



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 10/22/18**

**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 – Absent
- Commissioner Gary Thomas- Present
- Village of McGraw Mayor Allan Stauber – Present
- Bruce Adams, Supt. of Wastewater – Present
- Edward Poole, Chief Operator – Present

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

Minutes from September 24, 2018, meeting for approval.

**Motion** to approve the minutes from September 24, 2018, meeting by Gary Thomas. Seconded by Bill Starr.  
**UNANIMOUS**

**Superintendent's Report:**

***Superintendent's Report***

For  
**October 22, 2018**

(As written by Supt. Adams)

**Administration—**

The 2019 Sewer Fund budget has been presented to the Common Council. Due to last minute news of a potential solid waste disposal fee increase, the budget was amended at the Council's behest to account for the extra expense. Additionally, I realized I had budgeted using 2017 sludge disposal volumes rather than current year. As has been previously noted, the department is in a state of flux with the CHP system going online, so it will not be clear until midway through 2019 what the true gains and costs will be of our new approach.

NYSERDA has not signed off on a QA/QC plan yet for the CHP grant. They are insisting on an expensive process instrument to monitor the BTU content of the biogas. Cedarwood and eProcess have been trying to locate an instrument that is both acceptable to NYSERDA and of reasonable cost.

We are still working towards getting DEC to issue construction and operating permits for the vermicomposting pilot project. The engineer and the agency are negotiating the efficacy of the proposed trench design, among other issues. We are shooting for another meeting this Friday.

On October 10, we had the "treasure hunt" at our facility for the NYSERDA Strategic Energy Management program. The event went well and we had attendees from a couple of other facilities. Now comes the process of implementing some of the energy saving opportunities that were identified. NYSERDA's partners will follow up with analysis of actual energy savings.

This week we are starting up the gas cleaning equipment. It's a big step towards getting the CHP project up and running.

Bruce Adams  
Superintendent of Wastewater

ADDENDUM: Bruce Adams reported to the board that his license has be reinstated and that he will take on the role as assistant shift operator, which had been the duties of Matt Field.

**Motion** to approve the Superintendent's Report for October 22, 2018, by Bill Starr. Seconded by Todd Morris.  
**UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

For

**October 22, 2018**

(As written by Edward Poole, Chief Operator)

**Operations**

The process is running very well and the effluent is high quality. We are, however, experiencing some issues with removal mainly because of repairs to west final. Normally we would have both finals on in the fall, which helps with removal and settling.

There were no violations for the month of September.

Last month I had mentioned adding digester sludge to our whey holding tank to raise ph. We had a desired set point of 5 and we were able to reach 5.58 by adding two parts sludge with one part whey. The challenge going forward will be automating the addition and pumping process.

In October, we had our second try at starting the SBR effluent lift pumps. This time the pumps met the flow requirements. We are waiting for the repairs on the west final tank to try the pumps with the SBR mode of operation.

I continue to send May El Prince an update on process, operations and digester heat 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 getting equipment ready for cold weather. They are in the process of going through the boilers. We have a five year internal inspection through the NYS Department of Labor due in two weeks.

Edward Poole  
Chief Operator

ADDENDUM: Edward Poole reported that we recently had our plant inspection, which went very well. This occurred on the same day as the "treasure hunt".

The city is also looking at the possibility of changing cell services from Verizon to AT&T.

**Motion** to approve the Plant Manager's Report for October 22, 2018, by Todd Morris. Seconded by Bill Starr.  
**UNANIMOUS**

**Finance:** Financial statements and abstracts dated 9/30/18, and 10/16/18, were submitted for approval.

**Motion** to approve financial statements and abstracts by Bill Starr. Seconded by Gary Thomas.  
**UNANIMOUS**

**Discussion of Possible Meeting Date Changes:**

With the change of the board's duties of adjudicating all sewer grievances, which are now reviewed by the new Appeals Board, a proposal was brought to the board for discussion of the possibility that the WWAB meetings could be held quarterly or at the discretion of the board. The board members showed support of quarterly meetings with the understanding that emergency meetings could be scheduled if needed. John Troy recommended that the monthly meetings continue until December, with the new schedule for 2019 to be determined by the board.

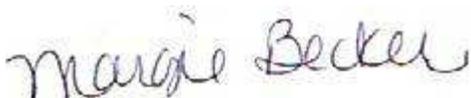
John Troy reported that he had spoken with Mayor Tobin regarding making a change to the charter to make it official. He stated that Mayor Tobin would look into this.

**New Business:** No new business

**Old Business:** No old business

**Motion** to Adjourn at 5:54 p.m. by Todd Morris. Seconded by Gary Thomas. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF