



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 1/22/18**

**Time: 5:30 pm**

**Conference Room,  
Cortland Wastewater**

#### ■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Todd Morris – Present
- Commissioner Diann Potter – Present
- Commissioner Gary Thomas- Absent
- Village of McGraw Mayor Allan Stauber – Absent
- Bruce Adams, Supt. of Wastewater – Present
- Edward Poole, Chief Operator - Present

Meeting called to order at 5:30 p.m.

Minutes from December 18, 2017, meeting for approval.

**Motion** to approve the minutes from December 18, 2017, meeting by Bill Starr. Seconded by Todd Morris.  
**UNANIMOUS**

**Superintendent's Report:**

## *Superintendent's Report*

For

**January 22, 2018**

(As written by Supt. Adams)

### **Administration—**

On 1/16, the Council voted again to approve \$4.1 M in bonding in order to finish up the project. Bond counsel advised the City that the previous vote, even though unanimous by a quorum, did not meet the requirement of three fifths of the full Council.

I have completed my draft changes to the proposed intermunicipal contract and submitted it to the Mayor and Corporation Council. The plan will be to restart negotiations this year, with an eye towards coming to a unified, 33-year agreement with all three of our partner communities.

The proposed food service establishment food waste vermicomposting project has gained the approval of the Downtown Revitalization Initiative local planning committee. There will be some additional local conversations about the slate of recommended projects, and then the LPC will submit the list to the Governor's office for final selection of projects that will be funded.

On 1/11, we met with representatives of DEC to discuss the vermicomposting project. The DEC is discussing with the engineering company the specifics of what they'd like to see incorporated in the project in order to issue an operating license. Nevertheless, the meeting was a positive one and DEC appears to agree on the validity of this approach for the purpose of diverting organic waste from landfilling.

On 1/18, the generator was delivered. It will be a while before we start using it, as there are a number of support systems that will need to be completed first, and we will need to be operating the yet-to-be-built digester in order to create enough gas to run at full capacity. Still, it's an exciting sign that we are moving in the right direction.

Bruce Adams  
Superintendent of Wastewater

Bruce Adams reported that NYSERDA has approved payment for the 1<sup>st</sup> Capacity improvement incentive payment of \$157,000, which is 15% of the total amount of the capacity portion of the 2 million dollar grant. The next capacity improvement will require a site visit from a NYSERDA engineer. Once we get most of the gas conditioning equipment on site, Bruce will schedule a site visit. The portion of this payment will be at approximately 40%.

Bill Starr asked Bruce if the idea with the gas being generated from the capacity improvements, are we anticipating selling back to the grid? Bruce responded that this was the idea. Bruce stated that although this did raise our project cost overall; however, in the long run this is actually a positive. When asked by Bill what the numbers are, Bruce reported that National Grid did not give us the information on what we could expect, but guessing that we will get \$.03 KWH, bringing in around \$40,000 a year. Diann Potter had asked if we had to go through them instead of another source, which Bruce replied yes, as we are using their grid.

Bruce also stated that we would also be able to charge for any additional truck waste we bring in, in order to get to the additional amount of gas we will need to do that. He has been in talks with a broker for Chobani and has also been approached by Byrne Dairy wanting to bring in their waste from their other facilities.

**Motion** to approve the Superintendent's Report by Diann Potter. Seconded by Bill Starr. **UNANIMOUS**

**Plant Manager's Report:**

## ***Plant Managers Report***

For

**January 22, 2018**

(As written by Edward Poole, Chief Operator)

### **Operations**

The process is running very well and the effluent is high quality.

There were no violations for the month of December.

We will start 2018 PESH required safety training this week and will try to complete it by the end of winter.

On Thursday, January 18<sup>th</sup>, I sent May El Prince an update on process, operations and digester combined heat and power project.

### **Maintenance-**

The maintenance staff continue on a rebuild of our Effluent water pumps. We finally received the parts and

are hopeful that we will have one online in the next couple of weeks.

We have started preparations for chlorine season.

Work continues on preventative maintenance on the process tanks.

Edward Poole  
Chief Operator

Ed Poole reported that two personnel recently came off probation as per civil service, one as an operator and the other employee, whose position was provisional as SCADA technician.

Ed also mentioned that he is hoping to obtain effluent lift pumps, which will polish effluent while in SBR mode. Ed reported that we are still using the long tanks and that the lift pumps would be installed into the boxes that come into those long tanks. The pumps will lift the effluent from the SBR's into these tanks, giving the effluent a polishing effect. Ed stated that this would be a good way to ensure that we stay in compliance while in SBR mode and can make those changes that need to be made.

**Motion** to approve the Plant Manager's Report by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

**Finance:** Financial statements and abstracts dated 12/31/17, and 1/16/18, were submitted for approval.

**Motion** to approve financial statements and abstracts by Bill Starr. Seconded by Diann Potter.  
**UNANIMOUS**

**Sewer Grievance:**

Catherine Partigianoni submitted a sewer grievance on 1/19/18, for property located at 33 Morningside Drive, City of Cortland. Mrs. Partigianoni also submitted a bill from her plumber, which showed repairs made on 1/5/18, for a toilet leak. She is requesting relief towards her sewer billing.

The board reviewed Mrs. Partigianoni's grievance. John Troy determined a maximum allowable credit of \$257.00, with a motion made by Bill Starr to grant the credit.

**Motion** to grant a credit of **\$257.00**, by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

**2018 Nominations for Appointment of Board Chairman and Vice Chairman:**

As required under the charter, a Chairman and Vice Chairman must be nominated each January. A nomination was made by Bill Starr for John Troy as Chair, seconded by Diann Potter.


Diann Potter nominated Bill Starr for Vice Chair, seconded by Todd Morris. **UNANIMOUS**

**New Business:** No new business

**Old Business:** No old business

**Motion** to Adjourn at 6:01 p.m. by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in cursive script that reads "Margie Becker".

City of Cortland WWTF