



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 8/27/18**

**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 5:35 p.m.

Minutes from August 27, 2018, meeting for approval.

**Motion** to approve the minutes from August 27, 2018, meeting by Bill Starr. Seconded by Diann Potter.  
**UNANIMOUS**

**Appeals Board Informational Discussion:**

Bill Starr had requested information about the new Appeals Board, how it works, who the members are, and their guidelines on approving/denying sewer grievances. Margie Becker explained that the Appeals Board reviews and makes a determination of all appeals and grievances from each department. The Appeals Board members are Ric Vandonsel, (Corporate Council), Ray Parker, (City Clerk), and Mayor Tobin. They will follow the same criteria and policies on all sewer grievances that the wastewater board has always followed, to include the exclusion of swimming pools as well as lawn watering.

Bruce Adams submitted a copy of the Charter for the board that outlines the duties and responsibilities of the wastewater board, in particular, the adjudication of grievances, (C17-5 Powers and Duties of the WW Treatment Board). John Troy stated that as the board will no longer be reviewing grievances, a change should be made to the charter for resolution and formalization. John stated that he would contact Mayor Tobin to discuss this change.

**Superintendent's Report:**

***Superintendent's Report***

For

**September 24, 2018**

(As written by Supt. Adams)

**Administration—**

This week I will be working with City Finance Director Mack Cook on finalizing the 2019 Sewer Fund budget. The budget is scheduled to be presented by the Mayor to Common Council during the October 2 Council meeting.

Cedarwood Engineering and Delaware Engineering are working with NYSERDA in finalizing details of the required QA/QC plan for the co-generation project. Once that is finalized, we will be able to submit for the remainder of the capacity portion of our NYSERDA grant.

DEC has told us they want six consecutive months' worth of sludge testing results for the vermicomposting operating permit. As our current and past disposal has always been to a municipal landfill, we have previously only been required to test annually. We are now sending out samples monthly, having started in July. In the meantime, Larsen is pursuing a permit for constructing the vermicomposting site and will submit for the operating permit once we have the six months of result.

Staff and I continue to participate in NYSERDA's Strategic Energy Management project. In addition to the direct benefit of learning how to reduce facility energy use, staff exposure to other facilities is always a positive. We learn how other operators have solved problems and optimized operations and frequently these things can be adapted for use in our facility.

Bruce Adams  
Superintendent of Wastewater

**Motion** to approve the Superintendent's Report for September 24, 2018, by Diann Potter. Seconded by Todd Morris. **UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

For

**September 24, 2018**

(As written by Edward Poole, Chief Operator)

**Operations**

The process is running very well and the effluent is high quality. The removal rates are 97% and have been as high as 99%.

There were no violations for the month of August.

We are working on a procedure for adding sludge to our whey receiving tank. Instead of chemical addition, adding sludge is an alternative way to raise the PH.

On September 10, we started the SBR effluent pumps. The pumps did not keep up with flow requirements. This issue has been traced to insufficiently sized VFD's. The contractor will be replacing them with larger drives in the next few weeks.

I continue to send May El Prince an update on process, operations and digester eat and power project.

**Maintenance**

We continue to work on tank maintenance.

We are working on concrete repairs on the final settling tanks, as well as minor repairs and painting on the west final tank.

The maintenance staff are working on rebuilding the paddle drive gearbox for our grit removal. They are replacing all bearings and seals.

Maintenance is complete on west primary tank. The tank could go on line any time.

We are servicing seasonal equipment in anticipation of colder weather.

Edward Poole  
Chief Operator

**Motion** to approve the Plant Manager's Report for September 24, 2018, by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

**Finance:** Financial statements and abstracts dated 8/31/18, and 9/15/18, were submitted for approval.

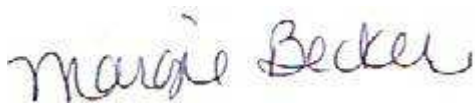
**Motion** to approve financial statements and abstracts by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

**New Business:** No new business

**Old Business:** No old business

**Motion** to Adjourn at 5:51 p.m. by Todd Morris. Seconded by Diann Potter. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF