

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  
March 25, 2014

**Attendance:**

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

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

Others Attending – Bart Crary, DANC Chief Plant Operator; Carrie Tuttle, DANC Director of Engineering; Charles Prior and Michael Tamlin, GHD Engineers; and Elaine Avallone, Johnsons Newspaper.

**Budget Workshops:**

March 6, 2014 and March 12, 2014.

**Call to Order:**

Chairman Astafan called the meeting to order at 4:31 p.m.

**Approval of Minutes:**

Motion by President McIlroy and seconded by Mayor Burto to approve the minutes of the February 19, 2014 regular meeting with a name correction under WPCF Employee Grievance Hearing. Motion carried unanimously.

**Public Forum:**

None.

**Monthly Reports:**

WPCF Status and Repair Report: Mr. Crary outlined the highlights of the report. 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 Trustee Latremore and seconded by Mayor Burto to approve the Financial Reports as presented. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to declare the 2001 Dodge Pickup Truck and the 1997 International Dump Truck as surplus equipment and send them to the Jefferson County auction in July 2014. Motion carried unanimously.

The Modified Asset Management Plan was reviewed and Ms. Tuttle stated the plan is in limbo with the pending capital project.

Mr. Tamblin stated that the next step is to prioritize the Capital Project and requested to set up workshops with the board. GHD will complete the supplement to the Capital Project and incorporate it in the original report. Chairman Astafan stated the workshops will help the board understand the scope of the project and the impact on the sewer users and further requested GHD to email the Clerk with dates and times to coordinate the workshops.

At the February 19, 2014 meeting Mr. Prior stated that the NYSERDA Flex Tech application is almost completed and he will present the final report at the March 19, 2014 regular meeting.

Update 03/25/14: Mr. Prior explained the status of the NYSERDA Flex Application and anticipates emailing the report to the Clerk to be distributed to the Board within the next few days.

### **Monthly Expenditures:**

Trustee Sullivan reviewed the monthly bills on March 19, 2014. Motion by Mayor Burto and seconded by Trustee Peluso to approve the monthly expenditures in the amount of \$71,491.71. Motion carried unanimously.

### **Old Business:**

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 though 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.

Update 12/18/13: Waiting for Village of West Carthage to adopt the local law to accept Best Value.

Update 01/15/14: Mayor Burto asked the Clerk to check with Attorney Gebo to see if we can proceed with Best Value as the WPCF follows the Village of Carthage procurement policies and procedures.

Update 02/19/14: The Village of West Carthage adopted the local law to award bids based on Best Value and Ms. Tuttle requested a copy of the law which she will use to update the invitation for bid for chemical supplies.

Motion by Mayor Burto and seconded by Trustee Peluso to permit DANC to advertise for bids for process chemicals utilized at the WPCF. Motion carried unanimously.

At the January 15, 2014 meeting, the Board requested Ms. Tuttle and Mr. Crary to create a bid packet to be reviewed at the next meeting for the disposal of the sludge.

Update 02/19/14: Mr. Crary will email the bid packet to the Clerk to be distributed to the Board as it was not available prior to the meeting.

Motion by Mayor Burto and seconded by President McIlroy to permit DANC to advertise for bids for hauling dewatered sludge. Motion carried unanimously.

At the January 15, 2014 meeting President McIlroy stated that both Village Boards need to discuss the Inter Municipal Agreement which is a requirement for the EFC Financing application.

Update 02/19/14: After some confusion and considerable discussion; a Special Meeting of both Village Boards was scheduled for Monday, February 24, 2014 to discuss the Inter Municipal Agreement.

Update 03/25/14: Chairman Astafan requested the Board review the draft of the Inter Municipal Agreement provided by Attorney Gebo and submit their questions and/or concerns to the Clerk by April 4, 2014. Chairman Astafan requested the Clerk to forward the draft agreement to Ms. Tuttle and Mr. Crary.

