCF Clerk/Treasurer