

THESE MINUTES ARE NOT OFFICIAL MINUTES AND HAVE NOT YET BEEN APPROVED BY  
CARTHAGE/WEST CARTHAGE WATER POLLUTION CONTROL FACILITY  
MANAGEMENT BOARD

Regular meeting of the Carthage/West Carthage Water Pollution Control Facility Management Board  
Held in the Board Room of the West Carthage Municipal Building  
November 20, 2013

**Attendance:**

Carthage Members – Chairman Michael F. Astafan and Trustees Kathleen Latremore and Linda Smith-Spencer. Trustee Rebecca Vary was excused.

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

Others Attending – Wayne McIlroy, Village of Carthage President; Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Director of Engineering; and Fred Goutremout, Carthage Specialty Paperboard.

**Call to Order:**

Chairman Astafan called the meeting to order at 6:07 p.m.

**Approval of Minutes:**

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to approve the minutes of October 16, 2013 regular meeting as presented by the Clerk. Motion carried unanimously.

**Public Forum:**

None

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary and Ms. Tuttle outlined the highlights of the report. Ms. Tuttle stated that she and Mr. Crary met with Fred Goutremout and Pat Purdy from Carthage Specialty Paperboard (CSP) regarding their pre-treatment permit. Ms. Tuttle suggested that the board work with CSP to develop an agreement for CSP to work toward implementing an equalization treatment tank and suggested placing fines charged due to violating the pre-treatment permit in an escrow account to be used toward purchasing the tank. Mr. Purdy and Mr. Goutremout will be accompanying Ms. Tuttle to a plant in Heuvelton who currently has an equalization tank. Chairman Astafan suggested that the board discuss this issue in Executive Session.

Motion by Trustee Latremore and seconded by Trustee Sullivan 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 approve the Financial Reports as presented. Motion carried unanimously.

**Monthly Expenditures:**

Trustee Sullivan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting and Trustee Sullivan questioned three bills which were explained by Mr. Crary.

Motion by Trustee Sullivan and seconded by Trustee Peluso to approve the monthly expenditures in the amount of \$132,692.99. Motion carried unanimously.

**Old Business:**

At the July 22, 2013 regular meeting, Chairman Astafan stated that the Teamsters Union requested a formal vote regarding the tentative proposal for WPCF employees submitted at the meeting on June 19, 2013. Chairman Astafan highlighted the proposal as follows: Five Year Contract; Clothing Allowance instead of purchasing uniforms; Change health insurance plans from the current Select Plan to the HRA Plan; employees will contribute to their health insurance for five years starting at \$1,000 and increase the contribution amount \$100 each year; raise percentages for five years respectively 2%, 2%, 2%, 2.5%, and 2.5%; and many language changes to clean up the contract. The formal vote on the tentative agreement resulted in a tie and Chairman Astafan sent the results of the vote to Attorney Gebo.

Update 08/21/13: Chairman Astafan stated Attorney Gebo will contact Mayor Burto to set up negotiation meetings.

Update 09/18/13: The Clerk stated the Union Negotiations meeting scheduled for September 18, 2013 was cancelled due to a family emergency and Attorney Gebo is rescheduling the next meeting.

Update 10/16/13: Mayor Burto, Trustee Smith-Spencer, and President McIlroy were present for the Teamsters Union negotiation meeting on October 7, 2013. Mayor Burto requested the negotiations be discussed in Executive Session.

Motion by Trustee Sullivan and seconded by Trustee Peluso authorizing Chairman Astafan to sign the Declaration of Impasse with the Teamsters Local 687. Motion carried unanimously.

At the July 22, 2013 meeting, Ms. Tuttle submitted an invitation for bids for chemical supplies to the board for their consideration. Mayor Burto distributed a letter received from Slack Chemical Company which outlined additional services they provided to the Treatment Facility free of charge. After considerable discussion, the majority of the board was in favor of continuing their service with Slack Chemical Company due to their service and proximity within the Villages. Ms. Tuttle expressed that Slack Chemical Company does not provide all of the chemicals necessary for the Wastewater Treatment Facility. Chairman Astafan requested the Clerk to provide vendor activity for last year for all of the chemicals purchased; Mr. Crary will provide a listing of chemicals used and work with Mr. Soukup who will provide a quote by the end of the week for chemicals they can provide.