At the January 15, 2014 meeting the Board agreed to send a Consent Order to Carthage Specialty Paperboard which states current and subsequent fines due to treatment permit violations will be placed in an escrow account for the future use of Carthage Specialty Paperboard, Inc. to install an approved equalization tank providing the tank is installed prior to May 31, 2015.

Update 02/19/14: The Consent Order was mailed to Carthage Specialty Paperboard and we are waiting for their response.

Update 03/25/14: Chairman Astafan requested an Executive Session to discuss this issue.

Motion by President McIlroy and seconded by Mayor Burto authorizing the transfer from the Capital Fund for the roof replacement in the amount of \$67,300.00. Motion carried unanimously.

At the February 19, 2014 meeting, the Board requested to hold the revised Emergency Response Plan until the March 19, 2014 regular meeting.

Motion by Mayor Burto and seconded by Trustee Peluso to accept the revised Emergency Response Plan as presented. Motion carried unanimously.

At the February 19, 2014 meeting, Chairman Astafan asked the Board to review the drafts of the two DANC five year contracts which were placed in their Dropbox prior to the March 19, 2014 meeting.

Update 03/25/14: Chairman Astafan requested an Executive Session to discuss this issue.

**New Business:**

Chairman Astafan outlined the changes to the budget as agreed to at the budget workshop meeting with the exception of the salaries for the Clerk and Deputy Clerk. The Operation and Maintenance contribution remains the same as the current fiscal year of \$1,005,460. The allocations by facilities changed and are as follows: Carthage increased from 29.7% to 31.3% (\$315,119); West Carthage decreased from 19.3% to 17.5% (\$176,300); Climax increased from 47.0% to 49.6% (\$498,377); and the Town of Champion decreased from 4.0% to 1.6% (\$15,665). Mayor Burto stated that the Clerks salaries increased 85% and suggested documenting actual time spent on WPCF moving forward to justify the increase and not adjust the salary in one year and Chairman Astafan stated he feels just the opposite. President McIlroy suggested finding someone to do the job cheaper and further stated that the Clerk is dealing with the Union, employees, DANC, and the Board. President McIlroy suggested splitting the total WPCF and Joint Water Clerk salaries between the Carthage and West Carthage Clerks and have the Carthage Clerk handle the accounting for WPCF and the Clerk work for Joint Water and have the West Carthage Clerk handle the accounting for Joint Water and the Clerk work for WPCF to equalize the work and give both Clerks a better understanding of both Joint systems. Mayor Burto stated he would consider the concept.

After considerable discussion, there was a motion by Mayor Burto and seconded by Trustee Peluso to approve the budget as is with the exception of the Clerks salaries and continue to negotiate the salaries for the Clerk and Deputy Clerk. Motion carried unanimously.

Motion by Mayor Burto and seconded by President McIlroy to have Ms. Tuttle re-evaluate existing user permits and reallocate flow amounts accordingly. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso authorizing John Lehman to attend the New York Rural Water Association's Annual Technical Conference on April 15, 2014 – April 17, 2014 providing there is enough money in the budget and the discounted room rate is still available. Motion carried unanimously.

**Liaison Reports:**

Audit Committee:

None.

Waste Treatment Plant:

None.

**Executive Session:**

Motion by Mayor Burto and seconded by Trustee Peluso to enter Executive Session at 5:40 p.m. to discuss a Teamsters Union Grievance; a potential litigation; a pending litigation, and the employment history of a particular corporation. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to resume Regular Session at 6:10 p.m. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to authorize President McIlroy and Mayor Burto to sign the Technical Services Agreement with DANC for Fiscal Year 2015. Motion carried unanimously.

Motion by Mayor Burto and seconded by Trustee Peluso to have Attorney Gebo pursue Climax for past due fines, SPEDES Permit, and Administrative Order. Motion carried unanimously.

**Next Regular Meeting Date:**

April 23, 2014 at the Village of Carthage Municipal Building at 4:00 p.m.

**Adjournment:**

Motion by Trustee Peluso and seconded by Trustee Latremore to adjourn at 6:15 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
WPCF Clerk