

# Minutes Approved

## 2-22-10

Wastewater Advisory Board

Meeting: January 25, 2010

Location: Wastewater Plant Conference Room

Members:	Chairman John Troy	Present
	Commissioner Sally Horak	Absent
	Commissioner Todd Morris	Present
	Commissioner Paul Lorenzo	Present
	Commissioner William Starr	Absent
	Village of McGraw Trustee Bob Martin	Present
	Village of Homer Trustee Andy Brush	Absent
	Harvey Davis, Plant Manager	Absent
	Bruce Adams, Operations Foreman	Present

Minutes for November 23, 2009 and December 21, 2009 for approval.

**Motion** to approve the minutes for November 23, 2009 and December 21, 2009 by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Plant Managers Report: Mr. Davis could not attend the meeting so Mr. Adams presents the Plant Managers Report: Mr. Adams begins the discussion with Wastewater staffing issues. Currently we are staffed with only 8 employees, we have had two retire in the past year and those positions are still unfilled. One of our 8 employees being Gary Conklin who is out until the beginning of March due to shoulder surgery and this week we have one of our operators, Brian McCall out for the week due to training. Shelley Knickerbocker, our new keyboard specialist will be splitting her day between our department and the fire department beginning February 1. It was requested that Shelley do all of the wastewater duties and has been given a list of duties to perform at the fire department that should take approximately 6-9 hours per week. It is noted that if we were to experience anything like what we went through this summer we could not do it at our present staffing levels. We have heard nothing of new hires. Commissioner Paul Lorenzo refers to a letter from the Department of Environmental Conservation about required staffing levels. Mr. Adams explains that the letter can not require the City to employ a certain number. A plant our size should employ anywhere from 13 to 24 employees with an average of 18. They only require us to have an operator and an assistant operator and there is only a general requirement to adequately staff the plant so that is open to interpretation. Chairman John Troy had a meeting with the Director of Administration and Finance, Bryan Gazda in late fall. Mr. Gazda is fully aware of the staffing issues and assured Mr. Troy that he would be replacing people. Mr. Adams

states that Brian McCall took the test in November for Operator One. One other person took the exam.

Biological Nutrient Removal (BNR) required an engineer study by April 1. Harvey Davis, the Mayor and Corporation Counsel have met with Barton & Loguidice Engineers. They are going to put together a quote and they do have experience with BNR. Mr. Davis has stated that it is a restrictive time frame because the last administration didn't move on this requirement.

We sent out bid requests for our 15 year old belt press that needs replacing. The sole bid came in at \$592,150.00, which is a very good price. The Director of Administration and Finance is not doing anything with the bid because the bond issue budget was only for \$500,000. Mr. Gazda has stated that the City can not repurpose money within the bond issue. Mr. Davis has stated that Mr. Damiano, the previous Director of Administration and Finance, did that routinely as long as it was within the same fund-like sewer. Money is just sitting there, as is the \$125,000 for the boiler replacement which could be repurposed for that \$92,000 we need to replace the belt press.

The rise in the river is less than 8 mgd. The City's Inflow and Infiltration Abatement program that they completed 1 ½ years ago is very successful. Two years ago we would have seen high teens to low twenties for this kind of river rise with the ground still frozen.

The boiler water heat loop leak has been found and repaired. The pipe was a 1 ½ inch steel pipe with closed cell expanded foam and a heavy pvc jacket. Apparently where these are joined together they are supposed to be insulated, jacketed, and heat fused. Instead they were shrink-wrapped and at this particular joint, water infiltrated and rotted through the weld and started leaking. We are concerned about the remainder of the joints.

We are falling behind on preventative maintenance tasks. Our priority is safety work orders, followed by corrective work orders and as staff is available the preventative maintenance. The ideal ratio is 80% preventative and 20% corrective and we are falling away from that ratio because of staffing issues. Wastewater is the City's largest single investment and if you don't take care of it, you end up having to replace it.

**Motion** to accept Managers Report by Todd Morris. Seconded by Paul Lorenzo.  
**UNANIMOUS**

Approval of Bills: Bills have been accepted.

**Motion** to accept bills by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Financial Statements: Financial statements have been accepted. Discussion regarding the sewer fund cost allocation due to the general fund for 2010. More information is needed from the Department of Finance and Administration.

**Motion** to accept financial statements by Todd Morris. Seconded by Paul Lorenzo.  
**UNANIMOUS**

Sewer Grievances: No business

New Business: Board Nominations

**Motion** to nominate John Troy to the Chairman seat on the Wastewater Advisory Board by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

**Motion** to nominate William Star as the Assistant Chairman seat on the Wastewater Advisory Board by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Sally Horak has spoken to the Mayor regarding her seat on the Board, which has to be placed on the next Common Council Agenda.

Following are the approved meeting dates:

January 25, 2010  
February 22, 2010  
March 22, 2010  
April 26, 2010  
May 24, 2010  
June 28, 2010  
July 26, 2010  
August 23, 2010  
September 27, 2010  
October 25, 2010  
November 22, 2010  
December 27, 2010

**Motion** to accept the above referenced board meeting dates by Todd Morris. Seconded by Paul Lorenzo. **UNANIMOUS**

Old Business: No business

The next Advisory Board meeting will be on February 22, 2010 at 5:30 pm.

**Motion** to Adjourn at 6:09 pm by Todd Morris. Seconded by Paul Lorenzo.  
**UNANIMOUS**

Minutes respectfully submitted by Shelley Knickerbocker