Update 08/21/13: No action was taken therefore, Chairman Astafan requested the Clerk to hold the invitation until the September 18, 2013 regular meeting.

Update 09/18/13: Trustee Sullivan stated he thought this issue had been resolved and the Board decided to use Slack Chemical Company to purchase chemicals due to their proximity and assistance they provide to the Treatment Plant. The Clerk expressed that she recently attended the Fall NYCOM training and if the aggregate total of a product exceeded \$20,000.00, she felt it may be necessary to complete the formal bidding process and Ms. Amyot and Ms. Tuttle agreed. The Clerk stated she would research the issue and report back to the Board at the next meeting.

Update 10/16/13: The Clerk explained the documentation she distributed to the Board from the NYS Comptrollers Advanced Accounting book in regard to Purchasing and Claims Processing and highlighted areas regarding purchase contracts. The Clerk requested the Board hold this issue until the next meeting and stated Attorney Gebo will discuss the adoption of the use of "best value" at the next Village of Carthage Board meeting and encouraged the Village of West Carthage to do the same.

Chairman Astafan and President McIlroy met with Patrick Purdy and Fred Goutremout from Carthage Specialty Paperboard (formally Climax Manufacturing) prior to the meeting. During the meeting Mr. Purdy explained the history of the recent name change from Climax Manufacturing to Carthage Specialty Paperboard (CSP); the desire to set up a system for better communications between CSP and the Joint

Utility Board, and meet with the board to discuss some core issues and concerns that they have. Chairman Astafan suggested that the Board set up an AdHoc committee with CSP to include representatives from each Village, DANC, and the WPCF Clerk.

Update: 11/20/13 Chairman Astafan stated that the Village of Carthage adopted a local law to permit the use of "Best Value" and asked the West Carthage members if they did the same. Trustee Sullivan and Trustee Peluso stated they would look into it.

At the October 16, 2013 meeting an AdHoc Committee with Carthage Specialty Paperboard was formed to address CSP's concerns to include one representative from each Village, Mr. Crary, Ms. Tuttle, and the WPCF Clerk.

Update 11/20/13: Chairman Astafan asked if there was anything to report from the meeting. President McIlroy stated that Mr. Goutremout will be attending monthly meetings and Mr. Purdy and Mr. Goutremout met with Mr. Crary and Ms. Tuttle. President McIlroy stated that he does not feel future meetings with the AdHoc Committee are warranted at this time.

**New Business:**

Motion by Trustee Peluso and seconded by Trustee Smith-Spencer to approve Budget Transfers and Adjustments as follows:

**Budget Transfers**

JA.1420.0400	LAW CONTRACTUAL EXPS	1,500.00	
JA.1990.0400	CONTINGENCIES		1,500.00
	<b>Additional Expenses due to ongoing Union Negotiations</b>		
JA.8130.0470	PLANT SUPPLIES	25,000.00	
JA.8130.0491	REPAIRS SEWAGE TREATMENT		25,000.00

**Budget Adjustment**

JA.0000.3902	PLANNING STUDIES REVENUE	30,000.00	
JA.8110.0437	GRANT EXPENSE		37,500.00

Motion carried unanimously.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

The Clerk distributed a letter received by Slack Chemical Company, Inc. requesting an increase in their max daily flow from 2,000 gpd to 3,000 gpd as they violated their daily discharges four times last month.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer, based on the recommendation of Ms. Tuttle and Mr. Crary, to increase the max daily flow of Slack Chemical Company, Inc. from 2,000 gpd to 3,000 gpd. Motion carried unanimously.

**Executive Session:**

Motion by Trustee Latremore and seconded by Trustee Sullivan to enter Executive Session at 6:40 p.m. to discuss contract language for Carthage Specialty Paperboard and invite President McIlroy, Ms. Tuttle and Mr. Crary to attend. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Peluso to resume regular session at 6:53 p.m. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Peluso, based on the recommendation of Trustee Latremore, to change the meeting time from 6:00 p.m. to 4:15 p.m. effective the December 18, 2013 meeting through March 2014 to better accommodate employees. Motion carried unanimously.

Ms. Tuttle requested to contact Attorney Gebo regarding the easement mentioned in the consent order for the Villages to access CSP's property to maintain monitoring equipment.

**Next Regular Meeting Date:**

December 18, 2013 at the Village of Carthage Municipal Building at 4:15 p.m.

**Adjournment:**

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to adjourn at 6:55 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk