

VILLAGE OF CANASTOTA  
MINUTES  
October 28, 2020

Mayor Warner called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

PRESENT: Mayor Rosanne Warner; Deputy Mayor Jeffrey Carpenter, Trustees Bill McDade (via telephone), Jeffrey Watkins and Douglas Gustin; Village Administrator Jenn Farwell.

ABSENT: None.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the attached Draft Agreement for Professional Services for Operations and Maintenance at the Village of Canastota Wastewater Treatment Facility between the Village of Canastota and New Water Technologies, Inc., in the monthly amount of \$14,583.00 for a thirty-six (36) month period commencing on November 1, 2020 and ending on October 21, 2023, contingent upon the approval of Village Attorney John Langey, and to authorize the Mayor to execute the same. **Discussion:** Administrator Farwell spoke with Attorney Langey - he has looked at these contracts in the past for other clients. He expects to do a full review early tomorrow and doesn't expect any issues or see any red flags. Mayor Warner noted that the contractor will not be taking care of the pump stations. The DPW will have to maintain the six (6) pump stations. The Board reviewed the locations of the pump stations. The Mayor spoke with MEO Nick Morency today about maintaining the pump stations. MEO Morency was formerly employed with OMI and is familiar with the pump stations. He gave the Mayor some information about the condition of some of the pump stations and the Mayor advises that he would like to take confined space training which would be needed to do some of the work on the pump stations. Mayor Warner would like to have a confined space class for the DPW and the Fire Department. Mayor Warner spoke with DPW Foreman Mark Maxwell - he was concerned about the confined space training and the arc flash training. The Mayor noted that NWT does weekly training and would open training up to our employees. She also stated the MEO Morency needs 60 hours of training every 5 years to keep his plant operator's certificate. The Mayor talked with Jim Cunningham of NWT about what was required in the DPW maintaining the pump stations - the Village has the tools and NWT does not. The Mayor noted that Jim Cunningham will help the Village with a building maintenance plan for the pump stations - he does not consider them to be part of the Treatment Facility, but more of the sewer lines. He stated that we should be pulling the pumps two (2) times a year to check on them and the biggest thing that our employees would need to do would be to record the hours and make sure that the pumps are not pulling high voltage. The Mayor stated that MEO Morency would be able to do this. Mayor Warner also stated that Jim Cunningham recommended that we get some spare pumps. The small pumps run about \$2,000 - \$3,000 a piece. He suggests that we purchase all the same pumps. The pumps at the headworks run \$7,000 - \$8,000 a piece and there are 3 pumps at the headworks but we are currently running with just 2. The Board talked about the process for repairing the pumps. The Mayor stated that when Jim Cunningham takes over, he will go down to the plant tomorrow and Friday. Next week he will make a list of all things broken and put together a condition report and make recommendations for the repairs and materials. Some things he will be able to fix, but some might have to be sent out. NWT has electricians that can do some of the work. The plant will be cleaned next week and we will know better about other work after next week. As for pump station maintenance, we may need to make other arrangements for this if it is not

something that the DPW can do. The Mayor suggested that we talk with the Town about maintaining the pump stations. Trustee Gustin believes that Koester does the work for the Town of Lenox pump stations and he stated that Koester will give us a price to do the work if we want. Administrator Farwell believes that the basic maintenance is something that our DPW can do, but thinks that specialized work may require assistance from another contractor. The Mayor noted that the contractor reduced the price from \$196,000 to \$175,000 to help us save money and hire an additional person or firm to do necessary work. Trustee Gustin believes that once we are there, the DPW will be able to do the work. Trustee Watkins believes that the DPW can do the work now. The Mayor would like to talk with Highway Supervisor Tornatore to determine who is doing the work on the Town's pump stations. Trustee Watkins stated that he spoke with Supervisor Tornatore and the work to do weekly is minimal and it is twice a year when the pump need to be pulled that it takes more time. The Mayor would like to take care of the contract now and work on the rest later. The Board discussed some concerns with certain provisions of the contract. The Mayor reminded the Board that currently we pay for parts and some repairs depending on the extent of the repair. Trustee Carpenter asked about the reports to the Board. The Mayor asked if the Board would like a monthly report and an annual condition report. Trustee Gustin believes that we should be asking for reports. The Board talked about requesting that a representative of NWT come to our monthly department head meetings or give a written report. The Mayor talked about Trustee Watkins being the liaison to the Treatment Plant and that he could bring concerns to the Board on behalf of NWT. The Mayor will talk to the attorney and Jim Cunningham about reports and inventory. Trustee Carpenter stated that it is always better to have an outside party conduct the inventory. Clerk/Treasurer Williams suggested that representatives from the Village and NWT could work on the inventory together. Passed 5 to 0.

**Adjourn.**

Motion by Trustee Gustin, seconded by Trustee Watkins, to adjourn at 6:36 p.m. Passed 5 to 0.

Respectfully submitted,

Catherine E. Williams  
Clerk/Treasurer